



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 3/25/19 at www.honeylakevalleyrcd.org

Date: Thursday, March 28, 2019

Location: **USDA Service Center**
170 Russell Avenue, Suite C
Susanville, Ca. 96130
(530) 257-7271 x100

Time: **3:30 PM**

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

I. CALL TO ORDER. PLEDGE OF ALLEGIANCE. ROLL CALL

II. APPROVAL OF AGENDA

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 2/28/19 special meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

V. REPORTS

- A. District Manager Report (attachment) – Sims
- B. NRCS Agency Reports – Stephens
- C. Lassen SWAT – Sims/Tippin

- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin (Discussion of Date & Location of next meeting)
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

- A. Board self evaluation

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity

- B. FYE 20 RCD/WM Budget – Second reading (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity

- C. Strategic/Annual Operations Plan Review – Second reading (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

- D. Consideration and approval of to submit letter of support of SB 253 (attachment)

Tie to the Strategic Plan: Strategic Issue 2 – Stay Relevant to the Conservation Needs of the Community & 3 – Capture Conservation Opportunities, as Appropriate.

- E. Consideration and approval of Resolution 19-01 to nominate a Board member to apply to serve on SDRMA Board of Directors (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

- F. Consideration and approval to nominate a Board member to apply to serve on CSDA Board of Directors (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER

XI. ADJOURNMENT TO CLOSED SESSION

- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – Current Project Coordinator and Incoming District Manager Kayla Meyer.

XII. RECONVENE IN OPEN SESSION

XIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **April 25, 2019, at 5:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Monday, March 25, 2019 agendas were posted as required by Government Code Section 54956 and any other applicable law.

Ian Sims
District Manager





PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
www.honeylakevalleyrcd.org

Date: Thursday, February 28, 2019

Location: USDA Service Center
170 Russell Avenue, Suite C
Susanville, Ca. 96130
(530) 257-7271 x100

Time: **3:30 PM**

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

I. CALL TO ORDER. PLEDGE OF ALLEGIANCE. ROLL CALL

Board Chair Jesse Claypool called the meeting to order at 3:37 pm, the pledge of allegiance was recited, and a quorum was noted. Board Member Laurie Tippin was absent.

II. APPROVAL OF AGENDA

Board Member Dave Schroeder made a motion to approve the agenda, Board Member Wayne Langston seconded, and the motion passed. All.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 1/31/19 special meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence (attachment)

Wayne Langston made a motion to approve the consent items, Will Johnson seconded, and the motion passed. All.

V. REPORTS

- A. District Manager Report (attachment) – Sims

(Please see December Agenda on HLVRCD website for full District Managers Report)

B. NRCS Agency Reports – Stephens

(Ann Stephens, newly hired District Conservationist for the Susanville Field Office introduced herself and discussed a few area initiatives including flood remediation projects along the Susan River.)

C. Lassen SWAT – Sims/Tippin

D. WAC Report – Langston

E. Modoc Regional RCD/CARCD Report – Tippin

F. Fire Safe Council Report – Johnson

G. IRWMP Report – Claypool

H. Unagendized reports by board members

(Will Johnson announced that a fire crew will be available funded by BIA to address needs in area. SIR hopes to partner with LCC to share academic resources.)

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

A. Board self evaluation

This item was tabled to the March RCD meeting.

B. Consideration and approval of amended Watermaster Dispute form (attachment)

Schroeder made a motion to approve item VIB contingent on the amendment of SRWSA Rules and Regulations to also reflect a response window of (5) days, Will Johnson seconded, and motion passed. All.

C. FYE 20 RCD/WM Budget – First reading (attachment)

Board gave direction to staff to add a few items of detail in the FY20 budget to include:

- Add audit line item,
- Legal and Accounting broken out into two separate line items,
- Increase Watermaster Fees to FY19 apportionment of \$180K,
- Increase legal professional fees by \$10K

D. Strategic/Annual Operations Plan Review – First reading (attachment)

VII. RECESS OF RCD PORTION OF MEETING

VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER

A. Consideration and approval of Lozano Smith invoice 2074900, 2074901, 2074902 totalling \$1,680.61 (attachment)

Will Johnson made a motion to approve item VIIIA, Wayne Langston seconded, and the motion passed. All.

