

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** May 12, 2020

### **Report**

**Date:** May 8, 2020

**Subject:** A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to JoAnne Whelen Upon Her Retirement After Twenty-Three Years of Service as Administrative Assistant

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### **Recommendation:**

Approve Resolution 2020-01 expressing appreciation to JoAnne Whelen upon her retirement after twenty-three years of service to the Coastside County Water District.

### **Background:**

On behalf of the District's entire Staff, I would like to express our appreciation and acknowledge JoAnne Whelen for her numerous contributions over the past twenty-three years. JoAnne's dedication to the District; her commitment to good governance; her professionalism and teamwork; and her friendship made all our work easier. JoAnne always put the District's best face forward to our customers and community!

Staff (with input from the Board of Directors) has prepared for the Board's consideration a resolution recognizing JoAnne's many accomplishments and expressing the District's gratitude for JoAnne's many years of service.

(Attachment – Draft Resolution 2020-01)



**RESOLUTION NO. 2020 - 01**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE COASTSIDE COUNTY WATER DISTRICT  
EXPRESSING APPRECIATION TO JOANNE WHELEN FOR HER 23 YEARS OF  
SERVICE AS ADMINISTRATIVE ASSISTANT OF THE  
COASTSIDE COUNTY WATER DISTRICT**

WHEREAS, JoAnne Whelen, after serving as Administrative Assistant for the Coastsides County Water District (the District) for the past 23 years, is retiring; and

WHEREAS, in her position as Administrative Assistant, JoAnne performed an invaluable service to the District as administrative support to the General Manager and the Board of Directors; and

WHEREAS, in her Recording Secretary role for the District's Board of Directors' meetings, JoAnne demonstrated a consistent ability to capture the essence of the discussions at Board meetings in the meeting minutes, and accurately and concisely reflected the Board's intent in an understandable way; and

WHEREAS, through her dedication and commitment to promoting good governance and transparency, JoAnne spearheaded the District's efforts to earn the Special District Leadership Foundation's prestigious award of the Transparency Certificate of Excellence twice; and

WHEREAS, her superior work ethic, integrity and administration abilities has earned her the respect and admiration of her Coastsides County Water District peers; and

WHEREAS, JoAnne has continued to learn and take on new responsibilities by earning her Distribution Operator Certification and providing the Cross Connection and Backflow Program with administrative services; and

WHEREAS, JoAnne performed her professional duties with reliability and thoroughness, while taking on the face of the District to our community, always maintaining a friendly, patient and pleasant demeanor with co-workers, customers and the public; and

WHEREAS, JoAnne has shared her valuable talents with the District by helping to plan outreach and special events, including coordinating work sessions for the Board of Directors; and

WHEREAS, JoAnne has always been ready and willing to adapt to changes in the leadership and management styles of numerous General Managers and the challenges of communicating the array of information necessary to carry out the business of the District with energy and enthusiasm above and beyond the normal call of duty; and

WHEREAS, JoAnne maintained and enhanced the job of Administrative Assistant and relieved the General Managers of numerous tasks, freeing them up to confidently focus on the multitude of realities and responsibilities of keeping the “biggest little water district in California” operating smoothly and efficiently in the face of numerous challenges, including drought.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District does hereby adopts this Resolution of Appreciation to express its sincere thanks to JoAnne Whelen for her 23 years of dedicated service to the Coastside County Water District and this community.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of May 2020, by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

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Chris Mickelsen, President  
Board of Directors

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Mary Rogren, General Manager  
Secretary of the District