



*Dedicated to
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Water Needs*

**AGENDA
MESA WATER DISTRICT
BOARD OF DIRECTORS
Thursday, November 12, 2020
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

**IN AN EFFORT TO MITIGATE THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING THIS BOARD MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:
DIAL: (949) 207-5455
CONFERENCE ID: 130371#**

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 on the agenda. Each speaker is limited to three minutes. The Board will set aside 30 minutes for public comments.

Items on the Agenda: Members of the public may comment on agenda items before action is taken or after the Board has discussed the item. Each speaker is limited to three minutes. The Board will set aside 60 minutes for public comments.

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 October 8, 2020.
2. Approve attendance considerations (additions, changes, deletions).
3. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
4. Receive the Quarterly Training Report for July 1, 2020 to September 30, 2020.
5. Ratify Vice President Marice H. DePasquale as the designated director assigned to CalDesal, and President Shawn Dewane as the designated alternate, for Mesa Water District's 2021 Board Committee & Other Agency Liaison Assignments.



ACTION ITEMS:

6. CONFLICT OF INTEREST CODE:

Recommendation: Adopt Resolution No. 1535 Amending its Conflict of Interest Code Superseding Resolution No. 1516.

7. PROCLAMATION HONORING JOAN FINNEGAN:

Recommendation: Approve a proclamation honoring Joan Finnegan for her dedicated service and commitment to the Municipal Water District of Orange County and the water industry.

PRESENTATION AND DISCUSSION ITEMS:

None

REPORTS:

8. REPORT OF THE GENERAL MANAGER:

- October Key Indicators Report
- Other (no enclosure)

9. DIRECTORS' REPORTS AND COMMENTS

INFORMATION ITEMS:

10. RATE ADJUSTMENT COMMUNICATION

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

12. 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.

ADJOURN TO AN ADJOURNED REGULAR BOARD MEETING SCHEDULED FOR THURSDAY, NOVEMBER 19, 2020 AT 3:30 P.M.



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**MINUTES OF THE BOARD OF DIRECTORS
MESA WATER DISTRICT
Thursday, October 8, 2020
1965 Placentia Avenue, Costa Mesa, CA 92627
6:00 p.m. Regular Board Meeting**

CALL TO ORDER

The meeting of the Board of Directors was called to order at 6:02 p.m. by President Dewane.

PLEDGE OF ALLEGIANCE

Director Atkinson led the Pledge of Allegiance.

Directors Present

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

Directors Absent

None

Staff Present

Paul E. Shoenberger, P.E., General Manager *(teleconference)*
Denise Garcia, Administrative Services Manager/
District Secretary
Wendy Duncan, Records Management Specialist/
Assistant District Secretary *(teleconference)*
Marwan Khalifa, CPA, MBA, Chief Financial Officer/
District Treasurer *(teleconference)*
Tracy Manning, Water Operations Manager *(teleconference)*
Stacy Taylor, Water Policy Manager *(teleconference)*
Kurt Lind, Business Administrator *(teleconference)*
Andrew D. Wiesner, P. E. Principal Engineer *(teleconference)*
Rob Anslow, Partner, Atkinson, Andelson, Loya, Ruud & Romo
(teleconference)

Others Present

Jonathan Aparicio, IT Support Engineer, T2 Technology
Tom Epperson, Project Manager, Tetra Tech *(teleconference)*

President Dewane stated that the Board of Directors was attending the meeting via teleconference per Governor Newsom's Executive Order N-29-20 which suspended certain provisions of the Ralph M. Brown Act.

President Dewane stated that for each action, a roll call vote was taken in accordance with California Government Code Section 54953(b) (2), which states, "all votes taken during a teleconferenced meeting shall be by roll call."

President Dewane proceeded with the meeting.

PUBLIC COMMENTS

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

There were no comments on non-agendized topics 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.

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 September 10, 2020.
2. Approve minutes of adjourned regular Board meeting of September 22, 2020.
3. Approve attendance considerations (additions, changes, deletions).
4. Board Schedule:
 - Conferences, Seminars, and Meetings
 - Board Calendar
 - Upcoming Community Outreach Events
5. Approve support of El Toro Water District Director Mark Monin for the position of President for the Independent Special Districts of Orange County Executive Committee election, and authorize President Shawn Dewane to be the District's voting delegate.

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

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

MOTION

Motion by Vice President DePasquale, second by Director Atkinson, to approve Items 1 – 5 of the Consent Calendar. Motion passed 5-0, by the following roll call vote:

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

ACTION ITEMS:

6. MAINLINE VALVE SPACING POLICY:

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

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

MOTION

Motion by Director Bockmiller, second by Director Atkinson, to adopt Resolution No. 1534 Establishing a Mainline Valve Spacing Policy. Motion passed 5-0, by the following roll call vote:

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

PRESENTATION AND DISCUSSION ITEMS:

None.

REPORTS:

7. REPORT OF THE GENERAL MANAGER:

- September Key Indicators Report
- Other (no enclosure)

8. DIRECTORS' REPORTS AND COMMENTS

Director Bockmiller offered that the candidate running for Mesa Water District's Board of Directors has not attended any Mesa Water Board meetings.

INFORMATION ITEMS:

9. WATER CONSUMPTION FOR FISCAL YEARS 2019 & 2020

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

11. OTHER (NO ENCLOSURE)

RECESS

President Dewane declared a recess at 6:20 p.m.

The Board meeting reconvened at 6:22 p.m.

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

CLOSED SESSION:

12. CONFERENCE WITH GENERAL LEGAL COUNSEL – EXISTING LITIGATION:
Pursuant to California Government Code Section 54956.9(d)(1)
Reporting Issue: Department of Drinking Water

The Board returned to Open Session at 6:58 p.m.

Attorney Anslow announced that the Board conducted one Closed Session with the General Manager, District Secretary, Water Operations Manager, and General Legal Counsel pursuant to California Government Code Section 54956.9(d)(1). The Board received information and there was no further announcement.

President Dewane adjourned the meeting at 6:59 p.m. to an Adjourned Regular Board Meeting scheduled for Tuesday, October 27, 2020 at 3:30 p.m.

Approved:

Shawn Dewane, President

Denise Garcia, District Secretary

Sharon D. Brimer, Recording Secretary

Unapproved



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: November 12, 2020
SUBJECT: Attendance at Conferences, Seminars, Meetings, and Events

RECOMMENDATION

In accordance with Ordinance No. 29, adopted February 14, 2019, authorize attendance at conferences, seminars, meetings, and events.

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

At its June 11, 2020 meeting, the Board of Directors (Board) approved Fiscal Year 2021 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.

