



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Counsel



DATE: November 29, 2011
BOARD MEETING DATE: December 13, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: John C. Beiers, County Counsel

SUBJECT: Appointment of David John Irwin to the Board of Directors of the Westborough Water District

RECOMMENDATION:

Adopt a Resolution Appointing David John Irwin to the Board of Directors of the Westborough Water District.

BACKGROUND:

The Westborough Water District supplies water to consumers in an area that specifically covers parts of South San Francisco. The District's service territory covers approximately one square mile and serves approximately 12,000 people.

The Westborough Water District has five members on its Board of Directors. Three of those seats were up for election at the November 6, 2011 consolidated election and there were only two candidates. Pursuant to Elections Code § 10515, these two candidates shall be appointed by the "supervising authority" which, in the case of a special district, is the Board of Supervisors.

In regards to the third seat, for which there was no candidate, the Board shall also make this appointment pursuant to Elections Code § 10515. The Elections Code does not set forth a deadline for the Board to make this appointment nor does it set forth a required process for the Board to use to make the appointment. The only requirement is that the appointee must be a registered voter within the District as of November 6, 2011.

At its November 1, 2011 meeting, the Board adopted the following appointment process:

- (1) The District will provide reasonable notice and opportunity to apply to any person desiring to seek the appointment.
- (2) The District Board will forward to the Clerk of the Board of Supervisors a list of all candidates and their applications, and shall recommend one candidate.

- (3) The Board of Supervisors will appoint a candidate at its December 13, 2011 meeting.

DISCUSSION:

In accordance with the above process, the Westborough Water District advertised the vacancy on its Board of Directors and received applications from the following three candidates:

1. **David John Irwin:** Mr. Irwin is an Electric Distribution Supervisor (Journeyman Lineman) at Pacific Gas & Electric. He co-founded, coaches, and serves on the Board of Directors of San Francisco Warriors Youth Football and Cheer. Mr. Irwin has a technical diploma in network engineering and management from Heald College. He lives in South San Francisco.
2. **Judith Gail Louie:** Ms. Louie is a purchasing assistant at UCSF. She has also worked as an underwriter for insurance companies. She attended City College of San Francisco. She is an active member of the Pacifica Beach Coalition and has been on the PG&E EarthDay Cleanup Board of Directors for 17 years. Ms. Louie lives in South San Francisco.
3. **Ronald C. Burgess:** Mr. Burgess has served most recently as an Account Executive for the insurance industry in California. He has also held various management positions at several insurance companies. Mr. Burgess has served as an adjunct professor at Golden Gate University and he has served on several boards and commissions, including the South San Francisco Housing Authority, the San Mateo County Transportation Authority Citizens Advisory Committee, and the Budget Finance Committee at the South San Francisco Unified School District. Mr. Burgess lives in South San Francisco.

Attached to this Memorandum are copies of the applications submitted by the three candidates listed above. The District Board interviewed each of the three candidates. After careful consideration, the District Board recommends that applicant David John Irwin be appointed to fill the vacancy on the Westborough Water District's Board of Directors.

Appointing David John Irwin as a member of the Board of Directors of the Westborough Water District will contribute to the Shared Vision 2025 outcome of collaborative community by engaging community participation in the appointment process.

FISCAL IMPACT:

None.

cc: John L. Maltbie, Acting County Manager
Mark Church, Assessor-County Clerk -Recorder

2263 Westborough Boulevard . p.o. box 2747 . south san francisco, ca 94083-2747 - 650-589-1435 - Fax 650-589-5167

WESTBOROUGH WATER DISTRICT
WESTBOROUGH WATER DISTRICT APPLICATION FOR BOARD VACANCY

Date 11-14-2011

Name in full: David John Irwin

Address: _____

Telephone No. (()) _____

Education and professional training: Journeyman Lineman IBEW 1245 Pacific Gas & Electric

Network Engineering & Management- Technical Diploma, Heald College-Business Software Apps

South San Francisco High School-1994

Military experience: United States Coast Guard- Petty Officer Second Class Boatswainmate

Search and Rescue, Maritime Law Enforcement, Small Boat Operations

Occupational experience: Pacific Gas & Electric- Electric Distribution Supervisor Peninsula

Journeyman Lineman, Apprentice Lineman, General Construction Gas Fieldman, Utility Worker

2000-2002 Network Operations Engineer/Administrator

Affiliations: International Brotherhood of Electrical Workers, Pacific Service Employees Association

Community activities: Board of Directors- San Francisco Warriors Youth Football & Cheer

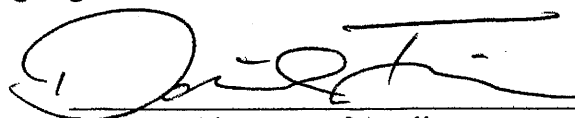
Head Coach- SF Warriors Rookie Team

Accomplishments/Awards: Co-Founder SF Warriors Youth Football & Cheer

Coast Guard Achievement Medal

Are you a registered voter in Westborough? YES

I certify under penalty of perjury that the foregoing information is true and correct.



