

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: October 15, 2019

Report

Date: October 8, 2019

**Subject: RESOLUTION NO. 2019-04 APPOINTING MARY ROGREN
AS SECRETARY OF THE DISTRICT AND ALSO ASSIGNING
CERTAIN DUTIES OF TREASURER**

Recommendation:

Approve Resolution 2019-04 appointing Mary Rogren as Secretary of the District and also assigning certain duties of Treasurer.

Background:

State law requires that the Board of Directors appoint a secretary whose duties include countersigning contracts and other duties prescribed by the Board. It is recommended that the Board appoint the newly appointed General Manager, Mary Rogren, as Secretary of the District and also assigning certain duties of the Treasurer to General Manager Mary Rogren, effective October 26, 2019 with the adoption of the attached Resolution 2019-04.

RESOLUTION NO. 2019-04

**APPOINTING MARY ROGREN AS SECRETARY OF THE DISTRICT
AND ALSO ASSIGNING CERTAIN DUTIES OF TREASURER**

WHEREAS, pursuant to Water Code Section 30540, the Board of Directors desires to appoint Mary Rogren, who was recently appointed as the District's General Manager, as the Secretary of the District; and

WHEREAS, the Board of Directors is not required to appoint a treasurer where it has retained an auditor as an independent contractor to conduct an annual audit of the District's books, records and financial affairs; and

WHEREAS, it is desirable that the General Manager perform the certain duties of the Treasurer of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the COASTSIDE COUNTY WATER DISTRICT that, with the exception of conducting the annual audit of the District's books, records, and financial affairs, the duties that may otherwise be assigned by the Board of Directors to the Treasurer of the District are hereby assigned to General Manager Mary Rogren, effective October 26, 2019.

BE IT FURTHER RESOLVED, that General Manager Mary Rogren is hereby appointed to the office of Secretary of the District, said appointment to be effective October 26, 2019.

BE IT FURTHER RESOLVED that General Manager Mary Rogren shall perform the duties of the Secretary of the District and the duties of the Treasurer as described above without any increase in compensation beyond that provided for as General Manager.

PASSED AND ADOPTED this 15th day of October, 2019, by the following votes:

AYES:

NOES:

ABSENT:

Ken Coverdell, President
Board of Directors
Coastside County Water District

ATTEST:

David Dickson, General Manager
Secretary of the District