



*Dedicated to
Satisfying our Community's
Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Wednesday, February 14, 2024
1965 Placentia Avenue, Costa Mesa, CA 92627
4:30 p.m. Regular Board Meeting**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Items Not on the Agenda: Members of the public are invited to address the Board regarding items which are not appearing on the posted agenda. Each speaker shall be limited to three minutes. The Board 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 Board has discussed the item. Each speaker shall be limited to three minutes. The Board will set aside 60 minutes for public comments for items appearing on the posted agenda.

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

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed as an Action Item, may be deliberated and may be subject to action by the Board.

CONSENT CALENDAR ITEMS:

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

1. Approve minutes of regular Board meeting of January 10, 2024.
2. Approve minutes of regular Board meeting of January 24, 2024.
3. Approve minutes of special Board meeting of January 30, 2024.
4. Approve attendance considerations (additions, changes, deletions).
5. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events

PRESENTATION AND DISCUSSION ITEMS:

6. CALIFORNIANS FOR ENERGY AND WATER ABUNDANCE:

Recommendation: Receive the presentation.

7. MESA WATER EDUCATION CENTER EVENT:

Recommendation: Receive the presentation.



8. BOARD MEETING PROCEDURES:

Recommendation: This item is provided for discussion.

ACTION ITEMS:

9. PREFERENCE TO BUY AMERICAN-MADE MANUFACTURED GOODS:

Recommendation: Adopt Resolution No. 1589 Providing Guidelines for the Procurement of Goods and Services and Cash Disbursements, Superseding Resolution No. 1581.

10. PLAN CHECK CONSULTING SERVICES:

Recommendation: Approve a sole source contract to John Robinson Consulting, Inc. to provide Plan Check Consulting Services for the remainder of Fiscal Year 2024 and through Fiscal Year 2025 for an amount not to exceed \$250,000, and authorize execution of the contract.

REPORTS:

11. REPORT OF THE GENERAL MANAGER

12. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

13. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

CLOSED SESSION:

14. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION:
Pursuant to California Government Code Sections 54956.9(d)(4) and 54954.5(b)

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.

**ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY,
FEBRUARY 28, 2024 AT 4:30 P.M.**



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Wednesday, January 10, 2024
1965 Placentia Avenue, Costa Mesa, CA 92627
4:30 p.m. Regular Board Meeting**

CALL TO ORDER

The meeting of the Board of Directors was called to order at 4:30 p.m. by President Dewane.

PLEDGE OF ALLEGIANCE

Vice President DePasquale led the Pledge of Allegiance.

Directors Present

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

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Wendy Kovacevic, Records Management Specialist/
Acting District Secretary
Andrew D. Wiesner, P.E., District Engineer
Tyler Jernigan, Water Operations Manager
Stacy Taylor, Water Policy Manager
Anthony Phou, Controller
Fritz Petropoulos, Water Use Efficiency and Education
Coordinator
Kaitlyn Norris, Public Affairs Specialist
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

None

PUBLIC COMMENTS

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

There were no comments and President Dewane proceeded with the meeting.

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

General Manager Shoenberger reported there were no items to be added, removed, or reordered on the agenda. There were no objections.

CONSENT CALENDAR ITEMS:

1. Approve minutes of adjourned regular Board meeting of October 30, 2023.
2. Approve minutes of regular Board meeting of November 8, 2023.

3. Approve minutes of regular Board meeting of December 13, 2023.
4. Approve attendance considerations (additions, changes, deletions).
5. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
6. Ratify the 2024 Board Committee & Other Agency Liaison Assignments.

MOTION

Motion by Vice President DePasquale, second by Director Atkinson, to approve Items 1 – 6 of the Consent Calendar. Motion passed 5 - 0.

PRESENTATION AND DISCUSSION ITEMS:

7. MESA WATER EDUCATION CENTER EVENT:

General Manager Shoenberger provided an overview of the topic.

Discussion ensued amongst the Board.

Staff was directed to agendize this topic at a future meeting.

ACTION ITEMS:

8. APPOINTMENT OF ASSISTANT DISTRICT TREASURER:

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to:

- a. Appoint Tyler Jernigan as Assistant District Treasurer, effective January 10, 2024; and
- b. Authorize a prorated stipend of \$220 per meeting for the Assistant District Treasurer when acting in the role of the District Treasurer, as previously authorized by the Board of Directors.

Motion passed 5 - 0.

9. EMPLOYEE RETIREMENT EVENTS:

GM Shoenberger provided an overview of the topic.

GM Shoenberger responded to questions from the Board and they thanked him for the information.

MOTION

Motion by Director Bockmiller, second by Vice President DePasquale, to adopt Resolution No. 1586 Establishing Guidelines for Employee Retirement Events Superseding Resolution No. 1400, as modified. Motion passed 5 – 0, by the following roll call vote:

AYES:	DIRECTORS	Atkinson, Bockmiller, Fisler, DePasquale, Dewane
NOES:	DIRECTORS	None
ABSTAIN:	DIRECTORS	None
ABSENT:	DIRECTORS	None

REPORTS:

- 10. REPORT OF THE GENERAL MANAGER:
- 11. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

- 12. FREE CHLORINE CONVERSION
- 13. DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3 (D)

President Dewane adjourned the meeting at 5:01 p.m. to a Regular Board Meeting scheduled for Wednesday, January 24, 2024 at 4:30 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Wednesday, January 24, 2024
1965 Placentia Avenue, Costa Mesa, CA 92627
4:30 p.m. Regular Board Meeting**

CALL TO ORDER

The meeting of the Board of Directors was called to order at 4:30 p.m. by President Dewane.