B. Discussion regarding the retention or removal of the Watermaster Board reimbursement policy

Will Johnson made a motion to approve item VIIIB, Wayne Langston seconded, and the motion passed. All. In addition, this will require an amendment of the SRWSA Rules and Regulations to reflect this motion. Also

with this motion's passing, there is no need to have items VII, IX, and X.

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT TO CLOSED SESSION

- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – District Manager Ian Sims.

XII. RECONVENE IN OPEN SESSION

No reportable action

XIii. ADJOURNMENT

Schroeder made a motion to adjourn the meeting, Johnson seconded, and the meeting was adjourned at 5:20 PM. All.

The next Honey Lake Valley RCD meeting will be **March 28, 2019, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully submitted,



Ian Sims
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **March 28, 2019**

Honey Lake Valley Resource Conservation District

PROFIT AND LOSS DETAIL

January 1 - March 25, 2019

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|---------------------|-----|----------------------------|---|-------------------------|---------------------|-----------|
| Ordinary Income/Expenses | | | | | | | |
| Income | | | | | | | |
| 40070 Grant Proceeds | | | | | | | |
| 40079 DOC-RCD Financial Assist Prog | | | | | | | |
| 01/10/2019 | Deposit | | | DEPOSIT | 10000 Tri-Co 639 | 9,520.82 | 9,520.82 |
| Total for 40079 DOC-RCD Financial Assist Prog | | | | | | \$9,520.82 | |
| Total for 40070 Grant Proceeds | | | | | | \$9,520.82 | |
| 40180 Watermaster Fees | | | | | | | |
| 01/10/2019 | Deposit | | | DEPOSIT | 11600 Tri-Co WM 218 | 9,958.00 | 9,958.00 |
| 02/07/2019 | Deposit | | | DEPOSIT | 11600 Tri-Co WM 218 | 82,103.09 | 92,061.09 |
| Total for 40180 Watermaster Fees | | | | | | \$92,061.09 | |
| 49900 Uncategorized Income | | | | | | | |
| 01/16/2019 | Deposit | | | DEPOSIT | 10000 Tri-Co 639 | 1,450.00 | 1,450.00 |
| Total for 49900 Uncategorized Income | | | | | | \$1,450.00 | |
| 70020 Interest Received | | | | | | | |
| 01/30/2019 | Deposit | | | INT PMT SYS-GEN | 11001 Tri-Co WM Svg 247 | 2.87 | 2.87 |
| 01/31/2019 | Deposit | | | INT PMT SYS-GEN | 10500 Tri-Co SNC 6331 | 2.24 | 5.11 |
| 02/28/2019 | Deposit | | | INT PMT SYS-GEN | 11001 Tri-Co WM Svg 247 | 2.69 | 7.80 |
| 02/28/2019 | Deposit | | | INT PMT SYS-GEN | 10500 Tri-Co SNC 6331 | 2.03 | 9.83 |
| Total for 70020 Interest Received | | | | | | \$9.83 | |
| Total for Income | | | | | | \$103,041.74 | |
| Expenses | | | | | | | |
| 60115 Dues | | | | | | | |
| 01/14/2019 | Expense | | CSDA | POS PUR 7410 CALIFORNIA_CALIFORNIA ASSOCIAT_916-4577904 CA | 10000 Tri-Co 639 | 513.90 | 513.90 |
| Total for 60115 Dues | | | | | | \$513.90 | |
| 60160 Legal-Prof Fees | | | | | | | |
| 01/14/2019 | Expense | | SingletonAuman | POS PUR 7410 SINGLETON_SINGLETON AUMAN PC_530-2571040 CA | 10000 Tri-Co 639 | 340.00 | 340.00 |
| 01/23/2019 | Expense | | Lozano Smith | CHECK 1736 | 11600 Tri-Co WM 218 | 14,995.78 | 15,335.78 |
| Total for 60160 Legal-Prof Fees | | | | | | \$15,335.78 | |
| 60240 Office | | | | | | | |
| 01/02/2019 | Expense | | Google SV Google SVCsapps | POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA | 10000 Tri-Co 639 | 45.00 | 45.00 |
| 01/02/2019 | Expense | | QuickBooks Payroll Service | REC POS 2581 INTUIT *QB_INTUIT *QB ONLINE_800- 286-6800 CA | 10000 Tri-Co 639 | 35.00 | 80.00 |
| 01/07/2019 | Expense | | Frontier | REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT | 10000 Tri-Co 639 | 73.98 | 153.98 |
| 01/08/2019 | Expense | | U.S. Cellular | REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL | 11600 Tri-Co WM 218 | 58.21 | 212.19 |
| 01/28/2019 | Expense | | Adobe Pro Software | REC POS 2581 ADOBE *ACR_ADOBE *ACROPRO SUBS_800-833-6687 CA | 10000 Tri-Co 639 | 14.99 | 227.18 |
| 02/04/2019 | Expense | | Google SV Google SVCsapps | POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA | 10000 Tri-Co 639 | 45.00 | 272.18 |
| 02/04/2019 | Expense | | QuickBooks Payroll Service | REC POS 2581 INTUIT *QB_INTUIT *QB ONLINE_800- 286-6800 CA | 10000 Tri-Co 639 | 30.00 | 302.18 |