2020 CONFERENCES, SEMINARS, AND MEETINGS:

November 30, 2020	
ACWA/JPIA Fall Conference	<i>Bockmiller</i>
Virtual	
December 2 - 3, 2020	
ACWA Fall Conference	<i>Atkinson, Bockmiller, DePasquale,</i>
Virtual	<i>Dewane, Fisler</i>
December 14 - 16, 2020	
Colorado River Water Users Association Conference	<i>Canceled</i>
Las Vegas, NV	

November 2020

November 2020						December 2020							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 8:30am MWDOC Planning & Operations Committee Meeting (ZOOM)	3 7:30am ISDOC Executive Committee Meeting (ZOOM) 12:00pm Ad Hoc Meeting (Panian Conference Room) 5:30pm R/S to 11/10 Costa Mesa City Council Meeting (Council Chambers)	4 8:30am Jt. MWDOC/MWD Workshop (ZOOM) 5:30pm OCWD Board Meeting (ZOOM)	5	6 Pay Period Ends 7:30am WACO Meeting (ZOOM)	7
8	9 5:00pm IRWD Board Meeting (ZOOM)	10 7:30am OCBC Infrastructure Committee Meeting (ZOOM) 8:00am Board of Directors Fall Workshop 5:30pm R/S from 11/3 Costa Mesa City Council Meeting (ZOOM)	11 District Holiday Payday 8:00am CANCELED LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am R/S to 11/12 MWDOC Admin and Finance Committee (Conference) 11:30am CM Chamber Event - "Careful Connecting" (TBD)	12 8:30am R/S from 11/11 MWDOC Admin and Finance Committee (ZOOM) 6:00pm Mesa Water Board Meeting (ZOOM)	13	14
15	16 8:30am MWDOC Public Affairs & Legislation (ZOOM)	17 7:30am WACO Planning Committee (ZOOM) 5:30pm Costa Mesa City Council Meeting (ZOOM)	18 8:30am MWDOC Board Meeting (ZOOM) 5:30pm OCWD Board Meeting (ZOOM)	19 8:30am MWDOC Executive Committee (ZOOM) 11:30am CANCELED CM Chamber Event 3:30pm Board of Directors Committee Meeting (ZOOM) 4:00pm Costa Mesa Chamber Board Meeting (TBD if ZOOM)	20 Pay Period Ends	21
22	23 5:00pm IRWD Board Meeting (ZOOM)	24	25 Payday	26 District Holiday	27 District Holiday	28
29	30 10:15am ACWA/JPIA Executive Committee Meeting (VIRTUAL) 1:30pm ACWA/JPIA Board of Directors Meeting (VIRTUAL) 4:00pm ACWA/JPIA Town Hall Meeting (VIRTUAL) - Bobbette Wells	Dec 1	2	3	4	5

December 2020

December 2020							January 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1 7:30am ISDOC Executive Committee Meeting (Conference Room 101) 12:00pm Ad Hoc Meeting (Panian Conference Room) 3:00pm ACWA Communications Committee Meeting (MD) (Indian Wells) 5:30pm Costa Mesa City Council Meeting (Council Chambers)	2 ACWA Fall Conference (Virtual) 8:30am CANCELED Jt. MWDOC/MWD Workshop (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	3 Pay Period Ends 7:30am R/S TO 12/11 WACO Meeting (MWDOC/OCWD Boardroom)	4	5
6	7 8:30am R/S to 12/14 MWDOC Planning & Operations Committee Meeting (Conference Room 101)	8 7:30am OCBC Infrastructure Committee Meeting (2 Park Plaza, Suite 125 Irvine, 92614; OCBC Conference Room)	9 Payday 8:00am LAFCO Meeting (Hall of Administration 10 Civic Center Plaza Santa Ana, CA 92701) 8:30am MWDOC Admin and Finance Committee (Conference Room 101) 11:30am CM Chamber Event - "Careful Connecting" (TBD)	10 6:00pm Mesa Water Board Meeting (Boardroom)	11 7:30am R/S from 12/4 WACO Meeting (MWDOC/OCWD Boardroom)	12
13	14 CANCELED Colorado River Water Users Association Conference 8:30am R/S from 12/7 MWDOC Planning & Operations Committee Meeting (Conference Room 101) 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	15 7:30am WACO Planning Committee 5:30pm Costa Mesa City Council Meeting	16 8:30am MWDOC Board Meeting (MWDOC/OCWD Boardroom) 5:30pm OCWD Board Meeting (OCWD Boardroom)	17 8:30am MWDOC Executive Committee (Conference Room 102) 11:30am CM Chamber Event 3:30pm Board of Directors Committee Meeting (ZOOM)	18 Pay Period Ends	19
20	21 8:30am MWDOC Public Affairs & Legislation (Conference Room 101)	22	23 Payday	24 District Holiday	25 District Holiday	26
27	28 5:00pm IRWD Board Meeting (15600 Sand Canyon Avenue in Irvine)	29	30	31 District Holiday	Jan 1, 21	2

January 2021

January 2021							February 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27	28	29	30	31	Jan 1, 21 District Holiday Pay Period Ends	2
3	4 8:30am MWDOC Planning & Operations Committee Meeting (Conference Room 101)	5	6 Payday 8:30am Jt. MWDOC/MWD Workshop (MWDOC/MWD Boardroom)	7	8	9
10	11	12	13 8:30am MWDOC Admin and Finance Committee (Conference Room 101) 11:30am CM Chamber Event - "Careful Connecting" (TBD)	14 6:00pm Mesa Water Board Meeting (Boardroom)	15 Pay Period Ends	16
17	18 District Holiday 8:30am MWDOC Public Affairs & Legislation (Conference Room 101)	19	20 Payday	21	22	23
24	25	26	27	28	29 Pay Period Ends	30
31	Feb 1	2	3	4	5	6



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MEMORANDUM

TO: Board of Directors
FROM: Syndie Ly, Human Resources Manager
DATE: November 12, 2020
SUBJECT: Quarterly Training Report

RECOMMENDATION

Receive the Quarterly Training Report for July 1, 2020 to September 30, 2020.

STRATEGIC PLAN

Goal #5: Attract and retain skilled employees.

DISCUSSION

As part of the Board of Directors' (Board) approved 2020 Strategic Plan Goal #5 – Attract and retain skilled employees, Objective B is to Build Employee Skills, specifically the following:

- Fully train a minimum of two employees in key processes to ensure accountability and sustainability
- Develop and implement an operational and institutional knowledge transfer plan

Outcome 3 calls for providing quarterly training reports to the Board.

Attached is the Quarterly Training Report for July 1, 2020 to September 30, 2020. In addition to the training listed on the report, staff also conducts safety training for all employees and Monday Morning Tailgate Talks for Water Operations, Engineering, and Customer Services field staff.

The Tailgate Talks for this quarter included the following topics:

- Be Kind to Your Body Stretch Before Work
- CPR and AEDs Can Save Lives
- Jackhammer Safety
- An Open and Shut Case for Gate Valve Safety
- Biohazards and Work Safety
- Field Ergonomics and Back Safety
- Weld Well to End Well
- You've Got the Power: Power Tools
- Facing Up to Stress
- Lightning: The Underrated Killer
- Texting and Working Don't Mix
- Lockout/Tagout: Water Under Pressure Poses Danger
- Reagents in Disguise: Chemical Safety

The Safety Training program included the following topics:

- COVID-19 Return to Work
- Fit Test, Medical Clearance and Hearing – Industrial Hearing and Pulmonary
- New Hire Training
- AC Pipe Refresher



- Forklift Classroom
- Forklift Practical
- Confined Space Entry Attendant
- AC Pipe Initial
- Online First Aid/AED/ CPR Training

Below are the required continuing education hours needed, over a three-year period, for each Distribution and Treatment Certification Renewal held by staff:

Distribution and Treatment Certification Renewals – Required Continuing Education Hours (within the last three years)				
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
12 hours	16 hours	24 hours	36 Hours	36 hours

FINANCIAL IMPACT

The cost for the training is budgeted each fiscal year, per department or in the overall safety budget.