PLEDGE OF ALLEGIANCE

Director Fisler led the Pledge of Allegiance.

Directors Present

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

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager
Denise Garcia, Chief Administrative Officer/
District Secretary
Marwan Khalifa, CPA, MBA, Chief Financial Officer/
District Treasurer
Andrew D. Wiesner, P.E., District Engineer
Tyler Jernigan, Water Operations Manager
Stacy Taylor, Water Policy Manager
Kurt Lind, Business Administrator
Kaitlyn Norris, Public Affairs Specialist
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo

Others Present

Emily Owens-Bennett, P.E., BCEE, Supervising Engineer,
Trussell Technologies, Inc. *(teleconference)*
Harry C. Lorick, P.E., PWLF, Owner, LA Consulting, Inc.
Graham Juby, Vice President, Carollo Engineers, Inc.
Charlie He, Chief Technologist, Carollo Engineers, Inc.
(teleconference)

PUBLIC COMMENTS

President Dewane asked for public comments.

There were no comments and President Dewane proceeded with the meeting.

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

General Manager Shoenberger reported there were no items to be added, removed, or reordered on the agenda. There were no objections.

CONSENT CALENDAR ITEMS:

1. Receive and file the Developer Project Status Report.
2. Receive and file the Mesa Water and Other Agency Projects Status Report.
3. Receive and file the Water Quality Call Report.
4. Receive and file the Accounts Paid Listing.
5. Receive and file the Monthly Financial Reports.
6. Receive and file the Outreach Update.

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

MOTION

Motion by Vice President DePasquale, second by Director Fisler, to approve Items 1 – 6 of the Consent Calendar. Motion passed 5 - 0.

PRESENTATION AND DISCUSSION ITEMS:

7. FREE CHLORINE CONVERSION:

Water Operations Manager Jernigan provided an overview of the topic and introduced Public Affairs Specialist Norris and Trussell Technologies, Inc. Supervising Engineer Emily Owens-Bennett who provided a presentation that highlighted the following:

- Chloramines and Nitrification
- Source Waters
- Nitrification Control
- Free Chlorine Conversion
- Outreach
- Next Steps

Ms. Owens-Bennett, GM Shoenberger, Mr. Jernigan and Ms. Norris responded to questions from the Board and they thanked them for the presentation.

8. WATER SUPPLY AND DEMAND OPTIMIZATION MODEL UPGRADES:

Water Operations Manager Jernigan provided an overview of the topic and introduced Carollo Engineers, Inc. Vice President Graham Juby and Chief Technologist Charlie He who provided a presentation that highlighted the following:

- Existing Water Supply and Demand Optimization Model (WSDOM)
- What are the Drivers for Updating WSDOM?
- Blue Plan-it® Decision Support System
- Dynamic Well Field Operation Plan
- Power Consumption Summary
- Recommendations

Messrs. Juby, He and Jernigan responded to questions from the Board and they thanked them for the presentation.

9. FISCAL YEAR 2023 PERFORMANCE AUDIT:

Business Administrator Lind provided an overview of the topic and introduced LA Consulting, Inc. Owner Harry Lorick who provided a presentation that highlighted the following:

- Annual Performance Audit: The Road to Gold
- Overview
- Overall Score
- Conclusion
- Questions

Discussion ensued amongst the Board.

Messrs. Lorick, Shoenberger and Lind responded to questions from the Board and they thanked them for the presentation.

10. BOARD WORKSHOP PLANNING:

GM Shoenberger reviewed the proposed agenda topics for the March 19, 2024 Board Workshop.

Discussion ensued amongst the Board.

The Board directed staff to agendize *Board Meeting Procedures* at a future meeting.

ACTION ITEMS:

11. CALIFORNIA DRINKING WATER STATE REVOLVING FUND APPLICATION:

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

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to:

- a. Adopt Resolution No. 1587 Authorizing Mesa Water District to Apply for State Water Resources Control Board Funds for the 1951 Cohort Pipeline Replacement Project and Taking Related Actions; and
- b. Adopt Resolution No. 1588 Authorizing Mesa Water District to be Reimbursed by the State Water Resources Control Board for Costs Related to the 1951 Cohort Pipeline Replacement Project, Making Findings and Authorizing Various Actions in Connection Therewith.

Motion passed 5 – 0, by the following roll call vote:

AYES:	DIRECTORS	Atkinson, Bockmiller, Fisler, DePasquale, Dewane
NOES:	DIRECTORS	None
ABSTAIN:	DIRECTORS	None
ABSENT:	DIRECTORS	None

REPORTS:

12. REPORT OF THE GENERAL MANAGER:
 - December Key Indicators Report
13. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

14. CLAIM OF RONAN O'MAHONY
15. FEDERAL ADVOCACY UPDATE
16. STATE ADVOCACY UPDATE
17. ORANGE COUNTY UPDATE

Recess

President Dewane declared a recess at 6:17 p.m.