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|------------------|------------|----------------------------|---|---------------------|--------------------|-----------|
| 02/07/2019 | Expense | | Frontier | REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT | 10000 Tri-Co 639 | 73.98 | 376.16 |
| 02/08/2019 | Expense | | U.S. Cellular | REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL | 11600 Tri-Co WM 218 | 58.21 | 434.37 |
| 02/15/2019 | Expense | | | REC POS 2732 MCAFEE *WW_MCAFEE *WWW.MCAFEE._866-622-3911 TX | 11600 Tri-Co WM 218 | 109.99 | 544.36 |
| 02/19/2019 | Expense | | CSDA | POS PUR 7410 California_California Special_916- 442-7887 CA | 10000 Tri-Co 639 | 100.00 | 644.36 |
| 02/20/2019 | Expense | | Intuit | POS PUR 7410 INTUIT *PA_INTUIT *PAYROLL_888-537- 7794 CA | 10000 Tri-Co 639 | 14.99 | 659.35 |
| 02/25/2019 | Expense | | Microsoft Office | MICROSOFT 1954 EDI PAYMNT_Honey Lake Valley RCD | 10000 Tri-Co 639 | 69.99 | 729.34 |
| 02/28/2019 | Expense | | Adobe Pro Software | REC POS 2581 ADOBE *ACR_ADOBE *ACROPRO SUBS_800-833-6687 CA | 10000 Tri-Co 639 | 14.99 | 744.33 |
| 03/04/2019 | Expense | | QuickBooks Payroll Service | REC POS 2581 INTUIT *QB_INTUIT *QB ONLINE_800- 286-6800 CA | 10000 Tri-Co 639 | 30.00 | 774.33 |
| 03/04/2019 | Expense | | Google SV Google SVCsapps | POS PUR 2581 GOOGLE *GS_GOOGLE *GSUITE_hone_cc@google.com CA | 10000 Tri-Co 639 | 45.00 | 819.33 |
| 03/11/2019 | Expense | | Frontier | REC POS 7410 CTS*FRONTI_CTS*FRONTIER ONLINE_800-921-8101 CT | 10000 Tri-Co 639 | 73.98 | 893.31 |
| 03/12/2019 | Expense | | U.S. Cellular | REC POS 2732 USCELL REC_USCELL RECURRING_WWW.USCELLULA IL | 11600 Tri-Co WM 218 | 57.90 | 951.21 |
| 03/15/2019 | Expense | | Streamline | Streamline Website | 10000 Tri-Co 639 | 1,500.00 | 2,451.21 |
| 03/15/2019 | Expense | | Streamline | POS PUR 7410 IN *DIGITA_IN *DIGITAL DEPLOYM_916- 2381802 CA | 10000 Tri-Co 639 | 900.00 | 3,351.21 |
| Total for 60240 Office | | | | | | \$3,351.21 | |
| 62000 Bank charges and Fees | | | | | | | |
| 01/08/2019 | Check | | Intuit | | 11600 Tri-Co WM 218 | 5.25 | 5.25 |
| 01/24/2019 | Check | | Intuit | | 11600 Tri-Co WM 218 | 5.25 | 10.50 |
| 02/20/2019 | Check | | Intuit | | 11600 Tri-Co WM 218 | 5.75 | 16.25 |
| 03/05/2019 | Check | | Intuit | | 11600 Tri-Co WM 218 | 5.75 | 22.00 |
| Total for 62000 Bank charges and Fees | | | | | | \$22.00 | |
| 66000 Payroll Expenses | | | | | | | |
| 01/31/2019 | Journal Entry | SA-01-2019 | | Watermaster A/C January Payroll Taxes | -Split- | 1,617.68 | 1,617.68 |
| 01/31/2019 | Journal Entry | SA-01-2019 | | Total Due from RCD - Taxes January | -Split- | 764.52 | 2,382.20 |
| 01/31/2019 | Journal Entry | SA-01-2019 | | Total Due from RCD - Gross January | -Split- | 5,520.00 | 7,902.20 |
| 01/31/2019 | Journal Entry | SA-01-2019 | | Watermaster A/C January Payroll Gross | -Split- | 9,680.00 | 17,582.20 |
| 02/19/2019 | Expense | | SingletonAuman | CHECK 2967 | 10000 Tri-Co 639 | 210.25 | 17,792.45 |
| 02/28/2019 | Journal Entry | SA-02-2019 | | Total Due from RCD - Taxes February | -Split- | 1,621.28 | 19,413.73 |
| 02/28/2019 | Journal Entry | SA-02-2019 | | Total Due from RCD - Gross February | -Split- | 6,888.00 | 26,301.73 |
| 02/28/2019 | Journal Entry | SA-02-2019 | | Watermaster A/C February Payroll Gross | -Split- | 8,312.00 | 34,613.73 |
| 02/28/2019 | Journal Entry | SA-02-2019 | | Watermaster A/C February Payroll Taxes | -Split- | 1,943.45 | 36,557.18 |
| Total for 66000 Payroll Expenses | | | | | | \$36,557.18 | |