ATTACHMENTS

Attachment A: Quarterly Training Report for July 1, 2020 to September 30, 2020



FY21 Quarterly Training Report

1st Quarter July 1, 2020 - September 30, 2020

Position	Department	Date of Training	Type of Training	Organization
Department Assistant	Administrative Services	7/1/2020	HIPAA	Pryor Learning
Department Assistant	Administrative Services	7/2/2020	An Introduction to the Incident Command Center - ICS-100	Federal Emergency Management Agency
Department Assistant	Administrative Services	7/6/2020	Learning to Lead	Pryor Learning
Department Assistant	Administrative Services	7/7/2020	How to Handle Management Problems	Pryor Learning
Office Assistant	Administrative Services	7/7/2020	Getting to Know Outlook 2016	Skills Path
Water Use Efficiency Analyst	Customer Services	7/8/2020	How to Host an Engaging Webinar	CalWEP
Department Assistant	Administrative Services	7/8/2020	The Do's and Don't of Records Retention and Destruction	Pryor Learning
Department Assistant	Administrative Services	7/8/2020	How to Legally Terminate an Employee on Leave	Pryor Learning
Department Assistant	Administrative Services	7/8/2020	Conduct Effective Witness Interviews	Pryor Learning
Executive Assistant to the General Manager Office Assistant	Administrative Services	7/9/2020	Special District Board Secretaries / Clerks Inspiration & Knowledge	California Special Districts Association
Department Assistant	Administrative Services	7/13/2020	Coaching Skills: Beyond Basic Supervision	Pryor Learning
Office Assistant	Administrative Services	7/13/2020	Organizing Contacts in Outlook 2016	Skills Path
Department Assistant	Administrative Services	7/14/2020	Managing Emotions Under Pressure	Pryor Learning
Department Assistant	Administrative Services	7/16/2020	How to Supervise People	Pryor Learning



FY21 Quarterly Training Report

1st Quarter July 1, 2020 - September 30, 2020

Position	Department	Date of Training	Type of Training	Organization
Department Assistant	Administrative Services	7/20/2020	Travel Pay & FLSA Compliance	Pryor Learning
Department Assistant	Administrative Services	7/20/2020	Criticism and Discipline Skills	Pryor Learning
Department Assistant	Administrative Services	7/21/2020	The Indispensable Office Manager	Pryor Learning
Water Use Efficiency Analyst	Customer Services	7/21/2020 & 8/18/2020	Water Conservation Showcase	PG&E
Department Assistant	Administrative Services	7/22/2020	Transitioning to Supervisor	Pryor Learning
Office Assistant	Administrative Services	7/23/2020	Holding Public Meetings During the COVID-19 Pandemic	California Special Districts Association
Human Resources Analyst	Human Resources	7/29/2020	CalPERS Social Security Class	CalPERS
Department Assistant	Administrative Services	7/29/2020	How Managers Become Great Leaders	Pryor Learning
Administrative Services Manager	Administrative Services	7/29 - 30/2020	ACWA Summer Conference	Association of California Water Agencies
Water Use Efficiency Analyst	Customer Services	7/29/2020 & 7/31/2020	CalPERS Retirement Trainings	CalPERS
Human Resources Analyst	Human Resources	7/30/2020	myCalPERS & Your Retirement Options	CalPERS
Department Assistant	Administrative Services	7/30/2020	Leadership & Management Skills for Women	Pryor Learning
Office Assistant	Administrative Services	8/3/2020	Special District Board Secretaries / Clerks Inspiration & Knowledge	Skills Path



FY21 Quarterly Training Report

1st Quarter July 1, 2020 - September 30, 2020

Position	Department	Date of Training	Type of Training	Organization
Office Assistant	Administrative Services	8/7/2020	Configuring Message Options in Outlook 2016	Skills Path
Office Assistant	Administrative Services	8/10/2020	Customizing and Managing Outlook 2016	Skills Path
Office Assistant	Administrative Services	8/11/2020	Configuring and Managing Meetings and Notes in Outlook 2016	Skills Path
Water Use Efficiency Analyst	Customer Services	8/13/2020	Irrigation Repair Training	Ewing Irrigation
Office Assistant	Administrative Services	8/17/2020	Managing Contacts, Tasks, and the Calendar in Outlook 2016	Skills Path
Water Use Efficiency Analyst	Customer Services	8/20/2020	Water Pressure Training	Ewing Irrigation
Office Assistant	Administrative Services	8/25/2020	Managing Conversations and E-mail in Outlook 2016	Skills Path
Human Resources Analysts	Human Resources	8/27/2020	2020 Open Enrollment Information for Employers Webinar	CalPERS
Office Assistant	Administrative Services	8/31/2020	Outlook 2016: Configuring the Client	Skills Path
Office Assistant	Administrative Services	9/14/2020	Viewing and Configuring Outlook 2016 Backstage Options	Skills Path
Office Assistant	Administrative Services	9/15/2020	Managing Attachments, and Inserting Items and Signatures in Outlook 2016	Skills Path
Office Assistant	Administrative Services	9/18/2020	Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016	Skills Path
Office Assistant	Administrative Services	9/21/2020	Managing Automation, Storage, and Tidying Up in Outlook 2016	Skills Path
Water Use Efficiency Analyst	Customer Services	9/23/2020 & 9/30/2020	WaterSmart Innovations Conference	Southern Nevada Water Authority



FY21 Quarterly Training Report

1st Quarter July 1, 2020 - September 30, 2020

Position	Department	Date of Training	Type of Training	Organization
Water Quality Technician	Operations	9/30/2020	Backflow Refresher	AWWA



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MEMORANDUM

TO: Board of Directors
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: November 12, 2020
SUBJECT: Board Committee & Other Agency Liaison Assignments

RECOMMENDATION

Ratify Vice President Marice H. DePasquale as the designated director assigned to CalDesal, and President Shawn Dewane as the alternate, for Mesa Water District's 2021 Board Committee & Other Agency Liaison Assignments.

STRATEGIC PLAN

Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

At its January 8, 2015 meeting, the Board of Directors (Board) ratified the Board Agency Liaison Assignments to complement the approved Committee format. The new Other Agency Liaison Assignments permits all members of the Board to attend other local agency meetings with the exception of ACWA/JPIA, City/Districts Liaison, and CalDesal for which designated Directors will be assigned.

DISCUSSION

Mesa Water District's (Mesa Water®) Board and staff participate in many water organizations and activities that conduct business and promote relationships throughout the State. One of these organizations is CalDesal, a unified voice for desalination in the Golden State and the only desal advocacy group in California.