The Board meeting reconvened at 6:21 p.m.

President Dewane announced the Board was going into Closed Session at 6:22 p.m.

CLOSED SESSION:

18. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION:
Pursuant to California Government Code Sections 54956.9(d)(4) and 54954.5(b)

The Board returned to Open Session at 6:37 p.m.

Attorney Anslow announced that the Board conducted one Closed Session with the General Manager, District Secretary, and General Legal Counsel pursuant to California Government Code Sections 54956.9(d)(4) and 54954.5(b). The Board received information and there was no further announcement.

In honor of two Navy Seals, Special Warfare Operator 1st Class Christopher J. Chambers and 2nd Class Nathan G. Ingram, who were killed during a sea mission off the coast of Somalia on January 11, 2024, President Dewane adjourned the meeting at 6:38 p.m. to a Regular Board Meeting scheduled for Wednesday, February 14, 2024 at 4:30 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer

Unapproved



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Tuesday, January 30, 2024
1965 Placentia Avenue, Costa Mesa, CA 92627
5:30 p.m. Special Board Meeting**

CALL TO ORDER The meeting of the Board of Directors was called to order at 5:35 p.m. by President Dewane.

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

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

Directors Absent None

Staff Present Paul E. Shoenberger, P.E., General Manager
Andrew D. Wiesner, P.E., District Engineer
Tyler Jernigan, Water Operations Manager
Kaying Lee, Water Quality and Compliance Supervisor
Maryanne Grunbaum, Customer Service Representative II
Epuni Hinneschbusch, Customer Service Representative II
Todd Gard, Operator I
Kayli Miller, Public Affairs Intern II
Kaitlyn Norris, Public Affairs Specialist
Hester "Fritz" Petropoulos, Water Use Efficiency and Education Coordinator

Others Present Brenda Deeley, CEO, Brenda Deeley PR
19 Participants

ITEMS TO BE REMOVED OR REORDERED ON THE AGENDA

General Manager Shoenberger reported there were no items to be removed or reordered on the agenda. There were no objections.

PRESENTATION AND DISCUSSION ITEMS:

1. **WATER ISSUES STUDY GROUP MEETING:**

President Dewane welcomed the Water Issues Study Group participants and introduced the Board of Directors, each of whom addressed the group.

President Dewane introduced Public Affairs Specialist Norris who provided an overview of the Water Issues Study Group program and General Manager Shoenberger who provided a brief history of Mesa Water District and its infrastructure. GM Shoenberger then responded to questions from the class participants.

Ms. Norris introduced Water Operations Manager Jernigan who provided a presentation that highlighted Mesa Water's water quality monitoring, testing programs and reporting. Mr. Jernigan then responded to questions from the class participants.

Recess

President Dewane declared a recess at 6:17 p.m.

The Board meeting reconvened at 6:26 p.m.

The Board and staff answered questions from the class participants and thanked the Water Issues Study Group for their participation.

PUBLIC COMMENTS:

President Dewane asked for public comments on items not on the agenda. There were no comments.

President Dewane adjourned the meeting at 7:05 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Recording Secretary: Sharon D. Brimer



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MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Chief Administrative Officer
DATE: February 14, 2024
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 35, adopted March 22, 2023, authorize attendance at conferences, seminars, meetings, and events.

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

At its June 14, 2023 meeting, the Board of Directors (Board) approved Fiscal Year 2024 attendance at Conferences, Seminars, Meetings, and Events.

DISCUSSION

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

FINANCIAL IMPACT

None.

ATTACHMENTS

None.

2024 CONFERENCES, SEMINARS, AND MEETINGS:

February 21 - 23, 2024	
Urban Water Institute Spring Conference	<i>JA, MD</i>
Palm Springs, CA	
February 27 - 29, 2024	
ACWA Washington D.C. Conference	
Washington, D.C.	
March 4 - 7, 2024	
Jt. CA-NV AWWA/AMTA Spring Conference	
West Palm Beach, FL	
March 11 - 13, 2024	
Public-Private Partnership Conference	
Dallas, TX	
March 11 - 14, 2024	
WaterReuse Symposium	
Denver, CO	
April 10, 2024	
ACWA Legislative Symposium	
Sacramento, CA	
April 7 - 9, 2024	
CMUA Annual Conference	
Monterey, CA	
May 7 - 9, 2024	
ACWA JPIA Spring Conference	<i>JA, FB</i>
Sacramento, CA	
May 21 - 22, 2024	
CSDA Legislative Days	
Sacramento, CA	
June 3 - 21, 2024	
Harvard Senior Executives in State and Local Government	
Cambridge, MA	
June 10 - 13, 2024	
AWWA ACE24 Conference	
Anaheim, CA	
August 21 - 23, 2024	
Urban Water Institute Annual Conference	
San Diego, CA	
September 9 - 12, 2024	
CSDA Annual Conference	
Indian Wells, CA	
September 17 - 18, 2024	
P3 Water Summit	
San Diego, CA	
October 3 - 4, 2024	
H2O Women Conference	<i>MD</i>
Santa Barbara, CA	
October 5 - 9, 2024	
WEFTEC Conference	
New Orleans, LA	