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---------------------------|---------------------|-----|------|------------------|-------|--------------------|---------|
| Total for Expenses | | | | | | \$55,780.07 | |
| Net Income | | | | | | \$47,261.67 | |

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Not for Profit Business Chkg

Account: XXXXXXXX2639

| | | | |
|--------------------|--------------|-----------------|------------------------|
| Account # | XXXXXXXX2639 | Statement Dates | 01-31-19 thru 02-28-19 |
| Beginning Balance | 39,416.09 | | |
| 1 Deposits/Credits | 2,644.75 | | |
| 9 Checks/Debits | 6,843.72 | | |
| Service Charge | 0.00 | | |
| Interest Paid | 0.00 | | |
| Ending Balance | 35,217.12 | | |

Transactions

| Date | Description | Amount |
|------|--|------------|
| 2-04 | POS Pur 2581 Google *Gs Google *Gsuite_hone Cc@google.com CA | 45.00 - |
| 2-04 | Rec POS 2581 Intuit *Qb Intuit *Qb Online 800-286-6800 CA | 30.00 - |
| 2-05 | Cm Xfer To DDA XXXXXXXX4218 | 6,284.52 - |
| 2-07 | Deposit | 2,644.75 |
| 2-07 | Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct | 73.98 - |
| 2-19 | POS Pur 7410 California California Special 916-442-7887 CA | 100.00 - |
| 2-20 | POS Pur 7410 Intuit *PA Intuit *Payroll 888-537-7794 CA | 14.99 - |
| 2-25 | Microsoft 1954 EDI Paymnt Honey Lake Valley Rcd | 69.99 - |
| 2-28 | Rec POS 2581 Adobe *Acr Adobe *Acropro Subs 800-833-6687 CA | 14.99 - |

