

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, March 2, 2026

The Public was able to participate in the public meeting by joining the meeting in person or through the Zoom Video Conference link provided. The public was also able to join the meeting by calling a provided teleconference phone number.

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 10:00 a.m. Present at roll call: Vice President John Muller, Director Ken Coverdell and Director Chris Mickelsen.

Also present: Mary Rogren, General Manager; Jeffery Schneider, Assistant General Manager of Finance and Administration; Patrick Miyaki, Legal Counsel; Gina Brazil, Administrative Services Manager; and Lisa Sulzinger, Administrative Analyst

- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **GENERAL BUSINESS**

A. Resignation of Director Reynolds and Consideration of Process for Filling a Vacancy on the Board of Directors

Ms. Rogren summarized that Director Reynolds has submitted his resignation from the Board effective February 23, 2026. Ms. Rogren then turned the meeting over to Mr. Miyaki, Legal Counsel, who summarized the legal requirements under the County Water District Water Code that the District must follow to fill the vacancy. Mr. Miyaki first noted that a potential candidate to fill former Director Reynolds' position must be a voter and have his or her place of residence in the District. Due to the zone based elections, the Director must reside within the boundaries of the Electoral Zone 1, where the vacancy exists.

Mr. Miyaki then summarized the Government Code section 1780 requirements as follows:

- District must notify the County elections official of the vacancy within 15 days from the effective date of the vacancy.
- The Board has 60 days 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 the 60 day time 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, then there will be an election to fill the vacancy.
- 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 occurred in the first half of former Director Reynolds' term of office and a least 130 days prior to the next general election, the person appointed will hold office until the next general election, which is November 3, 2026 and 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 2026 election will hold office for the remaining balance of former Director Reynolds' term which is November 2028.

Ms. Rogren went over some key dates and a discussion among the Board members ensued. At the conclusion of the discussion, the following dates were determined if the Board decided to fill the Board vacancy by appointment:

March 25, 2026 – Deadline for potential candidates to submit a statement of interest
April 13, 2026 - Special Board Meeting to interview and consider candidates
April 24, 2026 – Deadline for Board of Directors to fill vacancy by appointment or call an election.

A draft Notice of Vacancy prepared by staff was reviewed with the Board, and the Board and staff made some revisions to the draft Notice of Vacancy based on the discussion.

The General Manager will coordinate with the President and Vice President to review the statements of interest as they are received.

President Feldman appointed Director Coverdell to fill former Director Reynolds position on the Facilities Committee.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to begin the process for filling the vacancy on the Board by appointment and authorize the General Manager to post the revised Notice of Vacancy

Director Coverdell	Aye
Director Mickelsen	Aye
Vice-President Muller	Aye
President Feldman	Aye

B. Discussion and Direction Regarding Recruitment of Next General Manager

Ms. Rogren noted that at the February 9, 2026 Board of Directors meeting, she announced her upcoming retirement in March, 2027. Ms. Rogren then summarized the next steps in recruiting for the next General Manager. The Board provided input to Ms. Rogren to solicit and obtain proposals from qualified executive recruitment firms with the goal of presenting the proposals to the Board for consideration at the April 14th Regular Board of Directors Meeting.

- 5) **ADJOURNMENT** - Special Board Meeting Adjourned at 11:06 a.m.

Respectfully submitted,



Mary Rogren, General Manager
Secretary to the District



Bob Feldman, President
Board of Directors