February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1 Pay Period Ends 12:00pm R/S to 2/8 - OCWD Communications/Legislative (IN PERSON & VIRTUAL)	2 7:30am WACO (VIRTUAL)	3
4	5 8:30am MWDOC Planning & Operations Committee Meeting (IN PERSON & https://zoom.us/j/882)	6 7:30am ISDOC Executive Committee Meeting 8:00am OCBC Infrastructure 6:00pm Costa Mesa City Council Meeting (IN	7 8:30am Jt. MWDOC/MWD Workshop (IN 5:30pm OCWD Board Meeting (IN PERSON & VIRTUAL)	8 CalDesal Annual Conference (Embassy Suites, Sacramento) Pay Period Ends 12:00pm R/S from 2/1 - OCWD 12:00pm R/S to 2/15 - OCWD Admin &	9	10
11	12 12:00pm Executive Committee Meeting (Panian Conference) 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL)	13 9:00am ACC-OC Energy, Environment and Water Committee Meeting (VIRTUAL)	14 Payday 8:15am LAFCO Meeting (400 W Civic Center 8:30am MWDOC Admin 12:00pm OCWD Water 4:30pm Board Meeting	15 Pay Period Ends 8:30am R/S to 2/22 - MWDOC Executive Committee (IN 12:00pm R/S from 2/8 - OCWD Admin &	16	17
18	19 District Holiday	20 7:30am WACO Planning Committee Meeting 5:30pm Water Issues Study Group Night #2 6:00pm Costa Mesa City Council Meeting (IN	21 UWI's Spring Water Conference (Palm Springs) 8:30am MWDOC Board Meeting (IN PERSON 3:00pm Costa Mesa Chamber of 5:30pm OCWD Board	22 Pay Period Ends 8:30am R/S from 2/15 - MWDOC Executive Committee (IN PERSON & VIRTUAL)	23 8:00am SOCEC's Coffee Conversations with Assemblywoman Diane Dixon (27422 Portola Parkway,	24
25	26 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL)	27 ACWA DC (Washington DC)	28 Payday 4:30pm Board Meeting (Boardroom)	29 Pay Period Ends	Mar 1	2

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1 7:30am WACO (VIRTUAL)	2 10:00am Placentia Library Friends Foundation 2024 Authors Luncheon
3	4 8:30am MWDOC Planning & Operations Committee Meeting	5 7:30am ISDOC Executive Committee Meeting 6:00pm Costa Mesa City Council Meeting (IN	6 8:30am Jt. MWDOC/MWD 12:00pm Executive 5:30pm OCWD Board	7 Pay Period Ends 12:00pm OCWD Communications/Legislative (IN PERSON &	8	9
10	11 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL)	12 9:00am ACC-OC Energy, Environment and Water Committee Meeting (VIRTUAL)	13 Payday 8:15am LAFCO Meeting 8:30am MWDOC Admin 12:00pm OCWD Water	14 Pay Period Ends 12:00pm OCWD Admin & Finance (IN PERSON & VIRTUAL)	15	16
17	18	19 7:30am WACO Planning Committee Meeting 3:30pm Mesa Water 6:00pm Costa Mesa City	20 8:30am MWDOC Board Meeting (IN PERSON) 3:00pm Costa Mesa 5:30pm OCWD Board	21 Pay Period Ends 8:30am MWDOC Executive Committee (IN PERSON &	22	23
24	25 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL)	26	27 Children's Water Education Festival (University of California, I) Payday 8:30am Jt. 4:30pm Board Meeting	28 Pay Period Ends	29	30
31	Apr 1	2	3	4	5	6

April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 8:30am MWDOC Planning & Operations Committee Meeting (IN PERSON & VIRTUAL)	2 7:30am ISDOC Executive Committee Meeting 8:00am OCBC Infrastructure 6:00pm Costa Mesa City Council Meeting (IN	3 8:30am Jt. MWDOC/MWD Workshop (IN 5:30pm OCWD Board Meeting (IN PERSON & VIRTUAL)	4 Pay Period Ends 12:00pm Executive Committee Meeting (Panian Conference 12:00pm OCWD Communications/Legi	5 7:30am WACO (VIRTUAL)	6
7	8 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL) 5:00pm GWRS Steering Committee (IN PERSON & VIRTUAL)	9 9:00am ACC-OC Energy, Environment and Water Committee Meeting (VIRTUAL)	10 ACWA's Legislative Payday 8:15am LAFCO Meeting 8:30am MWDOC Admin 12:00pm OCWD Water 4:30pm Board Meeting	11 Pay Period Ends 12:00pm OCWD Admin & Finance (IN PERSON & VIRTUAL)	12	13
14	15	16 7:30am WACO Planning Committee Meeting (VIRTUAL) 6:00pm Costa Mesa City Council Meeting (IN PERSON & VIRTUAL)	17 8:30am MWDOC Board Meeting (IN PERSON 3:00pm Costa Mesa Chamber of 5:30pm OCWD Board Meeting (IN PERSON	18 Pay Period Ends 8:30am MWDOC Executive Committee (IN PERSON & VIRTUAL)	19 8:00am City/Districts Liaison Committee Meeting (2985 Bear Street, Costa Mesa, CA 92626)	20
21	22 5:00pm IRWD Board Meeting (IN PERSON & VIRTUAL)	23	24 Payday 8:30am Jt. MWDOC/OCWD (IN PERSON & VIRTUAL) 4:30pm Board Meeting (Boardroom)	25 Pay Period Ends 11:30am ISDOC Quarterly Event (MWDOC/OCWD Joint Boardroom)	26	27
28	29	30	May 1	2	3	4