Checks

| Check # | Date | Amount | Check # | Date | Amount | Check # | Date | Amount |
|---------|------|--------|---------|------|--------|---------|------|--------|
| 2967 | 2-19 | 210.25 | | | | | | |

* Indicates a Gap in Check Number Sequence

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Not for Profit Business Chkg

Account: XXXXXXXX4218

| | | | |
|--------------------|--------------|-----------------|------------------------|
| Account # | XXXXXXXX4218 | Statement Dates | 01-31-19 thru 02-28-19 |
| Beginning Balance | 84,914.82 | | |
| 2 Deposits/Credits | 88,387.61 | | |
| 9 Checks/Debits | 19,997.48 | | |
| Service Charge | 0.00 | | |
| Interest Paid | 0.00 | | |
| Ending Balance | 153,304.95 | | |

Transactions

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|---|---------------|
| 2-05 | Cm Xfer Fr DDA XXXXXXXX2639 | 6,284.52 |
| 2-05 | Intuit Payroll S Quickbooks Honey Lake Valley Reso | 5,809.72 - |
| 2-07 | Deposit | 82,103.09 |
| 2-08 | Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL | 58.21 - |
| 2-15 | Rec POS 2732 Mcafee *Ww Mcafee *Www.mcafee. 866-622-3911 TX | 109.99 - |
| 2-15 | Employment Devel Edd Eftpmt Honey Lake Valley Reso | 865.26 - |
| 2-15 | Employment Devel Edd Eftpmt Honey Lake Valley Reso | 942.40 - |
| 2-15 | Irs Usat taxpymt Honey Lake Valley Reso | 4,165.60 - |
| 2-19 | Intuit Payroll S Quickbooks Honey Lake Valley Reso | 7,575.05 - |

Checks

| <u>Check #</u> | <u>Date</u> | <u>Amount</u> | <u>Check #</u> | <u>Date</u> | <u>Amount</u> | <u>Check #</u> | <u>Date</u> | <u>Amount</u> |
|----------------|-------------|---------------|----------------|-------------|---------------|----------------|-------------|---------------|
| 1737 | 2-19 | 210.25 | 1738 | 2-20 | 261.00 | | | |

* Indicates a Gap in Check Number Sequence

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Business PMMI

Account: XXXXXXXX5247

| | | | |
|--------------------|--------------|-----------------|------------------------|
| Account # | XXXXXXXX5247 | Statement Dates | 01-31-19 thru 02-28-19 |
| Beginning Balance | 33,834.09 | | |
| 0 Deposits/Credits | 0.00 | | |
| 0 Checks/Debits | 0.00 | | |
| Service Charge | 0.00 | | |
| Interest Paid | 2.69 | | |
| Ending Balance | 33,836.78 | | |

Transactions

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 2-28 | Int Pmt Sys-Gen | 2.69 |

Interest Summary

| | |
|--------------------------------|----------------------|
| Interest Earned | 1/31/19 thru 2/28/19 |
| Days in Statement Period | 29 |
| Interest Earned | 2.69 |
| Annual Percentage Yield Earned | .10% |
| Interest Paid this Year | 5.56 |
| Interest Withheld this Year | 0.00 |

End of Statement

HONEY LAKE VALLEY RCD
SNC-LCWRP
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Business MMI

