

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: March 2, 2026

Date: February 27, 2026

Agenda Title: Resignation of Director Reynolds and Consideration of Process for Filling a Vacancy on the Board of Directors

Recommendation/Motion:

Staff recommends that the Board act as follows:

- 1. Decide whether the vacancy on the Board of Directors created by the resignation of Director Glenn Reynolds will be filled by appointment or by election.**
- 2. If the vacancy is to be filled by appointment, direct staff to post the required notice of the vacancy and specify what to include in the notice.**

Background

Director Glenn Reynolds has submitted his resignation from the Board effective February 23, 2026. (See Attachment A.) Therefore, as of February 23, there is a vacancy on the Board of Directors.

The following applies to vacancies on the Board of Directors of a county water district:

- Each Coastside County Water District Director must be a voter within the District and have his or her place of residence within the District (Water Code Sections 30500 and 30508.) In addition, the Director must reside within the boundaries of the electoral zone that he or she represents. (Director Reynolds represents and resides in electoral Zone 1.)
- All vacancies on the Board will be filled pursuant to Government Code Section 1780 (Water Code Section 30504.)

- The main elements of Government Code Section 1780 are as follows:
 - The District must notify the County elections official of the vacancy within 15 days from the effective date of the vacancy (by March 10, 2026).
 - The Board has 60 days (until April 24, 2026 in this case) from the effective date of the vacancy to (1) appoint a successor; or (2) call an election to fill the vacancy.
 - If the Board does not appoint a successor or call an election within this 60 day period, the County Board of Supervisors may appoint a successor or call an election. If the County Board of Supervisors does not act within 90 days from the effective date of the vacancy, then the District must call an election to fill the vacancy.
 - If the Board decides to appoint a successor, the District must post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. The Board has a significant amount of flexibility in determining how it wants to select a successor. For example, the Board may request and evaluate applications and qualification statements from applicants, with whatever level of detail the Board desires to obtain from the applicants, either in a panel interview with all candidates participating at the same time or individual, sequential interviews.
 - Once an appointment is made, the Board must notify the County elections official of the appointment within 15 days from the date of the appointment.
 - Because the vacancy occurs in the first half of Director Reynolds' term of office and at least 130 days prior to the next general District election, the person appointed to fill the vacancy will hold office until the next general District election, which is November 3, 2026, and therefore would be required to run for office in the November 2026 election if the person appointed wanted to continue serving. The person elected during the November 3, 2026, election will hold office for the unexpired balance of Director Reynolds' term of office, which is November 2028.
 - If the Board decides to call an election, the election will be held on the next established election date that is 130 or more days after the date the District Board calls an election (November 3, 2026).

Summary of Key Dates

22 February 2026 District received notice of Director Reynolds' resignation effective February 23, 2026.

- 23 February 2026 Effective date of Director Reynolds' resignation.
- 02 March 2026 Special Board of Directors Meeting – Board to consider whether vacancy will be filled by appointment or election
- 02 March 2026 If vacancy is to be filled by appointment, staff posts Notice of Vacancy soliciting statements of interest
- 10 March 2026 Deadline for notifying County Elections Office of vacancy
- 10 March 2026 Regular Board of Directors Meeting
- 17 March 2026 Deadline for submitting statements of interest
- 23 March 2026 If vacancy is to be filled by appointment, a Special Meeting will be held to interview candidates
- 14 April 2026 Regular Board of Directors Meeting
- 24 April 2026 Deadline for Board of Directors to fill vacancy by appointment or call an election.
- 2026 Deadline for notifying the County Elections Office of the appointment (no later than 15 days after the appointment).

Glenn Reynolds
179 West Point Avenue
Half Moon Bay, CA 94019

February 22, 2026

[Mary Rogren](mailto:mrogren@coastsidewater.org)
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

Dear Mary, Bob and Board members:

Please accept this letter as formal notification of my resignation from the Coastside County Water District Board, effective Monday, February 23, 2026.

It has been an honor to participate in such a well-run organization. I am incredibly proud of how each board member respects and listens to both one another and to professional staff, both from within and outside the District.

Over the past fourteen years, the accomplishments we have shared have been both significant and instrumental in improving the community water system far beyond expectations:

- Denniston Water Treatment Plant Renovation
- Pilarcitos Creek pipeline replacement
- Denniston booster pump
- High accuracy digital water meters
- Nunes Treatment plant upgrades
- Carter Hill Tank Project

These improvements are the direct result of excellent team cooperation and long-range stewardship by staff and the Board.

The knowledge and care shown by the Board reflects the positive attitude the community has for the Water District.

I will always look back on my time on the CCWD Board with immense pride and appreciation.

I appreciate the challenges my departure leaves for the Board, and I will endeavor to recruit candidates for your review.

Sincerely,

Glenn Reynolds

[Glenn Reynolds](mailto:greynolds@h2osolutions.com)