UPCOMING COMMUNITY OUTREACH EVENTS

Event	Date & Time	Location
Water Issues Study Group	Tuesday, February 20, 2024 5:30 p.m. – 7:00 p.m.	Mesa Water Boardroom 1965 Placentia Avenue Costa Mesa, 92627
Segerstrom Center for the Arts Beckman Arts & Science Family Festival	Saturday, March 16, 2024 12:30 p.m. – 3:30 p.m.	Argyros Plaza 600 Town Center Drive Costa Mesa, CA 92626
Orange County Water District Childrens' Water Education Festival	Wednesday, March 27, 2024 8:00 a.m. – 3:00 p.m. & Thursday, March 28, 2024 8:00 a.m. – 3:00 p.m.	University of California, Irvine 5251 California Avenue Irvine, CA 92617



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MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, Water Policy Manager
DATE: February 14, 2024
SUBJECT: Californians for Energy and Water Abundance

RECOMMENDATION

Receive the presentation.

STRATEGIC PLAN

Goal #1: Provide an abundant, local, reliable and safe water supply.
Goal #3: Be financially responsible and transparent.
Goal #4: Increase favorable opinion of Mesa Water.
Goal #7: Actively participate in regional and statewide water issues.

PRIOR BOARD ACTION

At its October 13, 2021 meeting, the Board of Directors (Board) adopted Resolution No. 1549 Supporting the [Water Infrastructure Funding Act of 2022](#).

At its January 25, 2023 meeting, the Board approved a \$12,500 grant contribution to the California Policy Center to help fund and support the organization's research on Water Infrastructure Solutions for California.

DISCUSSION

Edward Ring is a contributing editor and senior fellow with the California Policy Center (CPC), which he co-founded in 2013 and served as its first president. He was an integral member of the CPC's steering committee that authored the Water Infrastructure Funding Act of 2022. With Ring's support, the CPC continues its policy research to reach a comprehensive solution to the challenge of water scarcity in California -- the goal being to change California's preferred policies of rationing and politically imposed scarcity to policies that embrace and nurture abundance and affordability.

In 2023, CPC's work towards attaining this goal included the following impactful activities and accomplishments:

- launched "Californians for Energy and Water Abundance" ([AbundanceCA.com/](#)) and an accompanying weekly newsletter -- "What's Current - California's Energy & Water Future" ([AbundanceCA.com/news/](#)) -- sent to a list of 1,200 influential individuals;
- built a team of experts on California's energy and water challenges to promote policy solutions;
- developed several legislative recommendations to address specific regulatory obstacles and to help achieve water and energy abundance, with one such recommendation (related to reforming the California Environmental Quality Act) resulting in the "Californians for Fair Housing" Political Action Committee which is conducting signature gathering to qualify the "[California Homeownership Affordability Act](#)" for the November 2024 state ballot;



- assembled a coalition of activist groups dedicated to advocating on the CPC's policy solutions and legislative recommendations; and,
- promoted the CPC's policy solutions and legislative recommendations to journalists, politicians, and the public.

At the February 14, 2024 meeting, Mr. Ring will provide to the Board a presentation entitled *The Abundance Mindset: A New Approach To Water Policy*.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: February 14, 2024
SUBJECT: Mesa Water Education Center Event

RECOMMENDATION

Approve the Mesa Water Education Center Ribbon Cutting invite list and direct staff to send out invitations to the April 5, 2024 event.

STRATEGIC PLAN

Goal #4: Increase favorable opinion of Mesa Water.

PRIOR BOARD ACTION/DISCUSSION

At its October 30, 2023 workshop, the Board of Directors (Board) discussed the draft Mesa Water Education Center Ribbon Cutting invite list and provided direction to staff to further cull the list and bring back to a future meeting.

At its January 10, 2024 meeting, the Board discussed the draft Mesa Water Education Center Ribbon Cutting invite list and provided direction to staff to bring back to a future meeting

DISCUSSION

Mesa Water District's (Mesa Water®) outreach program aims to connect Mesa Water with its constituents to achieve Goal #4 of the Board's Strategic Plan. Outreach activities include educating and informing the District's constituents about Mesa Water, water issues, and water in general.

The Mesa Water Education Center (MVEC) is nearing completion. As the only facility of its kind in Orange County, the MVEC will be a premier destination for fifth grade school fieldtrips, civic, business and community organizations, residents and other visitors to learn more about Mesa Water.

To celebrate this milestone, a Ribbon Cutting event will be held on Friday, April 5, 2024. This event will be a tremendous opportunity for Mesa Water to engage with industry leaders, elected officials, business and community leaders to debut the MVEC.

Staff will provide a revised draft of the Mesa Water Education Center Ribbon Cutting invite list for discussion at the February 14, 2024 meeting.

FINANCIAL IMPACT

In Fiscal Year 2024, \$906,450 is budgeted for Support Services; \$440,090 has been spent to date.



ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Chief Administrative Officer
DATE: February 14, 2024
SUBJECT: Board Meeting Procedures

RECOMMENDATION

This item is provided for discussion.

The Executive Committee will review this topic at its February 12, 2024 meeting.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

Goal #4: Increase favorable opinion of Mesa Water.

Goal #6: Provide excellent customer service.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

This item has been agendaized at the request of the Board of Directors (Board).

Mesa Water District (Mesa Water®) holds regular Board meetings on the second and fourth Wednesday of each month at 4:30 p.m. in the Boardroom at the District Offices at 1965 Placentia Avenue, Costa Mesa. All Mesa Water Board and committee meetings are open to the public and are conducted in accordance with Federal and State law.

Mesa Water recently received the Special District Leadership Foundation's (SDLF) District Transparency Certificate of Excellence in recognition of its outstanding efforts to promote transparency and good governance. This is the fifth time Mesa Water has received this certificate. Mesa Water was also recently accredited for the eighth time by SDLF as a "District of Distinction" for its sound fiscal management policies and practices in District operations.

At its January 24, 2024 meeting, the Board requested to revisit current meeting procedures for audio recording. Mesa Water audio records their Board meetings for purposes of proper minute documentation; Mesa Water does not currently live stream or video their Board meetings.

FINANCIAL IMPACT

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

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Marwan Khalifa, Chief Financial Officer
DATE: February 14, 2024
SUBJECT: Preference to Buy American-Made Manufactured Goods

RECOMMENDATION

Adopt Resolution No. 1589 Providing Guidelines for the Procurement of Goods and Services and Cash Disbursements, Superseding Resolution No. 1581.

The Executive Committee will review this topic at its February 12, 2024 meeting.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

Goal #6: Provide excellent customer service.

Goal #7: Actively participate in regional and statewide water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Mesa Water District (Mesa Water®) has a long-standing practice of supporting local business in Costa Mesa. The effort includes promoting businesses in the community by procuring goods and services locally when the option is available. The practice of locally sourcing materials, supplies and services benefits the local economy by directly investing money through the issuance of orders and contracts to local businesses.

In recent years, there has been a growing interest in promoting domestic manufacturing and reducing reliance on foreign-produced goods. The current global landscape highlights the importance of having a reliable supply chain to maintain Mesa Water's critical infrastructure. By favoring American-made manufactured goods, staff can mitigate potential vulnerabilities and ensure a stable flow of essential products.

Adopting a preference to purchase American-made manufactured goods is another strategic step toward supporting our local economy. By prioritizing American-made products, Mesa Water can help stimulate the local economy by enhancing job opportunities and economic stability here in our country.

Staff recommends incorporating language in the procurement guidelines that expresses a preference for purchasing American-made manufactured goods, in cases where quality and availability are comparable to the foreign alternatives.

FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: Draft Resolution No. 1589

Attachment B: Resolution No. 1581, Redline

RESOLUTION NO. 1589

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1581

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

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

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

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

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

- Section 1.** This Resolution establishes the guidelines for the procurement of goods and services for Mesa Water use as set forth in Attachment A, attached hereto and incorporated herein by this reference.
- Section 2.** This Resolution establishes the controls governing disbursement of funds as set forth in Attachment B, attached hereto and incorporated herein by this reference.
- Section 3.** This Resolution shall be effective immediately upon adoption by the Board.
- Section 4.** Mesa Water's General Manager and Chief Financial Officer are authorized to take such other and further actions as may be necessary or convenient to implement the directives of this Resolution.

ADOPTED, SIGNED, and APPROVED this 14th day of February 2024 by the following roll call vote:

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

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary

DRAFT

ATTACHMENT A

RESOLUTION NO. 1589

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1581

PROCUREMENT GUIDELINES

The use of all Mesa Water funds is subject to Resolution No. 1507, Delegation of Authority to the General Manager.

Authorization

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

Procurement Statement

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

Buy American-Made Preference

Mesa Water recognizes the importance of supporting domestic industries and promoting economic growth within the United States. In alignment with this commitment, Mesa Water District hereby adopts a Buy American-Made Preference Policy to govern procurement activities.

Vendors participating in the procurement process with Mesa Water shall be informed that priority will be given to vendors who supply goods that are produced, manufactured, or substantially transformed in the United States. American-made products will be the preference in cases where quality and availability are comparable to foreign alternatives.

Written Agreements

Competitive procurement and written agreements will be required for the acquisition of all goods and services that are anticipated to cost \$25,000 or more per year. Written agreements for the purposes of these Procurement Guidelines include contracts (Mesa Water Contracts) and purchase orders. The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved annual budget. Written agreements within the limits set by the annual budget may be for one-year, or multi-year with annual renewals. Mesa Water's policy is that contracts shall not normally include terms for automatic renewal.

GENERAL PROCUREMENT

For materials, supplies, labor, services (not including Capital Construction, Maintenance Services or Professional Services) and equipment, the following procedures will apply:

It shall be Mesa Water's goal to utilize a competitive procurement process, which includes soliciting a minimum of three written quotes, bids, or proposals, as applicable. The receipt of less than three quotes, bids or proposals shall not invalidate the solicitation process or require the solicitation of additional quotes, bids, or proposals.