Signature of Applicant

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NOV 15 2011

WESTBOROUGH WATER DISTRICT
APPLICATION FOR BOARD VACANCY

WESTBOROUGH WATER DISTRICT

Date 11/15/11

Name in full: JUDITH GAIL LOUIE

Address:

Telephone No. () - - -

Education and professional training: CITY COLLEGE OF SF. - 1974

CERT OF INS, 21, 22, 23 - 1975

TRAIN THE TRAINER, INCREASING PERSONAL EFFECTIVENESS - 1995

Military experience: NONE

Occupational experience: ^{CLERK TYPIST} ~~KEMPER INS - UNDERWRITER~~ ^{AND} ~~UNDERWRITER~~ - 74-90 / CALIF CASUALTY UNDERWRITER - 90-96

TRAMMELL CROWN RES - ADMIN '97-04, UCSF Temp Pool '05-'07

UPS - DISPATCH '05-07 & UCSF PURCHASING ASST '07 to

CURRENT.

Affiliations:

Community activities: PACIFICA BEACH COALITION - CLEAN USUALLY

2 x A YEAR.

Westborough #6

PG&E EARTH DAY CLEAN UP, 17 yrs. on Board of Directors

Accomplishments/Awards: CHAIRED THE COMMITTEE FOR DIVERSITY

WEEK ACTIVITIES THAT INCLUDED BROWN BAG LUNCH WITH SPEAKERS & POT LUCK FOR ORGAN OF 400 PEOPLE.

Are you a registered voter in Westborough? YES

I certify under penalty of perjury that the foregoing information is true and correct.

Judith A. Louie



westborough
water district

REDACTED

RECEIVED
e-mail: wwd@westboroughwater.com
NOV 09 2011

WESTBOROUGH WATER DISTRICT
APPLICATION FOR BOARD VACANCY

WESTBOROUGH WATER DISTRICT

Date 11-8-11

Name in full: Ronald C. Burgess

Address:

Telephone No. (508) 336-1111

Education and professional training: SEE Attached

Military experience: medic in the U.S. Navy attached to the
U.S. Marines at Camp Pendleton, CA.

Occupational experience: SEE Attached

Affiliations:

Community activities: SEE Attached

Accomplishments/Awards: Various from S.S.F. City Council &
county organizations

Are you a registered voter in Westborough? yes

I certify under penalty of perjury that the foregoing information is true and correct.

Ronald C. Burgess

Signature of Applicant

REDACTED

RONALD C. BURGESS

Phone:

Employment:

Insurance Personnel Services

Account Executive

08/05-01/07

- Hired as a recruiter specializing in the Insurance Industry.
- Handling clients and candidates predominately in the state of California

Andreini Insurance Brokers

Commercial Lines/Operations Manager

07/03-7/05

- Hired as the Commercial Lines and Operations Manager for the San Mateo Branch. I managed 27 employees: account managers, assistant account managers and admin. Duties included:
- Create and maintain a set of standards for the commercial department
- Recruit, hire, train and develop all department personnel
- Promote and enhance the agency's reputation
- Conduct employee reviews and set up and monitor staff goals
- Manage the renewal process and ensure account retention
- Be available for underwriting and marketing questions

Calco Insurance Brokers

Marketing/Operations Manager

04/96-07/03

- Originally hired to run the operations and marketing departments of the San Francisco Branch with the knowledge that within 12-18 months we would be closing that office and merging into the San Mateo office.
- In San Mateo, I was the Co-Operations Manager as well as the Marketing Manager until such time that I assumed all of the marketing management role of the branch as well as coordinating with the Sacramento and Southern California offices.
- Assisting and troubleshooting large or complicated risks, both new and renewal
- Analyzed and advised on new coverages and availability
- Acted as Risk Manager to the staff on technical or specialized issues
- Was the Risk Manager for the Calco Corporate Insurance Program
- Conducted training when necessary
- Supervised Account Managers and/or book(s) of business when necessary
- I was also involved as respects the brokerage relationships with our carriers as well as working with the acquisition of new carriers. I sat on several carrier's Broker's Councils and worked with our carriers as respects contingency agreements. I was responsible for setting up the first contingency agreement(s) with our Excess & Surplus Lines Brokers.
- A large part of my time was spent working with our carriers to iron out problems or disputes on account issues as well as stepping in when there was a problem in relationships.
- I have been fortunate to be able to have close and positive relationships with both the mainline underwriters, their supervisors and senior management.