Staff recommends that that Board approve Vice President DePasquale as the designated director assigned to CalDesal, and President Shawn Dewane as the alternate, for Mesa Water District's 2021 Board Committee & Other Agency Liaison Assignments.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



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MEMORANDUM

TO: Board of Directors
FROM: Denise Garcia, Administrative Services Manager
DATE: November 12, 2020
SUBJECT: Conflict of Interest Code

RECOMMENDATION

Adopt Resolution No. 1535 Amending its Conflict of Interest Code Superseding Resolution No. 1516.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At its December 13, 2018 meeting, the Board of Directors (Board) adopted Resolution No. 1516 Amending its Conflict of Interest Code Superseding Resolution No. 1489.

DISCUSSION

The Political Reform Act of 1974 (Act) requires local government agencies to adopt a Conflict of Interest Code (Code) that identifies all officials and employees within the District who make governmental decisions based on the positions they hold. The Act prohibits a public official from using his or her official position to influence a governmental decision in which he or she has a financial interest. Officials and employees in designated positions must disclose their financial interests, as specified in the Code.

The Board has previously adopted a Conflict of Interest Code (Mesa Water Code) pursuant to the provisions of the Act. However, over time, the structure of the District changes as employees' duties shift, positions are renamed or eliminated, and the organizational structure is modified. When these changes occur, it is appropriate to update and amend the Mesa Water Code. The District is required to review its Conflict of Interest Code biennially.

The amendments to the Mesa Water Code are as follows:

- Add new position – *Principal Engineer*
- Rename position title – *External Affairs Manager* to *Water Policy Manager*

LEGAL REVIEW

Mesa Water's General Legal Counsel has reviewed this resolution and approved this amendment to the Mesa Water Code.

FINANCIAL IMPACT

None.



ATTACHMENTS

Attachment A: Draft Resolution No. 1535
Attachment B: Resolution No. 1516, Redline

RESOLUTION NO. 1535

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS AMENDING ITS CONFLICT OF INTEREST CODE SUPERSEDING RESOLUTION NO. 1516

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, the Political Reform Act of 1974, being California Government Code Section 81000 *et seq.* (the Act), requires each local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Board of Directors (Board) of Mesa Water has previously adopted Mesa Water's Conflict of Interest Code (Mesa Water Code) pursuant to the provisions of the Act; and

WHEREAS, the California Fair Political Practices Commission has adopted a regulation, being Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which together with amendments thereto, may be adopted by public agencies in the State and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their conflict of interest codes in conformity with the requirements of the Act; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Mesa Water Code; and

WHEREAS, changes have occurred within the positions of Mesa Water since the most recent adopted update to the Mesa Water Code undertaken by the adoption of Resolution No. 1516; and

WHEREAS, the Board has determined that it is appropriate to update and amend the Mesa Water Code by the adoption of this Resolution, which shall supersede Resolution No. 1516.

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

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A), and any amendments to it duly adopted by the California Fair Political Practices Commission, are hereby incorporated by reference and, together with Attachment A, and Exhibits A and B in

which Board members and employees are designated and disclosure categories are set forth, shall constitute the Conflict of Interest Code of the Mesa Water District.

Section 2. The provisions of all Mesa Water Codes, and amendments and updates thereto, previously adopted by Mesa Water shall be superseded upon the adoption of this Resolution.

Section 3. Mesa Water's Filing Officer (as designated in Attachment A) is hereby authorized and directed to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

Section 4. Resolution No. 1516 shall be superseded upon the adoption of this Resolution.

Section 5. This Resolution shall take effect on January 1, 2021.

ADOPTED, SIGNED, and APPROVED this 12th day of November 2020, by a roll call vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

Shawn Dewane
President, Board of Directors

Denise Garcia
District Secretary

ATTACHMENT A

RESOLUTION NO. 1535

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS AMENDING ITS CONFLICT OF INTEREST CODE AND SUPERSEDING RESOLUTION NO. 1516

CONFLICT OF INTEREST CODE FOR THE MESA WATER DISTRICT

The Political Reform Act, being California Government Code Sections 81000, *et seq.*, requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After a public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Mesa Water District (Mesa Water®).

Designated employees shall file statements of economic interests with Mesa Water's Political Reform Act Filing Officer (the District Secretary) who will make statements available for public inspection and reproduction (California Government Code Section 82008). Upon receipt of the statements of the Board of Directors, General Manager, Assistant General Manager, and Attorney, the Filing Officer shall make and retain a copy and forward the original of those statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

EXHIBIT A

RESOLUTION NO. 1535

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
AMENDING ITS CONFLICT OF INTEREST CODE
SUPERSEDING RESOLUTION NO. 1516**

**LIST OF DESIGNATED POSITIONS -
CONFLICT OF INTEREST CODE**

Designated Positions	Disclosure Categories
Director	OC-01
General Manager	OC-01
Assistant General Manager	OC-01
Administrative Services Manager	OC-01
Chief Financial Officer	OC-01
Customer Services Manager	OC-01
District Engineer	OC-01
District Secretary	OC-01
District Treasurer	OC-01
Engineering and Operations Manager	OC-01
Financial Services Manager	OC-01
Human Resources Manager	OC-01
Public Affairs Manager	OC-01
Water Operations Manager	OC-01
Water Policy Manager	OC-01
Water Resources Manager	OC-01
Business Administrator	OC-01
Assistant Operations Manager	OC-02
Controller	OC-02
Principal Engineer	OC-02
Senior Civil Engineer	OC-02
Water Operations Supervisor	OC-02
Water Quality and Compliance Supervisor	OC-02
Buyer	OC-05
Human Resources Supervisor	OC-11
Attorney	OC-01
Consultant	OC-30

EXHIBIT B

RESOLUTION NO. 1535

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
AMENDING ITS CONFLICT OF INTEREST CODE AND
SUPERSEDING RESOLUTION NO. 1516**

**MESA WATER DISTRICT
DISCLOSURE CATEGORIES**

No.	Disclosure Category
OC-01	All interests in real property in Orange County or the District, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-05	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that provide services, supplies, materials, machinery, equipment (including training and consulting services) used by this department or District.
OC-09	All interests in real property in Orange County, as well as investments in, business positions with and income (including gifts, loans and travel payments) from sources owning property in Orange County.
OC-11	All interests in real property in Orange County or located entirely or partly within district boundaries, as well as investments in, business positions with and income (including gifts, loans and travel payments) from sources that are engaged in the supply of equipment related to recruitment, employment search & marketing, classification, training, or negotiation with personnel; employee benefits, and health and welfare benefits.
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Department Head/Director/General Manager/ Superintendent/ etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

RESOLUTION NO. ~~45161535~~

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
AMENDING ITS CONFLICT OF INTEREST CODE
SUPERSEDING RESOLUTION NO. ~~44891516~~**

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, the Political Reform Act of 1974, being California Government Code Section 81000 *et seq.* (the Act), requires ~~a~~**each** local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Board of Directors (Board) of Mesa Water has previously adopted Mesa Water's Conflict of Interest Code (Mesa Water Code) pursuant to the provisions of the Act; and

WHEREAS, the California Fair Political Practices Commission has adopted a regulation, being Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which together with amendments thereto, may be adopted by public agencies **in the State** and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their **conflict of interest** codes in conformity with the requirements of the Act; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Mesa Water Code; and

WHEREAS, changes have occurred within the positions of Mesa Water since the most recent adopted update to the Mesa Water Code undertaken by the adoption of Resolution No. ~~44891516~~; and

WHEREAS, the Board has determined that it is appropriate to update and amend the Mesa Water Code by the adoption of this Resolution, which shall supersede Resolution No. ~~44891516~~.