Exceptions: Competitive procurement may not be required in the following situations: (1) procurement where it appears only one viable source exists, (2) there is a compelling reason, a preferred brand, material to match existing District equipment or facilitate effective maintenance and support, or (3) purchases from vendors who have been awarded the same type of purchase by a federal agency, a state agency or other public agency after a competitive procurement process.

Exceptions to competitive procurement must be deemed appropriate by the authority of the General Manager. Mesa Water District's Board of Directors (Board) will be notified annually of all contracts entered into by Mesa Water under the exceptions to competitive procurement process.

CAPITAL CONSTRUCTION PROJECTS

For capital construction projects, the following procedures will apply:

Bid and Award

Mesa Water's Board will review all bids on a project when Mesa Water staff proposes to recommend approval of a bid for a project that is anticipated to cost \$250,000 or more per bid. The Board may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

Change Orders

- a. The General Manager is authorized to approve change orders until the cumulative amount of those change orders is anticipated to exceed the amount authorized by the Board for construction by 30 percent or \$75,000, whichever is less.
- b. If the cumulative change orders are anticipated to exceed the amount authorized for construction by 30 percent or \$75,000, whichever is less, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms).

- c. The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause Mesa Water to incur significant additional costs or significant delays, even if the change order will exceed the General Manager's delegated authority. The General Manager will promptly inform the Board of such action(s) and the Board will review ratification of the General Manager's decision(s).

MAINTENANCE SERVICES

For maintenance services defined as routine, recurring, and usual work for the preservation or protection of District facilities and operations, the following procedures will apply:

- a. If the maintenance services are anticipated to cost \$75,000 or more per year, the selection of the maintenance service provider will be reviewed by the Board and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved maintenance service provider.
- b. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The Board will review all requests for additional funds.

PROFESSIONAL SERVICES

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

- a. Professional service providers are defined as attorneys, engineering consultants, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, public relations services, management consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying. If the work of a professional service provider is anticipated to cost \$75,000 or more per year, the selection of the professional service provider will be reviewed by the Board and subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved professional service provider.
- b. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The Board will review all requests for additional funds.

In the event of an emergency, the General Manager has full authority to commit Mesa Water funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to, the limitations set out in Resolution No. 1507.

ATTACHMENT B

RESOLUTION NO. 1589

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. 1581

GUIDELINES FOR DISBURSEMENTS

The use and expenditure of all Mesa Water funds is subject to Resolution No. 1507, Delegation of Authority to the General Manager.

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

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

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

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

The Chief Financial Officer and Controller may authorize inter-bank transfers for the purpose of satisfying payroll requirements.

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

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

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

DRAFT

RESOLUTION NO. ~~15811589~~

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
PROVIDING GUIDELINES FOR THE PROCUREMENT
OF GOODS AND SERVICES AND CASH DISBURSEMENTS,
SUPERSEDING RESOLUTION NO. ~~15811508~~**

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

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

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

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

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

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

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

Section 3. This Resolution shall ~~take be~~ effective immediately upon adoption ~~on July 1, 2023~~ by the Board.

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

ADOPTED, SIGNED, and APPROVED this 14th day of ~~June 2023~~ **February 2024** and ~~adopted~~ by the following roll call vote:

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

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary

DRAFT

ATTACHMENT A

RESOLUTION NO. ~~15811589~~

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. ~~15081581~~

PROCUREMENT GUIDELINES

The use of all Mesa Water ~~District (Mesa Water or District)~~ funds is subject to Resolution No. 1507, Delegation of Authority to the General Manager.

Authorization

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

Procurement Statement

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

Buy American-Made Preference

Mesa Water recognizes the importance of supporting domestic industries and promoting economic growth within the United States. In alignment with this commitment, Mesa Water District hereby adopts a Buy American-Made Preference Policy to govern procurement activities.

Vendors participating in the procurement process with Mesa Water shall be informed that priority will be given to vendors who supply goods that are produced, manufactured, or substantially transformed in the United States. American-made products will be the preference in cases where quality and availability are comparable to foreign alternatives.

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Exceptions: Competitive procurement may not be required in the following situations: (1) procurement where it appears only one viable source exists, (2) there is a compelling reason, a preferred brand, material to match existing District equipment or facilitate effective maintenance and support, or (3) purchases from vendors who have been awarded the same type of purchase by a federal agency, a state agency or other public agency after a competitive procurement process.

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For capital construction projects, the following procedures will apply:

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Mesa Water's Board will review all bids on a project when Mesa Water staff proposes to recommend approval of a bid for a project that is anticipated to cost \$250,000 or more per bid. The Board may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

Change Orders

- a. The General Manager is authorized to approve change orders until the cumulative amount of those change orders is anticipated to exceed the amount authorized by the Board for construction by 30 percent or \$75,000, whichever is less.
- b. If the cumulative change orders are anticipated to exceed the amount authorized for construction by 30 percent or \$75,000, whichever is less, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms).

- c. The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause Mesa Water to incur significant additional costs or significant delays, even if the change order will exceed the General Manager's delegated authority. The General Manager will promptly inform the Board of such action(s) and the Board will review ratification of the General Manager's decision(s).