Account: XXXXXXXX6331

| | | | |
|--------------------|--------------|-----------------|------------------------|
| Account # | XXXXXXXX6331 | Statement Dates | 02-01-19 thru 02-28-19 |
| Beginning Balance | 26,410.37 | | |
| 0 Deposits/Credits | 0.00 | | |
| 0 Checks/Debits | 0.00 | | |
| Service Charge | 0.00 | | |
| Interest Paid | 2.03 | | |
| Ending Balance | 26,412.40 | | |

Transactions

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| 2-28 | Int Pmt Sys-Gen | 2.03 |

Interest Summary

| | |
|--------------------------------|----------------------|
| Interest Earned | 2/01/19 thru 2/28/19 |
| Days in Statement Period | 28 |
| Interest Earned | 2.03 |
| Annual Percentage Yield Earned | .10% |
| Interest Paid this Year | 4.27 |
| Interest Withheld this Year | 0.00 |

End of Statement

Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

March 28, 2019

RCD Administration:

- 3 Grant Applications submitted for CDFA WMA last week funding totaling \$180K
- Multiple CDFA HSP and SWEEP grants submitted during March
- Streamline website complete pending final edits will debut next week. I'll send an email.

Susan River Water Master Service

- WAC meeting on 3/14/2019, discussed budget, next meeting May 9th.

DWR: Lahontan Basin IRWM (DACI Grant)

- Working with Sierra Water Workgroup drafting area IRWM mapping service
- Lahontan Basin IRWM plan updated to Prop. 1 planning standards pending RWMG review and DWR submittal
- Submitted 4th invoice, pending payment for 3rd and 4th

DOC: RCD Accreditation Program

- Final invoice/grant closeout paperwork going out this week

SWRCB: Storm Water Resource Planning Grant

- Successful project closeout achieved. Still waiting on retainer payment

SNC: Lassen Creek Watershed

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Received notice to proceed (NTP) for Bertotti project, ready to start

CDFA: Carbon Farming Technical Assistance Grant

- March 8th deadline has passed, submitted multiple applications
- In the process of submitting invoice to reimburse RCD for labor

Special Weed Action Team

- Submitted 3 WMA applications to CDFA for funding totally \$180k, will now outcomes sometime in May

Plans for Next Month:

- Continue work on open grants/agreements: SNC, CalRecycle, DACI, CDFA
- Begin training Kayla on all things related to the responsibilities of the DM
- Will need to add her as signatory on Tri-Counties bank as well as on current grant agreements, resolutions for these actions will be on next Board meeting agenda

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

| | CURRENT YTD COSTS - ACTUAL | BUDGET FYE 6/30/2020 | REMAINING BUDGET | % ACTUAL COST TO BUDGET YTD | % ACTUAL COST TO ANNUAL BUDGET |
|------------------------------------|---|-------------------------|---------------------|-----------------------------------|---|
| REVENUE | | | | | |
| 40070 | Grants & Contracts, Temp. Restricted - | | | | |
| | Total Budget \$778,218.80 | | | | |
| | | 200,000.00 | | | |
| | | 250,000.00 | | | |
| | | 66,000.00 | | | |
| | | 200,000.00 | | | |
| 40180 | | 180,000.00 | | | |
| | | 60.00 | | | |
| | | - | | | |
| | | - | | | |
| <hr/> | | | | | |
| TOTAL REVENUE | - | 896,060.00 | - | | |
| EXPENSES | | | | | |
| 66000 | Payroll | 190,000.00 | 190,000.00 | | |
| | Health Benefits | 10,000.00 | | | |
| 60420 | Payroll Taxes | 10,000.00 | 10,000.00 | | |
| 67500 | Travel | 14,000.00 | 14,000.00 | | |
| 60240 | Office | 5,000.00 | 5,000.00 | | |
| 60160 | Professional Fees, Restricted | | - | | |
| | Prop 1 SNC #901 | 180,000.00 | 180,000.00 | | |
| | Prop 1 IRWM DACI | 16,500.00 | 16,500.00 | | |
| | CDFA | - | - | | |
| | CalRecycle | 186,000.00 | 186,000.00 | | |
| | Legal Services | 46,650.00 | 46,650.00 | | |
| | Accounting | 1,200.00 | 1,200.00 | | |
| | Audit Procedures | 2,150.00 | 2,150.00 | | |
| | WM Engineering Services | 4,500.00 | 4,500.00 | | |
| 60145 | Insurance | 3,000.00 | 3,000.00 | | |
| 60275 | Postage & Delivery | 400.00 | 400.00 | | |
| 67000 | Equipment Maintenance | 6,000.00 | 6,000.00 | | |
| 62000 | Bank Fees | 120.00 | 120.00 | | |
| | Membership Dues | 1,500.00 | 1,500.00 | | |
| | Contingency Fund | | - | | |
| | Equipment Purchase | 2,500.00 | 2,500.00 | | |
| | Legal | 10,000.00 | 10,000.00 | | |
| | 5% Payroll | 9,500.00 | 9,500.00 | | |
| | 5% Payroll Taxes | 500.00 | 500.00 | | |
| <hr/> | | | | | |
| TOTAL CASH EXPENSES | - | 699,520.00 | 689,520.00 | | |
| TOTAL IN-KIND EXPENSES | | 10,000.00 | 10,000.00 | | |
| <hr/> | | | | | |
| TOTAL EXPENSES | - | 709,520.00 | 699,520.00 | | |
| REVENUE OVER/UNDER EXPENSES | - | 186,540.00 | (699,520.00) | | |