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

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A), and any amendments to it duly adopted by the California Fair Political Practices Commission, are hereby incorporated by reference and, together with Attachment A, and Exhibits A and B in

which Board members and employees are designated and disclosure categories are set forth, shall constitute the Conflict of Interest Code of the Mesa Water District.

Section 2. The provisions of all Mesa Water Codes, and amendments and updates thereto, previously adopted by Mesa Water shall be superseded upon the adoption of this Resolution.

Section 3. Mesa Water's Filing Officer (~~as designated in Attachment A~~) is hereby authorized and directed to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

Section 4. Resolution No. ~~4489-1516~~ shall be superseded upon the adoption of this Resolution.

Section 5. This Resolution shall take effect on January 1, ~~2019~~2021.

ADOPTED, SIGNED, and APPROVED this ~~13th~~-12th day of ~~December 2018~~November 2020, by a roll call vote:

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

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

Denise Garcia
District Secretary

ATTACHMENT A

RESOLUTION NO. ~~15161535~~

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS AMENDING ITS CONFLICT OF INTEREST CODE AND SUPERSEDING RESOLUTION NO. ~~14891516~~

CONFLICT OF INTEREST CODE FOR THE MESA WATER DISTRICT

The Political Reform Act, being California Government Code Sections 81000, *et seq.*, requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After a public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Mesa Water District (Mesa Water®).

Designated employees shall file statements of economic interests with Mesa Water's Political Reform Act Filing Officer (the District Secretary) who will make statements available for public inspection and reproduction (California Government Code Section 82008). Upon receipt of the statements of the Board of Directors, General Manager, Assistant General Manager, and Attorney, the Filing Officer shall make and retain a copy and forward the original of ~~these~~ those statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

EXHIBIT A

RESOLUTION NO. ~~15161535~~

RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
AMENDING ITS CONFLICT OF INTEREST CODE
SUPERSEDING RESOLUTION NO. ~~14891516~~

LIST OF DESIGNATED POSITIONS -
CONFLICT OF INTEREST CODE

Designated Positions	Disclosure Categories
Director	OC-01
General Manager	OC-01
Assistant General Manager	OC-01
Administrative Services Manager	OC-01
Chief Financial Officer	OC-01
Customer Services Manager	OC-01
District Engineer	OC-01
District Secretary	OC-01
District Treasurer	OC-01
Engineering and Operations Manager	OC-01
External Affairs Manager	OC-01
Financial Services Manager	OC-01
Human Resources Manager	OC-01
Public Affairs Manager	OC-01
Water Operations Manager	OC-01
Water Policy Manager	OC-01
Water Resources Manager	OC-01
Business Administrator	OC-01
Assistant Operations Manager	OC-02
Controller	OC-02
Principal Engineer	OC-02
Senior Civil Engineer	OC-02
Water Operations Supervisor	OC-02
Water Quality and Compliance Supervisor	OC-02
Buyer	OC-05
Human Resources Supervisor	OC-11
Attorney	OC-01
Consultant	OC-30

EXHIBIT B

RESOLUTION NO. ~~15161535~~

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
AMENDING ITS CONFLICT OF INTEREST CODE AND
SUPERSEDING RESOLUTION NO. ~~14891516~~**

**MESA WATER DISTRICT
DISCLOSURE CATEGORIES**

No.	Disclosure Category
OC-01	All interests in real property in Orange County or the District, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-05	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that provide services, supplies, materials, machinery, equipment (including training and consulting services) used by this department or District.
OC-09	All interests in real property in Orange County, as well as investments in, business positions with and income (including gifts, loans and travel payments) from sources owning property in Orange County.
OC-11	All interests in real property in Orange County or located entirely or partly within district boundaries, as well as investments in, business positions with and income (including gifts, loans and travel payments) from sources that are engaged in the supply of equipment related to recruitment, employment search & marketing, classification, training, or negotiation with personnel; employee benefits, and health and welfare benefits.
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Department Head/Director/General Manager/ Superintendent/ etc. may determine that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Stacy Taylor, Water Policy Manager
DATE: November 12, 2020
SUBJECT: Proclamation Honoring Joan Finnegan

RECOMMENDATION

Approve a proclamation honoring Joan Finnegan for her dedicated service and commitment to the Municipal Water District of Orange County and the water industry.

STRATEGIC PLAN

Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Director Joan Finnegan of the Municipal Water District of Orange County (MWDOC) has announced her retirement from the Board of Directors. Director Finnegan has represented the residents of Division 4 since November 2000. She currently serves as the Vice President.

Director Finnegan previously served as a member of the Coastal Municipal Water District Board of Directors from 1985 until its consolidation with MWDOC in 2000. She was the past President and Vice President of the Water Advisory Committee of Orange County. She has also been active in the Orange County Water Task Force Committee and the Association of California Water Agencies Region 10 Board.

Director Finnegan previously held officer positions for the Independent Special Districts of Orange County and the Orange County Water Association and was employed by Mesa Water District for more than 21 years as the district's office manager and auditor.

MWDOC will host a Zoom meeting to celebrate Director Finnegan's last Board meeting on November 18, 2020 at 6 p.m. The Zoom login information will be posted when the agenda is posted on November 13th (www.mwdoc.com).

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Draft Proclamation

A Day of Celebration to Honor the Career of Joan Finnegan

Whereas, Director Joan Finnegan was elected to the Municipal Water District of Orange County (MWDOC) Board of Directors in November 2000, representing Division 4, she currently serves as Vice President; and

Whereas, Director Finnegan previously served as a member of the Coastal Municipal Water District Board of Directors from 1985 until its consolidation with MWDOC in 2000; and

Whereas, she was the past President and Vice President of the Water Advisory Committee of Orange County; has been active in the Orange County Water Task Force Committee and the Association of California Water Agencies Region 10 Board; and

Whereas, Director Finnegan previously held officer positions for the Independent Special Districts of Orange County and the Orange County Water Association; and

Whereas, she was employed by Mesa Water District for more than 21 years as the district's office manager and auditor; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Mesa Water District hereby recognizes and honors you for your dedicated service and commitment to the Municipal Water District of Orange County and to the Water Industry.