MAINTENANCE SERVICES

For maintenance services defined as routine, recurring, and usual work for the preservation or protection of District facilities and operations, the following procedures will apply:

- a. If the maintenance services are anticipated to cost \$75,000 or more per year, the selection of the maintenance service provider will be reviewed by the Board and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved maintenance service provider.
- b. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The Board will review all requests for additional funds.

PROFESSIONAL SERVICES

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

- a. Professional service providers are defined as attorneys, engineering consultants, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, public relations services, management consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying. If the work of a professional service provider is anticipated to cost \$75,000 or more per year, the selection of the professional service provider will be reviewed by the Board and subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between Mesa Water and the approved professional service provider.
- b. If the cost of the work is anticipated to exceed the amount authorized by the Board, there will be no further work until the Board authorizes additional funds. The Board will review all requests for additional funds.

In the event of an emergency, the General Manager has full authority to commit Mesa Water funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to, the limitations set out in Resolution No. 1507.

ATTACHMENT B

RESOLUTION NO. ~~1581~~1589

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS PROVIDING GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS, SUPERSEDING RESOLUTION NO. ~~1508~~1581

GUIDELINES FOR DISBURSEMENTS

The use and expenditure of all Mesa Water funds is subject to Resolution No. 1507~~;~~, Delegation of Authority to the General Manager.

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

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

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

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

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

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

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

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

DRAFT



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Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Andrew D. Wiesner, P.E., District Engineer
DATE: February 14, 2024
SUBJECT: Plan Check Consulting Services

RECOMMENDATION

Approve a sole source contract to John Robinson Consulting, Inc. to provide Plan Check Consulting Services for the remainder of FY 2024 and through FY 2025 for an amount not to exceed \$250,000, and authorize execution of the contract.

STRATEGIC PLAN

Goal #1: Provide an abundant, local, reliable and safe water supply.

Goal #2: Perpetually renew and improve our infrastructure.

Goal #6: Provide excellent customer service.

PRIOR BOARD ACTION/DISCUSSION

At its April 11, 2019 meeting, after conducting an extensive Request for Proposal process, the Board of Directors (Board) awarded a 3-year contract to John Robinson Consulting, Inc. for \$124,800 per year with two one-year renewable options to provide Plan Check Consulting Services.

BACKGROUND

Mesa Water District's (Mesa Water®) Engineering Department oversees plan check review responsibilities for proposed development work implemented throughout its service area. Plan check duties generally consist of the following activities:

- Review of proposed development plans and specifications;
- Utility coordination;
- Process plan check permits, cost estimates, service agreements, and payment vouchers;
- Easement review and County of Orange recording coordination;
- Coordination with City of Costa Mesa Building and Fire Departments;
- Fire flow analysis and system pressure inquiries;
- Respond to customer plan check inquiries regarding District standards;
- Coordinate and analyze hydraulic modeling results; and
- Oversee construction inspection compliance.

DISCUSSION

In April 2019, John Robinson Consulting, Inc. was awarded a contract for Plan Check Consulting Services. When the contract was first awarded, an average of fifty customer projects were started each fiscal year (FY). In FY 2023, the number of customer project starts increased to 131. This increased workload is anticipated to continue for the foreseeable future. To date, 61 customer projects have been started in FY 2024. To account for the increased workload, staff recommends



that John Robinson Consulting, Inc be awarded a sole source contract for the remainder of FY 2024 and through FY 2025 for an amount not to exceed \$250,000.

FINANCIAL IMPACT

In Fiscal Year 2024, \$125,000 is budgeted for Plan Check Services; \$124,600 has been spent to date. Requested funding for FY 2024 will come from Cash on Hand. Additional funds will be added to the FY 2025 Proposed Budget.

ATTACHMENTS

None.

REPORTS:

11. REPORT OF THE GENERAL MANAGER

REPORTS:

12. DIRECTORS' REPORTS AND COMMENTS

DIRECTORS' REPORTS (AB 1234) PER CA GOVERNMENT CODE SECTION 53232.3(D)

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

Jim Atkinson Meetings Attended

Reimbursement Date:	Description, Date
1/22/24	CRWUA Conference, 12/12 – 12/16
1/30/24	ACWA Fall Conference, 11/27 – 12/1
1/30/24	Urban Water Institute Meeting, 12/20 – 12/21

Fred R. Bockmiller, P.E. Meetings Attended

Reimbursement Date:	Description, Date
1/8/24	Well Visit, 11/17
1/8/24	Mesa Water Employee Event, 11/20
1/8/24	Meeting with General Manager, 11/21
1/8/24	Mesa Water Employee Event, 12/11
1/8/24	Meeting with General Manager, 12/18

Marice H. DePasquale Meetings Attended

Reimbursement Date:	Description, Date
1/30/24	ACC-OC Meeting, 1/24

Shawn Dewane Meetings Attended

Reimbursement Date:	Description, Date
NA	

James R. Fisler Meetings Attended

Reimbursement Date:	Description, Date
1/8/24	OCWD Board Meeting, 12/6
1/19/24	OCWD Board Meeting, 1/3
1/19/24	OCWD Water Issues, 1/10
1/19/24	OCWD Admin/Finance Committee Meeting, 1/11
1/22/24	Meeting regarding Water Issues, 1/5

CLOSED SESSION:

14. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION:
Pursuant to California Government Code Sections 54956.9(d)(4) and 54954.5(b)