



*Dedicated to  
Satisfying our Community's  
Water Needs*

**AGENDA**  
**MESA WATER DISTRICT**  
**SPECIAL EXECUTIVE COMMITTEE MEETING**  
**Tuesday, April 7, 2026 at 1:30 p.m.**  
**Panian Conference Room**

---

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

**PUBLIC COMMENTS**

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

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

**PRESENTATION AND DISCUSSION ITEMS:**

*Items recommended for approval at this meeting may be agendized for approval at a future Board meeting.*

None

**ACTION ITEMS:**

1. External Partnerships, Memberships and Sponsorships Policy
2. Employee Retirement Events

**REPORTS:**

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



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

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

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

## **ADJOURNMENT**



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Denise Khalifa, Chief Administrative Officer  
DATE: April 7, 2026  
SUBJECT: External Partnerships, Memberships and Sponsorships Policy

---

### RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. 1611 Establishing an External Partnerships, Memberships and Sponsorships Policy.

### 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 public awareness 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.
- Goal #8: Practice continual business improvement.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

Mesa Water District (Mesa Water®) actively seeks opportunities to collaborate with external organizations to achieve shared objectives. These collaborations come in many forms – partnerships, organizational memberships, professional subscriptions, sponsorships and other external affiliations (external engagements) – while promoting community engagement and supporting the mission and goals of Mesa Water.

This item is being agendaized at the request of the Board of Directors (Board) who directed staff, in the Fiscal Year 2026 Strategic Plan, to develop a policy that outlines how the District vets and selects trusted local organizations for partnerships, sponsorships and support. Such a policy is meant to ensure that Mesa Water's position and reputation are protected in its affiliations while also focusing on working with organizations whose policies and values align with the strategic objectives and values of Mesa Water.

As outlined in the draft policy, the Board will continue to review the comprehensive list of memberships and sponsorships presented each year with the proposed fiscal year budget. This annual list will include the correlating Charity Navigator (or comparable option) rating for each organization with whom the District has partnered.



Staff recommends the Board adopt Resolution No. 1611 Establishing an External Partnerships, Memberships and Sponsorships Policy that will provide guidelines and structure for the external engagements being formed between Mesa Water and other organizations.

#### FINANCIAL IMPACT

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

#### ATTACHMENTS

Attachment A: Draft Resolution No. 1611

## RESOLUTION NO. 1611

### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS ESTABLISHING AN EXTERNAL PARTNERSHIPS, MEMBERSHIPS AND SPONSORSHIPS POLICY

WHEREAS, Mesa Water District (Mesa Water® or District) 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 Board of Directors (Board) of Mesa Water actively seeks opportunities to collaborate with external organizations to achieve shared objectives, promote community engagement and support the mission and goals of the District; and

WHEREAS, Mesa Water desires to collaborate with organizations whose policies and values align with the strategic objectives and core values of the District; and

WHEREAS, the Board aims to ensure that Mesa Water is protected from potential risks in relation to its external partnership agreements and associations; and

WHEREAS, Mesa Water has the power and authority to enter into contracts with other entities and public agencies, and participate in activities, for various purposes which support and/or promote the operations, mission and objectives of the District; and

WHEREAS, the policy set forth herein will require a consistent evaluation process and will establish a clear framework for evaluating and engaging in partnerships, organizational memberships, professional subscriptions, sponsorships and other external affiliations (external engagements); and

WHEREAS, the Board desires to establish and adopt a policy regarding external partnerships, memberships and sponsorships.

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

- Section 1.** This Resolution establishes the evaluation process regarding an external partnerships, memberships and sponsorships policy as set forth in Attachment A.
- Section 2.** This Resolution shall be reviewed by the Board every four years.
- Section 3.** This Resolution shall take effect upon adoption by the Board.

ADOPTED, SIGNED and APPROVED this 8<sup>th</sup> day of April 2026 by a roll call vote.

