



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Special Meeting
4 PM – 6 PM, Thursday, February 24, 2022

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/86531776318?pwd=VHgweTV3Wlpuc3pWbnY5M2lVKzM1Zz09>

Meeting ID: 865 3177 6318

Passcode: 747859

One tap mobile

+16699006833,,86531776318#,,,,*747859# US (San Jose)

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

2. APPROVAL OF MINUTES – February 1, 2022

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session comply with the Ralph M. Brown Act.)

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – General Manager

C. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – Finance Officer

D. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Agency Designated Representatives: Kishen Prathivadi, General Manager and Christopher Boucher, Labor Counsel

Employee Organization: IUOE Stationary Engineers, Local 39

4. NEXT MEETING

Next Board Operations Committee Meeting: March 1, 2022

INFORMATION FOR THE PUBLIC

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will call forward those wishing to speak on a matter listed on the Agenda at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority's office.

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.

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Regular Meeting
February 1, 2022

1. CALL TO ORDER

The meeting was called to order at 4 pm. via Zoom.

A. Roll Call

Directors Penrose, Clark, and Slater-Carter were present. Also present were General Manager Prathivadi, and Special Counsel Christopher Boucher.

2. APPROVAL OF MINUTES – December 28, 2021

A. Approval of Minutes of December 28, 2021

Director Penrose moved, and Director Clark seconded the motion to approve the minutes as presented. Minutes were approved as presented.

B. Succession Planning:

Staff indicated that for succession planning a couple of measures have been taken:

- Operations- Staff is planning on recruiting two Certified Operators to replace one certified operator position that is vacant and one Utility Worker position which is yet to be recruited. Advertisement has been placed and initial interviews are in place.
- Finance & Accounts- A temporary person with a Finance background has been identified and will be starting Feb 8, 2022.
- Staff also indicated that in 3-5 years' time probably there will be 6 persons potentially retiring at all positions. Therefore, it is necessary to carry out succession planning.
- Committee also indicated that the last Staffing Analysis was done in 2017 and probably needs to be updated.

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session Comply with the Ralph M. Brown Act)

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS – Pursuant to Government Code 54957.6 – Unrepresented Employee – General Manager

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The Committee came out of Closed Session at 5.00 p.m. Director Penrose reported there was no reportable action.

4. NEXT MEETING

March 1, 2022, 4 pm to 6 pm.

5. ADJOURNMENT

The meeting was adjourned at 5 pm.

Respectfully Submitted,

Suzie Turbay
Administrative Assistant