

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, April 5, 2016**

- 1) **ROLL CALL** - President Arnie Glassberg called the special meeting to order at 2:01 p.m. Present at roll call: Directors Chris Mickelsen, Ken Coverdell, and Vice-President Glenn Reynolds. Director Steve Flint was absent. David Dickson, General Manager, Mary Rogren, Assistant General Manager; Cathleen Brennan, Water Resource Analyst; and JoAnne Whelen, Administrative Assistant/Recording Secretary were also in attendance.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **PUBLIC COMMENT** - There were no public comments.
- 4) **GENERAL BUSINESS**
  - A. **Work Session - Proposed Draft Fiscal Year 2016-2017 Operations Budget and Draft Fiscal Year 2016/2017 to 2025/2026 Capital Improvement Program and District Financing Plan**

Ms. Rogren summarized the Draft Operations Budget, reviewing proposed 2016/2017 water sales and draft operating expenses highlights, featuring water purchased, electricity, salaries, and other expenses. She also discussed potential budget risks, including reduced water sales, heavier reliance on SFPUC, as well as continued increases in SFPUC water costs. Next Ms. Rogren reviewed the District's 10-year Financing Plan, emphasizing the operating budget requirements and risk, the Capital Improvement Program, the level of reserves and the District's emergency funds.

Mr. Dickson also reviewed the Capital Improvement Program in detail, including the proposed individual projects and their importance, timing, and cost.

**B. Consideration of process to fill vacancy on Board of Directors**

President Glassberg introduced this item, announcing that Director Steve Flint would be resigning as of the April 12, 2016 Board meeting and that the Board has two options to consider, to decide whether the vacancy on the Board will be filled by appointment or by election and if the vacancy is to be filled by appointment, to provide direction to staff to post the required notice of the vacancy and specify what to include in the notice.

**ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to fill the vacant position opened by Steve Flint's resignation by appointment as opposed to calling for an election to fill the vacancy:**

<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Absent</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>President Glassberg</b>	<b>Aye</b>

Mr. Dickson explained the process for the Board to appoint a successor, which includes posting a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. He also advised that the Board has a significant amount of flexibility in determining how it wants to select a successor, but must do so within 60 days of April 12, 2016, the effective date of the vacancy. Discussion ensued among the Board and direction was given to staff to provide the notice of vacancy to San Mateo County, and to post the notice of vacancy soliciting expressions of interest. Additionally, the Board agreed that President Glassberg and Vice-President Reynolds would review expressions of interest received and make recommendations regarding further steps in the selection process.

**5) ADJOURNMENT**

The special meeting was adjourned at 3:56 p.m.

Respectfully submitted,

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David R. Dickson, General Manager

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Arnie Glassberg, President  
Board of Directors