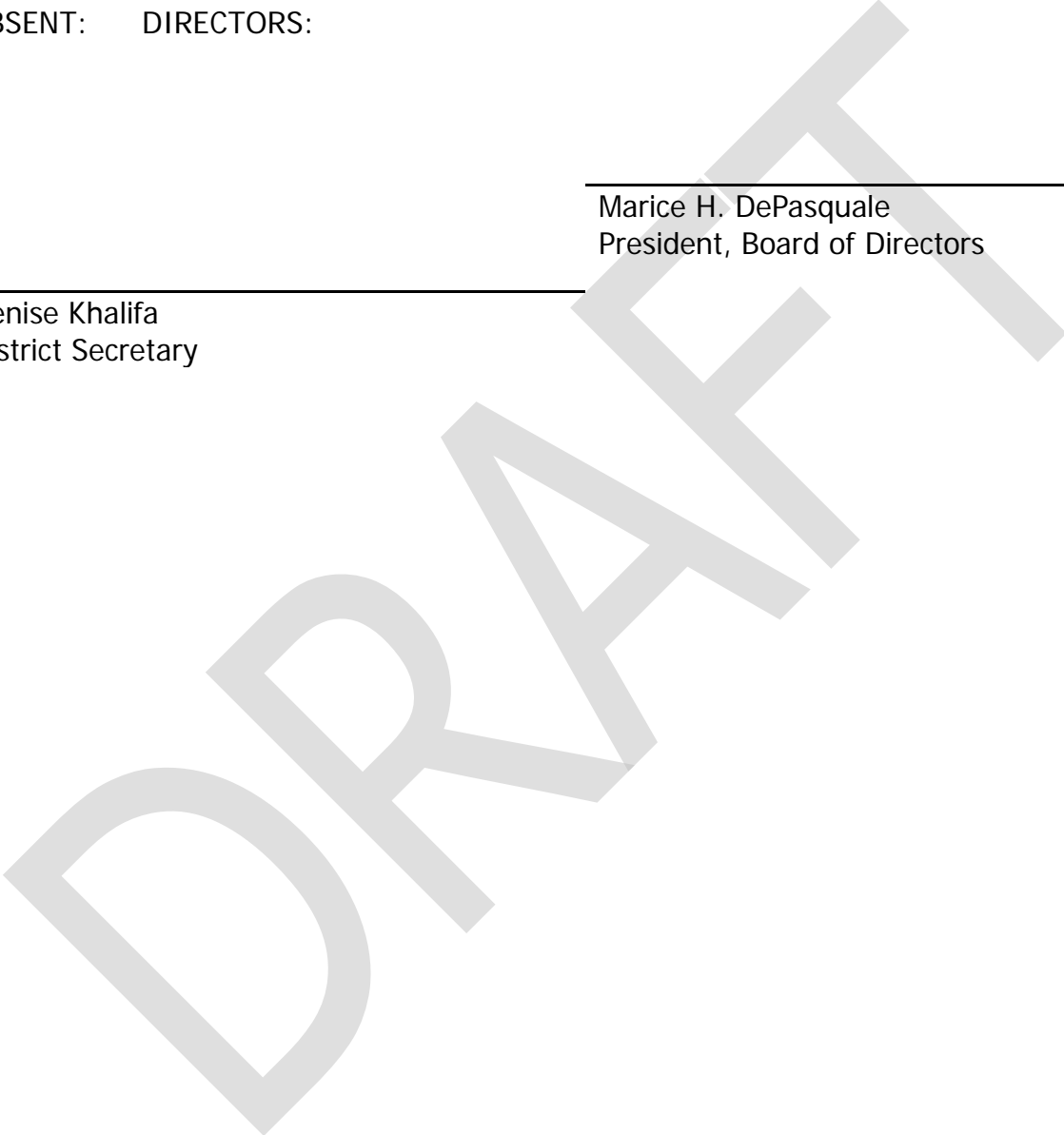
AYES: DIRECTORS:  
NOES: DIRECTORS:  
ABSTAIN: DIRECTORS:  
ABSENT: DIRECTORS:

---

Marice H. DePasquale  
President, Board of Directors

---

Denise Khalifa  
District Secretary



**RESOLUTION NO. 1611**

**ATTACHMENT A**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
ESTABLISHING AN EXTERNAL PARTNERSHIPS,  
MEMBERSHIPS AND SPONSORSHIPS POLICY**

External Partnerships, Memberships  
and Sponsorships Policy

DRAFT

# **External Partnerships, Memberships and Sponsorships Policy**

## **1. Purpose and Intent**

The purpose of this External Partnerships, Memberships and Sponsorships Policy (Policy) is to establish a clear framework for the Mesa Water Board and staff for evaluating and engaging in partnerships, organizational memberships, professional subscriptions, sponsorships and other external affiliations (external engagements) to achieve shared objectives, promote community engagement and support the mission and goals of Mesa Water. The District intends to maintain a fiscally responsible approach to external engagements, which are to be generally limited to memberships, sponsorship support and attendance at events.

This Policy is designed to ensure that Mesa Water's position and reputation are protected in its external engagements while also focusing on working with organizations whose policies and core values align with the operations, strategic objectives and core values of the District.

By requiring a consistent evaluation process, it is the goal of Mesa Water to maintain due diligence and transparency in all District affiliations.

## **2. Approval Process for Planned External Engagements**

Planned external engagements will be identified and approved as part of the annual fiscal year budget process.

Each external engagement will be evaluated and vetted by Mesa Water staff in advance of the annual budget meeting to ensure alignment with District goals.

The Board will receive annually a complete list of memberships and sponsorships that includes the correlating Charity Navigator (or comparable option) rating for each such organization with whom the District has partnered.

## **3. Charity Navigator (or Comparable Option)**

Charity Navigator is a 501(c)(3) nonprofit that serves to provide reviewed, transparent evaluations of over 225,00 charities and assign a rating based on the overall soundness of their programs. They are the world's largest independent charity evaluating service, assessing and rating non-profits using four principal criteria:

- Finance & Accountability
- Impact & Results
- Leadership & Adaptability
- Culture & Community

Mesa Water will endeavor to partner with organizations possessing a strong Charity Navigator (or comparable option) rating, while also acknowledging that some organizations may not have such a rating.

#### 4. Unplanned External Engagements

Unplanned or ad hoc external engagements that arise outside of the Mesa Water budget cycle will be reviewed on a case-by-case basis and must be approved by the General Manager prior to District participation or expenditure of funds.

If an unplanned external engagement is approved by the General Manager, the organization will be added to the next fiscal year budget for approval by the Board.

#### 5. General Disclosure Obligation

Mesa Water's Board and management staff shall have an ongoing obligation to disclose any association they may have with an organization with whom Mesa Water has an external engagement.

##### a. Definition of Association

For the purpose of this clause, an association shall include, but not be limited to, holding any of the following positions or relationships:

- **Director, Officer or Trustee** - whether paid or unpaid.
- **Paid Employee or Consultant** receiving annual compensation or payments from the association.
- **Holder of a Significant Financial Interest** exceeding an equity or ownership interest of 1% or an equivalent monetary value.
- **Any Other Formal Governance, Financial or Employment Relationship** that could reasonably be perceived to create an appearance of a conflict of interest to Mesa Water.

##### b. Procedure and Timing of Disclosure

- **Initial Disclosure:** Each Mesa Water Director and staff member on the District's management team must submit a written statement, via email to the District Secretary upon their appointment/hire/promotion, stating their association with any organization with whom Mesa Water has a current external engagement.
- **Updated Disclosure:** Each Mesa Water Director and staff member on the District's management team must disclose, in writing to the District Secretary, any new association or material change to an existing association upon its occurrence.

- **Disclosure Prior to Deliberation/Vote:** Each Mesa Water Director who has an association with a sponsored organization must verbally disclose the nature of that association prior to any Board deliberation or vote concerning that sponsored organization.

DRAFT



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Denise Khalifa, Chief Administrative Officer  
DATE: April 7, 2026  
SUBJECT: Employee Retirement Events

---

### RECOMMENDATION

Recommend that the Board of Directors adopt Resolution No. 1612 Amending the Guidelines for Employee Retirement Events Superseding Resolution No. 1586.

### STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.  
Goal #5: Attract, develop and retain skilled employees.  
Goal #6: Provide excellent customer service.

### PRIOR BOARD ACTION/DISCUSSION

At its August 24, 2010 meeting, the Board of Directors (Board) adopted Resolution No. 1400 Establishing Guidelines for Employee Retirement Events Superseding Resolution No. 1326.

At its January 10, 2024 meeting, the Board adopted Resolution No. 1586 Establishing Guidelines for Employee Retirement Events, as modified, Superseding Resolution No. 1400.

### BACKGROUND

Mesa Water District's (Mesa Water®) Employee Retirement Events policy (Policy) was last reviewed in 2024 and establishes guidelines to acknowledge retiring employees with a District-sponsored event tailored to their preference and length of service to Mesa Water.

The 2024 updates to the Policy consolidated the six recognition categories into three, increased the monetary recognition to keep pace with standard inflation over the intervening 13 years, and added a clause for the Policy to be reviewed biennially.

### DISCUSSION

This item is being agendaized as Resolution No. 1586 Establishing Guidelines for Employee Retirement Events is due for its biennial review; the Board will review this topic at its April 8, 2026 meeting.

Staff recommends updating the Policy by changing the review period from every two years to every four years. Minor revisions and grammatical changes were made throughout the resolution to ensure consistency with previously adopted resolutions.



Staff recommends keeping the Policy's current recognition categories as listed below:

10 – 24 years of service	\$550
25 – 34 years of service	\$900
35 + years of service	Board Direction

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: Draft Resolution No. 1612

Attachment B: Resolution No. 1586, Redline

**RESOLUTION NO. 1612**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
AMENDING THE GUIDELINES FOR  
EMPLOYEE RETIREMENT EVENTS  
SUPERSEDING RESOLUTION NO. 1586**

WHEREAS, Mesa Water District (Mesa Water® or District) 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 Board of Directors of Mesa Water desires to amend a policy relative to employee retirement events.

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

**Section 1.** This Resolution amends the guidelines for employee retirement events as set forth in Attachment A.

**Section 2.** This Resolution shall be reviewed by the Board every four years and supersedes Resolution No. 1586 and all other actions of the Board of Directors concerning employee retirement events.

**Section 3.** This Resolution shall take effect upon adoption by the Board.

ADOPTED, SIGNED, and APPROVED this 8<sup>th</sup> day of April 2026 by a roll call vote.

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

---

Marice H. DePasquale  
President, Board of Directors

---

Denise Khalifa, District Secretary

# RESOLUTION NO. 1612

## ATTACHMENT A

### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS AMENDING THE GUIDELINES FOR EMPLOYEE RETIREMENT EVENTS SUPERSEDING RESOLUTION NO. 1586

1. It shall be Mesa Water District's (Mesa Water® or District) policy to acknowledge retiring employees with a District sponsored event tailored to their preferences and length of service. Absent specific direction by the Board of Directors (Board) for exceptions, the policy shall be as follows:
  - a. District-Hours Event: During regular business hours, Mesa Water may host a reception honoring the retiring employee for employees and the retiring employee's guests. The reception would be coordinated by Human Resources, with assistance from the retiring employee's department.
  - b. After-Hours Event: Responsibility for planning and coordinating an optional after-hours event would be that of the retiring employee with assistance from their department and Human Resources. Mesa Water will not assume responsibility for funding after-hours events unless specifically directed by the Board.
  - c. District Recognition: The District shall provide recognition to the retiring employee, based on the length of service to Mesa Water. Alternatively, if it is the preference of the retiring employee, the District recognition may be used to partially offset the cost of an after-hours event. The funds for the District recognition shall not be used for alcohol, or any expense considered inappropriate.