Shawn Dewane, President

Marice H. DePasquale, Vice President

November 18, 2020

Jim Atkinson, Director

Fred R. Bockmiller, P.E., Director

James R. Fisler, Director

REPORTS:

8. REPORT OF THE GENERAL MANAGER:
 - October Key Indicators Report
 - Other (no enclosure)

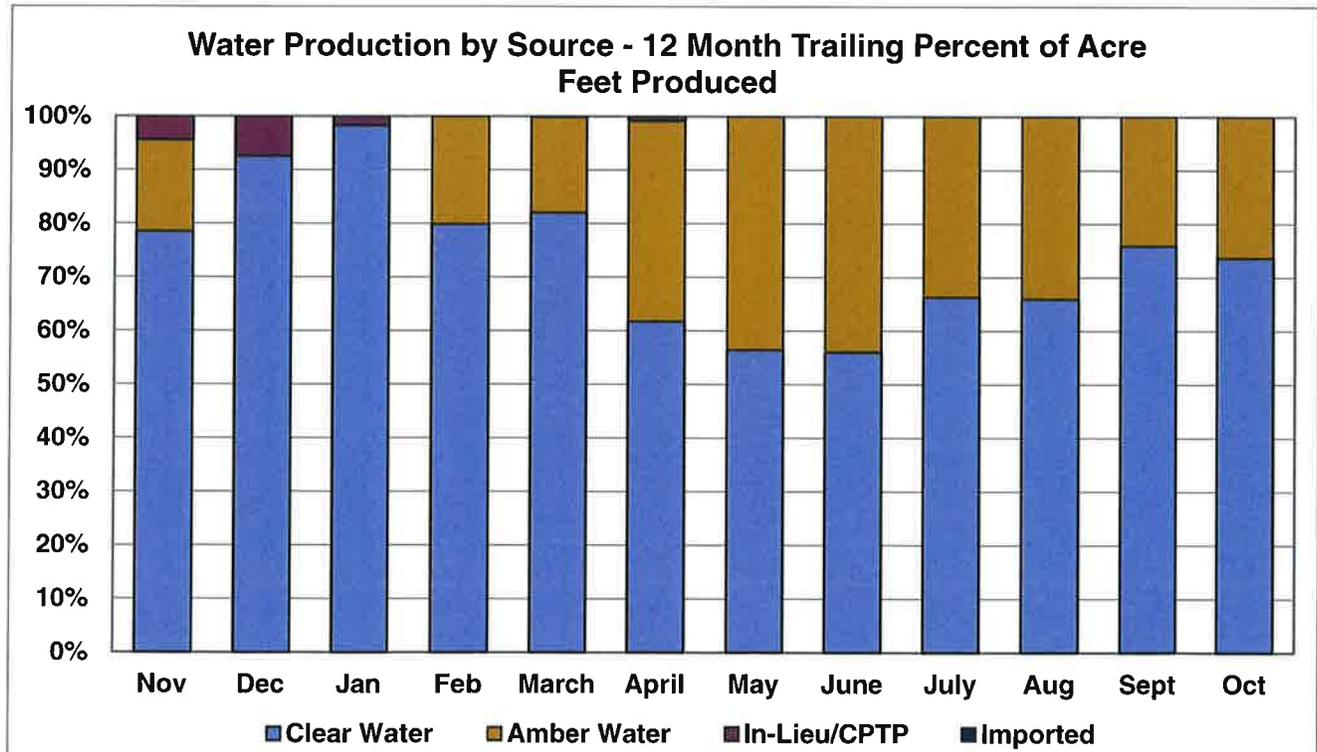
**Monthly Key Indicators Report
For The Month of October 2020**

Goal #1: Provide a safe, abundant, and reliable water supply

FY 2021 Potable Production (Acre Feet)

Water Supply Source	FY 2021 YTD Actual (AF)	FY 2021 YTD Budget (AF)	FY 2021 Annual Budget (AF)
Clear Water	4,434	4,292	12,160
Amber Water (MWRP)	1,877	1,735	3,636
Imported	0	0	0
Basin Management Water	0	0	0
Total Production	6,311	6,027	15,796

YTD actual water production (AF) through October 31, 2020



**Monthly Key Indicators Report
For The Month of October 2020**

Goal #1: Provide a safe, abundant, and reliable water supply

FY21 System Water Quality – This data reflects samples taken in September

Distribution System:	Average	Range	MCL
Chlorine Residual (mg/L) <i>Compliance</i>	1.83	0.32 – 3.30 Current RAA = 1.70	4 RAA
Coliform Positive % <i>Compliance</i>	0	0	5
Temperature (° F)	77	71 – 83	None

Reservoir I & II:	Average	Range	MCL
Chlorine Residual (mg/L)	0.74	0.36 – 1.47	None
Monochloramine (mg/L)	0.78	0.25 – 1.50	None
Ammonia (mg/L)	0.20	0.08 - 0.36	None
Temperature (° F)	77	72 – 83	None

Wells (Treated):	Average	Range	MCL
Chlorine Residual (mg/L)	2.39	2.04 – 2.92	None
Monochloramine (mg/L)	2.40	2.04 – 2.81	None
Ammonia (mg/L)	0.52	0.42 – 0.66	None
Temperature (° F)	78	74 – 83	None

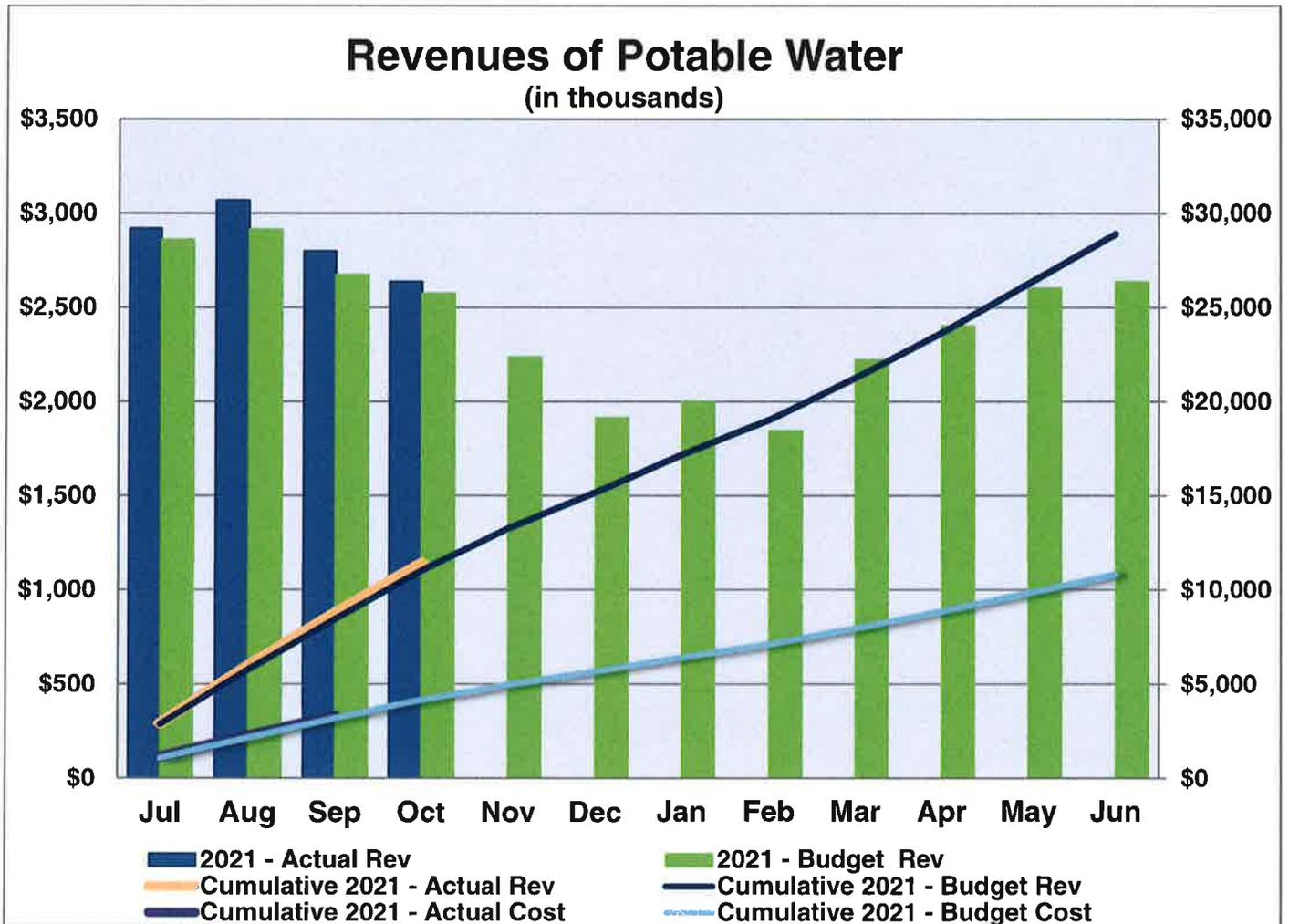
MWRF:	Average	Range	MCL
Chlorine Residual (mg/L)	2.21	1.69 – 2.61	None
Monochloramine (mg/L)	2.28	1.78 – 2.67	None
Ammonia (mg/L)	0.54	0.38 – 0.61	None
Temperature (° F)	82	77 – 85	None
Color (CU) <i>Compliance</i>	ND	ND	15
Odor (TON) <i>Compliance</i>	ND	ND	3