Collective Insurance Marketing Agency

REDACTED

Vice-President & Director of Marketing

01/94-04/96

- I opened this office in January of 1994 as the central marketing and accounting office for eleven agencies totaling 17 offices. My responsibilities included the hiring of staff and the direction of account placement. I was also responsible for the carrier appointment process and all contract negotiations. If necessary I was available to make account presentations with our various producers if they felt the need.
- This job was an offshoot of my prior 8 years of employment with Winchester Insurance Agency in Santa Clara. Dan McDonald and I worked to put together the CIMA operation. I was with Dan for the aforementioned 8 years as his Vice-President of Marketing where I was responsible for both carrier contracts and appointments as well as overseeing the marketing department of the firm.

Business & Community Involvement:

- Board member Peninsula Museum of Art
- Past President and Board Member of ArtRise Studio Theatre
- Past Council Delegate / So. San Francisco Unified School District
- Past Chairman of the Budget Finance Committee / So. San Francisco Unified School District
- Adjunct instructor Golden Gate University
- Guest lecturer for the SBA
- Past President of the Underwriters Forum (San Francisco)
- Past Chair of the So. San Francisco Cultural Arts Commission (13year member)
- Treasurer and board member of Art Share
- Past Chair of the San Mateo County Arts Council (appointed by County Supervisor Mike Nevin)
- Past commissioner of the South San Francisco Housing Authority
- Past member of the San Mateo County Transportation Authority Citizens Advisory Committee
- Board member and Past President Sitike Counseling Center

References:

David Liebes: Senior Vice –President and Producer
Hayes Companies:

Dave Lillis: Underwriting Director
American E&S:

Lee Hudkins: Vice-President
Swett & Crawford:

Pedro Gonzalez: South San Francisco City Council

Karyl Matsumoto: South San Francisco City Council

Michael D. Nevin

Member • Board of Supervisors • San Mateo County

REDACTED

August 23, 2002

Mr. Ronald Burgess

Dear Ron:

Congratulations on becoming the Chair of the newly formed Arts Commission. I'm very proud of you as this is the first and most historic Chairmanship.

I wish you and the Commission well in all your undertakings as you attempt to bring a better sense of the arts and culture to San Mateo County.

Sincerely,



Mike Nevin, Supervisor
San Mateo County

Proclamation

CITY COUNCIL, CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

RONALD C. BURGESS


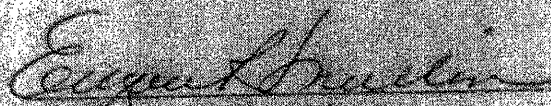
WHEREAS, Ronald C. Burgess was appointed to the Cultural Arts Commission on July 26, 1993 and served through April 15, 2002; and


WHEREAS, Ron devoted more than six years as Cultural Arts Commissioner, serving as Chairperson from September of 1997 to November of 1998, providing leadership and guidance; and


WHEREAS, during Ron's tenure, the Cultural Arts Commission undertook major art projects throughout the city including, The Doors of Avignon mural, Millennium Sculpture, Whimsical Windows mural, Prometheus Gives Fire to Man mural, the future Sculpture Garden, initiation of the annual Youth Art Scholarships, and the conversion of the former Maintenance Yard into the Greenhouse Project; and


WHEREAS, Ron, has shown a strong commitment and dedication to promote cultural diversity and to improve the quality of life in our community.

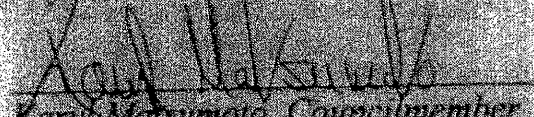
NOW, THEREFORE, the City Council of the City of South San Francisco along with the residents of South San Francisco thank Ronald C. Burgess for his dedication to the Cultural Arts Commission.



Eugene R. Mullin, Mayor


Pedro Gonzalez, Mayor Pro Tem


Joseph A. Fernekas, Councilmember


Raymond L. Green, Councilmember


Karyl Matsumoto, Councilmember

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

**RESOLUTION APPOINTING DAVID JOHN IRWIN AS MEMBER OF THE BOARD OF
DIRECTORS OF THE WESTBOROUGH WATER DISTRICT**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there is a vacancy on the Board of Directors for the Westborough Water District, and

WHEREAS, pursuant to Elections Code § 10515, the Board of Supervisors shall make an appointment to fill that vacancy; and

WHEREAS, the Westborough Water District has provided notice of the vacancy, received three applications in response thereto, and has interviewed each of the three candidates; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration three applications for the vacancy on the Westborough Water District's Board of Directors along with the District Board's recommendation that candidate David John Irwin be appointed to fill the vacancy, reference to which is hereby made for further particulars; and

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that David John Irwin be appointed to the Board of Directors for the Westborough Water District.

* * * * *