The District recognition categories are listed below and shall be reviewed by the Board every four years:

10 – 24 years of service	\$ 550
25 – 34 years of service	\$ 900
35 + years of service	Board Direction

- d. Gift From Employees: Employees have the option of contributing toward a gift for the retiring employee. The retiring employee's department and Human Resources would coordinate the gift contributions and selection.

RESOLUTION NO. ~~16121586~~

RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
~~AMENDING THE ESTABLISHING~~ GUIDELINES FOR  
EMPLOYEE RETIREMENT EVENTS  
SUPERSEDING RESOLUTION NO. ~~15861400~~

WHEREAS, Mesa Water District (Mesa Water® ~~or District~~) 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 Board of Directors (~~Board~~) of Mesa Water ~~District~~ desires to ~~amend~~ a policy relative to employee retirement events.

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

**Section 1.** This ~~R~~resolution ~~amends the establishes~~ guidelines for employee retirement events as set forth in ~~Attachment~~Appendix A.

**Section 2.** This Resolution shall be reviewed by the Board every four years biennially and supersedes Resolution No. 1586 and all other actions of the Board concerning employee retirement events.

**Section 3.** This Resolution shall take effect upon adoption by the Board.

ADOPTED, SIGNED, and APPROVED this ~~810~~<sup>th</sup> day of ~~April 2026~~January 2024 by a roll call vote.

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

---

~~Marice H. DePasquale~~Shawn Dewane  
President, Board of Directors

---

Denise ~~Khalifa~~Garcia, District Secretary

**RESOLUTION NO. ~~16121586~~**

**ATTACHMENT APPENDIX A**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
AMENDING THE ESTABLISHING GUIDELINES FOR  
EMPLOYEE RETIREMENT EVENTS  
SUPERSEDING RESOLUTION NO. ~~15861400~~**

1. It shall be Mesa Water District's (Mesa Water® or District) policy to acknowledge retiring employees with a District-sponsored event tailored to their preferences and length of service. Absent specific direction by the Board of Directors (Board) for exceptions, the policy shall be as follows:
  - a. District-Hours Event: During regular business hours, Mesa Water may host a reception honoring the retiring employee for employees and the retiring employee's guests. The reception would be coordinated by Human Resources, with assistance from the retiring employee's department.
  - b. After-Hours Event: Responsibility for planning and coordinating an optional after-hours event would be that of the retiring employee with assistance from their department and Human Resources. Mesa Water will not assume responsibility for funding after-hours events unless specifically directed by the Board.
  - c. District Recognition: The District shall provide recognition to the retiring employee, based on the length of service to Mesa Water. Alternatively, if it is the preference of the retiring employee, the District recognition may be used to partially offset the cost of an after-hours event. The funds for the District recognition shall not be used for alcohol, or any expense considered inappropriate.

The District recognition categories are listed below and shall be reviewed by the Board every four years: ~~biennially with other Board policies.~~

10 – 24 years of service	\$ 550
25 – 34 years of service	\$ 900
35 + years of service	Board Direction

- d. Gift From Employees~~Employees' Gift~~Employees: Employees have the option of contributing toward a gift for the retiring employee. The retiring employee's department and Human Resources would coordinate the gift contributions and selection.



*Dedicated to  
Satisfying our Community's  
Water Needs*

## MEMORANDUM

TO: Executive Committee  
FROM: Paul E. Shoenberger, P.E., General Manager  
DATE: April 7, 2026  
SUBJECT: Future Agenda Topics

---

### RECOMMENDATION

Review future agenda topics.

### STRATEGIC PLAN

- Goal #1: Provide an abundant, local, reliable and safe water supply.
- Goal #2: Perpetually renew and improve our infrastructure.
- Goal #3: Be financially responsible and transparent.
- Goal #4: Increase public awareness 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.
- Goal #8: Practice continual business improvement.

### PRIOR BOARD ACTION/DISCUSSION

None.

### DISCUSSION

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

### FINANCIAL IMPACT

None.

### ATTACHMENTS

None.

**REPORTS:**

4. REPORT OF THE GENERAL MANAGER

**REPORTS:**

5. DIRECTORS' REPORTS AND COMMENTS