Water Quality Calls/Investigations:

Total Calls	2
Total Investigations (from calls)	1

**Monthly Key Indicators Report
For The Month of October 2020**

Goal #2: Practice perpetual infrastructure renewal and improvement



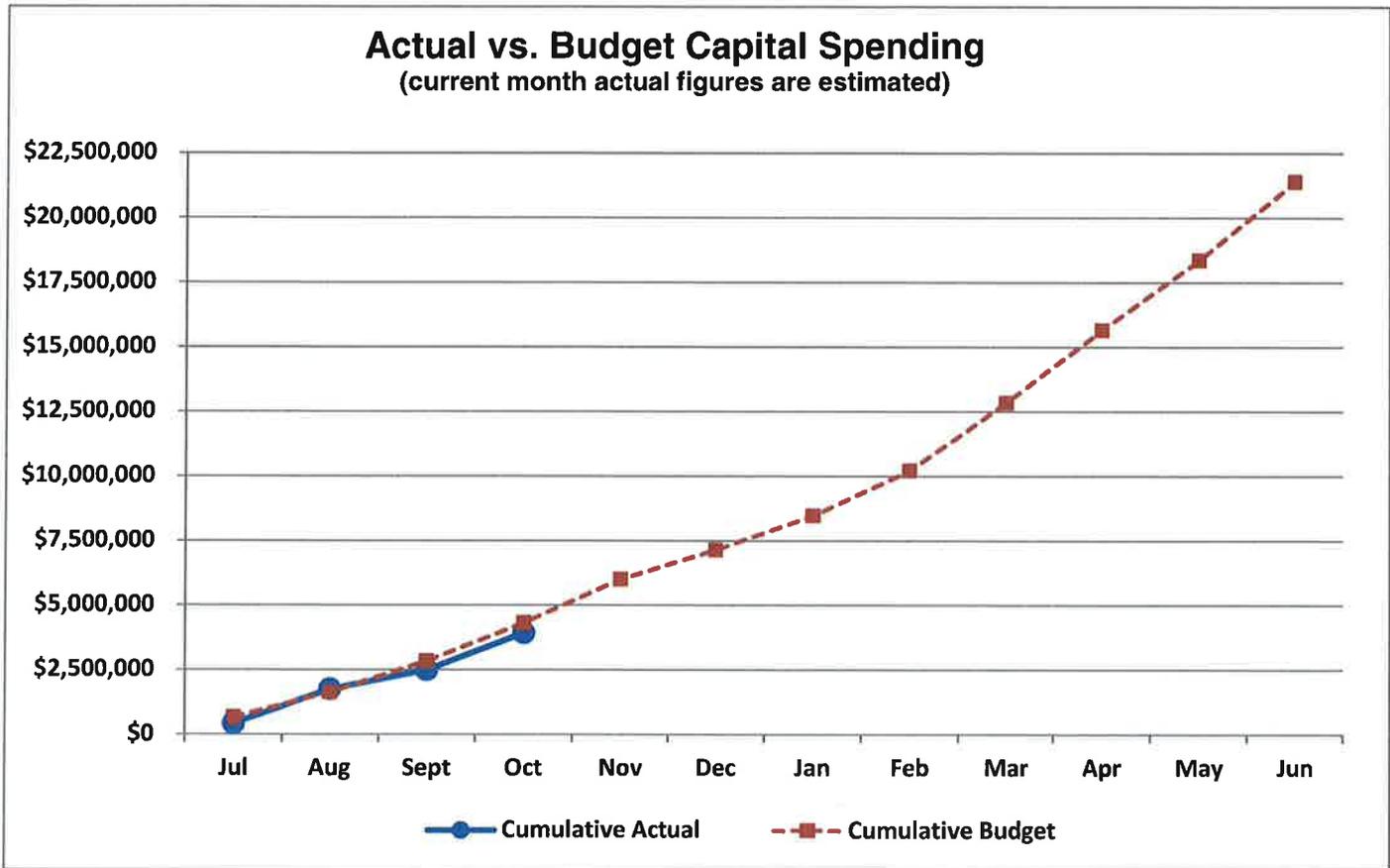
	Actual	Budget	Favorable (Unfavorable)	
			Difference	%
Total YTD Revenue \$	11,422,594	11,025,113	397,481	3.61%

	Actual	Budget	UnFavorable (Favorable)	
			Difference	%
Total YTD Cost \$ *	3,285,567	3,180,960	104,607	3.29%

* YTD Cost is trailing YTD Revenue by one month due to the timing of when costs are available.

