



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA  
MESA WATER DISTRICT  
BOARD OF DIRECTORS  
Friday, December 6, 2024  
1965 Placentia Avenue, Costa Mesa, CA 92627  
1:30 p.m. Special Board Meeting**

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

***OATH OF OFFICE TO APPOINTED DIRECTORS***

***PRESENTATION OF DIRECTOR SERVICE AWARD PINS***

**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 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.

**ACTION ITEMS:**

1. **ELECTION OF BOARD OFFICERS:**

**Recommendation:** As directed by the Board of Directors, the District Secretary will conduct the election of officers.

2. **DISTRICT OFFICERS:**

**Recommendation:**

- a. **Confirm Denise Khalifa as District Secretary;**
- b. **Appoint Andie Jacobsen as Assistant District Secretary;**
- c. **Confirm Marwan Khalifa as District Treasurer;**
- d. **Confirm Tyler Jernigan and Kurt Lind as Assistant District Treasurers;**
- e. **Confirm the delegation of the same authority to the Assistant District Secretary and Assistant District Treasurer, as the District Secretary and District Treasurer respectively, as previously authorized and approved by the Board of Directors and as authorized by the California Water Code; and**



- f. **Authorize the continuance of the monthly stipends for the offices of District Secretary and District Treasurer in the amount of \$440 and a prorated stipend of \$220 per meeting for the Assistant District Secretary and Assistant District Treasurer.**

**REPORTS:**

3. REPORT OF THE GENERAL MANAGER
4. DIRECTORS' REPORTS AND COMMENTS

*In compliance with California law and the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please call the District Secretary at (949) 631-1205. Notification 48 hours prior to the meeting will enable Mesa Water District (Mesa Water®) to make reasonable arrangements to accommodate your requests.*

*Members of the public desiring to make verbal comments using a translator to present their comments into English shall be provided reasonable time accommodations that are consistent with California law.*

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

**ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, DECEMBER 11, 2024 AT 4:30 P.M.**



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Denise Khalifa, Chief Administrative Officer  
DATE: December 6, 2024  
SUBJECT: Election of Board Officers

---

### RECOMMENDATION

As directed by the Board of Directors, the District Secretary will conduct the election of officers.

### 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 July 14, 2016 meeting, the Board of Directors (Board) adopted Resolution No. 1479 Protocols of the Board of Directors.

### DISCUSSION

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

The process has been briefly outlined as follows:

- The Board President turns the meeting over to the District Secretary to conduct the nomination/election process;
- The District Secretary describes the process to be followed;
- Asks for nominations and seconds for the office of President;
- Closes nominations;
- Calls the roll for a vote on the first nominee;
- Announces the result of the vote and, if a majority, announces that the nominee is elected to that office;
- If the first nominee does not receive a majority, calls for a vote on the second nomination; and
- Continues until a nominee has received a majority vote.

The process as described above is for the offices of the President and Vice President. The term of office for each of the newly elected officers of the Board is for a two-year term and begins as soon as the District Secretary declares the election complete. The newly elected President, or in the



absence of the newly elected President the newly elected Vice President, may assume the function of the presiding officer at the conclusion of the election, or may ask the Immediate Past President to act as presiding officer for the remainder of the Board meeting.

FINANCIAL IMPACT

None.

ATTACHMENTS

None.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Board of Directors  
FROM: Denise Khalifa, Chief Administrative Officer  
DATE: December 6, 2024  
SUBJECT: District Officers

---

### RECOMMENDATION

- a. Confirm Denise Khalifa as District Secretary;
- b. Appoint Andie Jacobsen as Assistant District Secretary;
- c. Confirm Marwan Khalifa as District Treasurer;
- d. Confirm Tyler Jernigan and Kurt Lind as Assistant District Treasurers;
- e. Confirm the delegation of the same authority to the Assistant District Secretary and Assistant District Treasurer, as the District Secretary and District Treasurer respectively, as previously authorized and approved by the Board of Directors and as authorized by the California Water Code; and
- f. Authorize the continuance of the monthly stipends for the offices of District Secretary and District Treasurer in the amount of \$440 and a prorated stipend of \$220 per meeting for the Assistant District Secretary and Assistant District Treasurer.

### 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 December 8, 2016 meeting, the Board of Directors (Board) changed the review of the Appointment of District Officers to coincide with the Election of Board Officers which is conducted every two years per Resolution No. 1479 Protocols of the Board of Directors.

At its December 14, 2022 meeting, the Board confirmed Denise Garcia as District Secretary, Wendy Duncan as Assistant District Secretary, and Marwan Khalifa as District Treasurer; and appointed Tracy Manning as Assistant District Treasurer. The Board confirmed the delegation of the same authority to the Assistant District Secretary and Assistant District Treasurer, as the District Secretary and District Treasurer respectively, as previously authorized and approved by the Board and as authorized by the California Water Code. The Board also awarded the monthly stipends for the District Secretary and District Treasurer in the amount of \$440 and prorated stipends of \$220 per meeting for the Assistant District Secretary and Assistant District Treasurer.

At its August 23, 2023 meeting, the Board appointed Kurt Lind as an additional Assistant District Treasurer, effective August 23, 2023; confirmed the delegation of the same authority to the Assistant District Treasurer as the District Treasurer, as previously confirmed by the Board



of Directors; and authorized a prorated stipend of \$220 per meeting for the Assistant District Treasurer when acting in the role of District Treasurer, as previously authorized by the Board.

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

### DISCUSSION

Since 2016, it has been the Board's practice to confirm biennially the District Officers' positions and authorize the continuance of the monthly stipends for the offices of District Secretary and District Treasurer, and the prorated stipends for the Assistant District Secretary and Assistant District Treasurer. These prorated stipends are awarded when the Assistant District Secretary and Assistant District Treasurer are acting in the roles of the District Secretary or District Treasurer, respectively.

Mesa Water District (Mesa Water®), as a county water district, must appoint certain officers as set out in California Water Code Section 30540, and has general power to appoint assistant officers where the Board and staff shall so determine. The duties of such officers, and assistant officers, are set out in the County Water District Law and also include any duties, powers and compensation designated by the Board.

### FINANCIAL IMPACT

The stipends in the amount of \$4,600 per year each for the District Secretary and District Treasurer, totaling \$9,200, are included in the Fiscal Year 2025 budget. The Assistant District Secretary and Assistant District Treasurer stipend is estimated at a combined \$4,600 in the Fiscal Year 2025 budget and funds will only be expended when warranted.

### ATTACHMENTS

None.

**REPORTS:**

3. REPORT OF THE GENERAL MANAGER

**REPORTS:**

4. DIRECTORS' REPORTS AND COMMENTS