

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: June 9, 2026

Report Date: June 5, 2026

Agenda Title: General Manager's Report

Upcoming Retirement of Lisa Sulzinger and Appointment of New Administrative Analyst/Board Clerk

After 11 years of dedicated service, Lisa Sulzinger will retire from her position as Administrative Analyst/Board Clerk effective July 31, 2026.

Lisa's dedication, professionalism, and commitment to supporting District operations and governance have been greatly appreciated. She will be missed, and we thank her for her years of service and wish her happiness and success in her well-deserved retirement.

We are pleased to announce the promotion of Ingrid Anderson to the position of Administrative Analyst/Board Clerk. Ingrid joined the District in September 2024 as a Customer Service Representative and has quickly become a valued member of the team. Having grown up in Half Moon Bay, she brings a strong connection to the Coastside community we serve. We congratulate Ingrid on her promotion and look forward to her continued contributions to the District in her new role.

General Manager Recruitment Update

With the General Manager's planned retirement in March 2027, the District has engaged Alliance Resource Consulting LLC to assist with the recruitment and selection of the District's next General Manager. Ms. Sherrill Uyeda will serve as the principal consultant for the recruitment process.

During May, Ms. Uyeda met with the General Manager Recruitment Advisory Committee, individual Board members, and District staff to gather input and develop a candidate profile for the position.

The proposed recruitment timeline is attached for the Board's review.



COASTSIDE COUNTY WATER DISTRICT
DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT
Recruitment Timeline

PHASE 1:

May 11-June 1, 2026	Recruitment Start Meetings
May 29 to June 5, 2026	Alliance creates target list of candidates
June 8, 2026	Draft recruitment brochure submitted to CCWD
June 12, 2026	Recruitment profile reviewed/approved by CCWD

PHASE 2:

June 15, 2026	Recruitment Brochure finalized and published
	Recruitment open on ARC and CCWD websites
	Ads placed
June 22 to July 10, 2026	Active recruiting started by Alliance to target list of professionals
July 13, 2026	Resume deadline

PHASE 3:

Week of July 20, 2026	Alliance conducts preliminary screening interviews
	Alliance conducts news article and social media checks on candidates
Week of July 27, 2026	Progress Meeting with CCWD to select finalists to interview for 1 st round.

PHASE 4:

Week of August 10, 2026	1 st Round Interviews with CCWD Selection Committee
After 1 st Round Interviews	CCWD selects leading candidates for 2 nd round interviews
	2 nd Round Interviews with CCWD Board (top 2-3 candidates)
The week after	Alliance completes reference checks and background checks
	Offer and negotiations finalized
	Background checks completed