Monthly Key Indicators Report
For The Month of October 2020

Goal #3: Be financially responsible and transparent



**Monthly Key Indicators Report
For The Month of October 2020**

Goal #4: Increase public awareness about Mesa Water® and about water

Web Site Information

Web Site Information	September 2020	October 2020
Visits to the web site	11178	10840
Unique visitors (First time to the site)	8870	8746
Average per day	373	350
Average visit length	45 seconds	46 seconds
Page visited most	Home	Press Releases
Second most visited page	Press Releases	Home
Third most visited page	Online Bill Pay	Online Bill Pay
Fourth most visited page	Human Resources	Election Information
Fifth most visited page	Rates and Fees	Human Resources
Most downloaded file	Standard Specifications and Standard Drawings for the Construction of Water Facilities	Standard Specifications and Standard Drawings for the Construction of Water Facilities
Second most downloaded file	2020 Water Quality Report	Board Packet
Most active day of the week	Tuesday	Thursday
Least active day of the week	Saturday	Sunday

Total visits since July 1, 2002	<u>1,456,491</u>
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Water Vending Machine Information

Vending Machine Location	Vend Measurement	October 2020 Vends	Totals Vends
Mesa Water Office	1 gal	7,316	459,475

Monthly Key Indicators Report
For the Month of October 2020
Goal #5: Attract and retain skilled employees

DEPARTMENT:	FY 2020			COMMENTS:
	BUDGET	FILLED	VACANT	
OFFICE OF THE GENERAL MANAGER:				
General Manager	1.00	1.00	0.00	
Business Administrator	1.00	1.00	0.00	
Subtotal	2.00	2.00	0.00	
ADMINISTRATIVE SERVICES:				
Administrative Services	5.00	5.00	0.00	
Subtotal	5.00	5.00	0.00	
CUSTOMER SERVICES:				
Conservation	1.00	1.00	0.00	
Customer Service	4.00	4.00	0.00	
Subtotal	5.00	5.00	0.00	
ENGINEERING:				
Engineering	5.00	5.00	0.00	
Subtotal	5.00	5.00	0.00	
WATER POLICY:				
Legislative & Governmental Affairs	1.50	1.50		
Subtotal	1.50	1.50	0.00	
FINANCIAL SERVICES:				
Financial Reporting/ Purchasing	4.00	4.00	0.00	
Accounting	1.00	1.00	0.00	
Subtotal	5.00	5.00	0.00	
HUMAN RESOURCES:				
Human Resources	3.00	3.00	0.00	
Subtotal	3.00	3.00	0.00	
PUBLIC AFFAIRS:				
Outreach, Education & Communications	1.50	1.50	0.00	
Subtotal	1.50	1.50	0.00	
WATER OPERATIONS:				
Supervision/Support	7.00	7.00	0.00	
Distribution	10.00	9.00	1.00	Sr. Operator - vacant; recruitment in process.
Field Customer Service	4.00	4.00	0.00	
Production	3.00	2.00	1.00	Sr. Operator - vacant; recruitment in process.
Water Quality	2.00	2.00	0.00	
Subtotal	26.00	24.00	2.00	
* TOTAL BUDGETED POSITIONS:	54.00	52.00	2.00	

**Monthly Key Indicators Report
For The Month of October 2020**

Goal #6: Provide outstanding customer service

Customer Calls

Call Type	FY21 YTD	October 2020	YTD Weekly Average
General Billing Question	478	120	27
Service Requests	527	113	29
High Bill	548	108	30
Payments	817	127	45
Late Fee	67	10	4
Account Maintenance	486	142	27
On-Line Bill Pay	895	230	50
Water Pressure	16	3	1
No Water	136	44	8
Conservation	57	15	3
Water Waste	19	6	1
Other (District info. other utility info. etc.)	1152	236	64
Rate Increase	4	2	0
Fluoridation	1	0	0
TOTAL CUSTOMER CALLS	5203	1156	289
AVERAGE ANSWER TIME (Seconds)	55	58	55

Online Bill Pay Customers

Current Customers Enrolled	FY 2021 YTD	October 2020	YTD Weekly Average
14083	1082	242	60

REPORTS:

9. DIRECTORS' REPORTS AND COMMENTS



*Dedicated to
Satisfying our Community's
Water Needs*

MEMORANDUM

TO: Board of Directors
FROM: Celeste Carrillo, Public Affairs Coordinator
DATE: November 12, 2020
SUBJECT: Rate Adjustment Communication

RECOMMENDATION

This item is provided for information.

STRATEGIC PLAN

- Goal #4: Increase public awareness about Mesa Water® and about water.
- Goal #6: Provide outstanding customer service.
- Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION

At its June 8, 2017 meeting, the Board of Directors (Board) approved a professional services contract with Raftelis Financial Consultants, Inc. (Raftelis) for a potable and recycled water rate study for the purpose of establishing water rate schedules for five years. The rate adjustments equalize the impacts of:

- rising costs of water for the Basin Replenishment Assessment and the wholesale purchase of recycled water;
- reduced revenues as our customers continue to adopt water use efficiencies; and
- regular inflationary increase on operational costs such as materials, supplies, labor, chemicals and electricity.

Mesa Water continues to be one of the most efficient water districts with the lowest expenditures per capita of any Orange County water district. Per capita water expenditures range from a low of \$334 per year to a high of \$690. Mesa Water is the lowest at \$334.

At its August 24, 2017 meeting, the Board was presented a Water Rates Study along with several optional scenarios which would meet the Board’s financial goals of maintaining a strong AAA rating, days cash on hand, total cash balance, and sufficient debt coverage.

At its September 5, 2017 meeting, the Board reviewed several options for different rates and approved a rate structure that would maintain the current structure of collecting 20% of revenue from fixed meter charges and 80% of revenue from water consumption. The Board instructed staff to proceed with the following schedule:

Date	Action
Thursday, September 14, 2017	Board Meeting, Schedule Public Hearing
Monday, September 18, 2017	Final Report of Rate Study
Monday, September 25, 2017	Prop. 218 Notice
Thursday, November 9, 2017	Public Hearing



At its September 14, 2017 meeting, the Board instructed staff to proceed with finalizing the Water Rates Study, the preparation and mailing of Prop. 218 notices, and scheduling a public hearing for November 9, 2017.

DISCUSSION

Based upon the multi-year Water Rates Study conducted by Raftelis in 2017, and in accordance with the preparation and mailing of Prop. 218 notices, Mesa Water staff will send out a notice to its customers in late November 2020 about adjustments to water rates effective January 1, 2021. The notice will be in the form of a self-mailer sent by U.S. Mail to every resident in the District's service area.

The new rates will also be available on the District's website starting January 1, 2021.

As a nonprofit public water agency, Mesa Water funds operations and capital improvements through its rates revenues. Additionally, revenues from the water service rates allow Mesa Water to continue to realize its strategic plan mission, vision and goals. Further, to ensure the perpetual provision of local, safe and reliable water for our community, it is important to regularly study rates in relation to costs, and make any needed adjustments.

FINANCIAL IMPACT

In Fiscal Year 2021, \$595,330 is budgeted for the District's Public Affairs department expenses; \$241,905 has been spent to date.

ATTACHMENTS

None.

**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
N/A	

Fred R. Bockmiller, P.E.

Meetings Attended

Reimbursement Date:	Description, Date
10/22/20	Meeting w/ General Manager, 10/12/20

Marice H. DePasquale

Meetings Attended

Reimbursement Date:	Description, Date
N/A	

Shawn Dewane

Meetings Attended

Reimbursement Date:	Description, Date
N/A	

James R. Fisler

Meetings Attended

Reimbursement Date:	Description, Date
N/A	

There are no support materials for this item.