BEGINNING CASH BALANCE 7/1/2019

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

| | CURRENT YTD COSTS - ACTUAL | BUDGET FYE 6/30/2020 | REMAINING BUDGET | % ACTUAL COST TO BUDGET YTD | % ACTUAL COST TO ANNUAL BUDGET |
|--|----------------------------------|-------------------------|---------------------|-----------------------------------|---|
| REVENUE | | | | | |
| 40180 Watermaster Fees | | 180,000.00 | | | |
| Interest Income | | - | | | |
| Donations | | - | | | |
| | | - | | | |
| TOTAL REVENUE | - | 180,000.00 | - | | |
| EXPENSES | | | | | |
| 66000 Payroll | | 96,400.00 | 96,400.00 | | |
| Health Benefits | | 3,600.00 | 3,600.00 | | |
| 60420 Payroll Taxes | | 5,000.00 | 5,000.00 | | |
| 67500 Travel | | 2,000.00 | 2,000.00 | | |
| 60240 Office | | 2,000.00 | 2,000.00 | | |
| 60160 Professional Fees, Restricted | | | | | |
| Engineering Services | | 4,500.00 | 4,500.00 | | |
| Legal Services | | 40,650.00 | 40,650.00 | | |
| Accounting | | 1,200.00 | 1,200.00 | | |
| Audit Procedures | | 2,150.00 | 2,150.00 | | |
| 60145 Insurance | | 2,000.00 | 2,000.00 | | |
| 60275 Postage & Delivery | | 350.00 | 350.00 | | |
| 67000 Equipment Maintenance | | 3,000.00 | 3,000.00 | | |
| 62000 Bank Fees | | 50.00 | 50.00 | | |
| Contingency Fund | | | - | | |
| Equipment Purchase | | 2,000.00 | 2,000.00 | | |
| Legal | | 10,000.00 | 10,000.00 | | |
| 5% Payroll | | 4,820.00 | 4,820.00 | | |
| 5% Payroll Taxes | | 250.00 | 250.00 | | |
| TOTAL CASH EXPENSES | - | 179,970.00 | 179,970.00 | | |
| TOTAL EXPENSES | - | 179,970.00 | 179,970.00 | | |
| REVENUE OVER/UNDER EXPENSES | - | 30.00 | (179,970.00) | | |

BEGINNING CASH BALANCE 7/1/2019

Honey Lake Valley Resource Conservation District Annual Work Plan

For July 1, 2019 – June 30, 2020



Prepared For:

Honey Lake Valley Resource Conservation District Board of Directors
170 Russell Ave., Suite C, Susanville, CA 96130

Prepared By:

Ian Sims, District Manager

February 28, 2019

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2016. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to be dealt with by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item. The responsible party, approximate cost and funding source for each activity is identified when possible.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area to foster a viable economy by seeking and coordinating technical, educational, and financial resources.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

Goal 1.1: The HLVRCD Board of Directors actively, knowledgeably, and effectively leads the District and its employees in the District’s mission.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source/Grant |
|---------------------|--|--------------------------|-------------------------|------------|----------------------|
| Board Diversity | Determine skills desired for a well-rounded Board; Incorporate the desired skills agreed upon into the Board opening announcement; | January | Board Chair | \$0 | Volunteer |
| Board Diversity | Pursue Associate Director’s for the RCD. | January Planning Meeting | Board and Staff | \$0 | Volunteer |
| District Policies | Provide input on creation of or update to District Policies | Ongoing | Policy Committee | \$0 | Volunteer, DOC |
| District Policies | Review and Update CSDA Policy Manual, correct pronouns, and delete/add policies since 2015 | 7/01/2019 | District Manager | \$1,000 | DOC |
| Strategic Thinking | Identify & discuss issues affecting District performance, determine whether action is needed. | Quarterly | Board | \$0 | Volunteer |
| District Visibility | Write & submit “Where I Stand” pieces to the Lassen Times. | Quarterly | Board | \$0 | Volunteer |
| District Visibility | Inform Board of Supervisors on a regular basis. | Bi-Annually | Board Chair or rotating | \$0 | Volunteer |

| | | | | | |
|-------------------------------|--|------------------------|----------------------------|--------|------------------|
| | | | Board member | | |
| Community Outreach | Sponsor, host, speak, or volunteer at 2 conservation events. | 11/15/19 | Board | \$100 | Volunteer, DOC |
| Community Outreach | Seek cooperative agreement with NRCS | When available | Board/Staff | \$0 | Volunteer |
| Employee Development | Provide annual performance review to District Manager & create individual development plan. | Annually during review | Board Chair w/ Board input | \$0 | Volunteer |
| Employee Development | Mentor employees, look to assist as needed. | Ongoing | Board | \$0 | Volunteer |
| Collaboration | Participate as a member of the Modoc Plateau Regional RCD. | Bi-Annually | Tippin | \$100 | Volunteer |
| Collaboration | Seek & establish at least 1 new partnership | Ongoing | Board | \$0 | Volunteer |
| Collaboration | Secure funding for Lassen Co. Special Weed Action Team (SWAT) | Ongoing | Board | \$0 | Volunteer |
| CARCD support & participation | Review/discuss Vision & Standards document | 6/30/20 | Board | \$0 | Volunteer |
| CARCD support & participation | As Modoc Plateau Reg'l Chair, participate as CARCD Board member. | Quarterly | Tippin | \$0 | Volunteer, CARCD |
| CARCD support & participation | At least 1 Board Member to attend annual CARCD conference, preferably a 1 st time attendee. | Nov 2019 | Board member | \$1000 | RCD, DOC |
| CARCD support & participation | At least 1 Board Member to participate on a CARCD committee | Through 06/30/20 | Tippin, | \$0 | Volunteer |

Goal 1.2: The HLVRCD is comprised of a fully functioning staff with the capacity to increase program development and delivery from 2015 levels.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|-----------------|--|---------|-----------|------------|----------------|
| Training | Working with supervisor, each staff to create an Individual Development Plan to identify needed skills & training to meet/improve position skills. | 01/2020 | All Staff | \$1,000 | RCD, WM |

| | | | | | |
|--------------------------|--|-----------------|---------------|---------|--------------|
| | | | | | |
| Training | Participate in CSDA's General Manager Leadership Summit | 06/2020 | Sims | \$1000 | RCD, WM, DOC |
| Program/Project Database | Create an electronic database to track the history of the District's past, current, and future projects, programs, outcomes, and participants. | Ongoing | All Staff | \$1,500 | RCD, WM, DOC |
| District Visibility | Create Annual newsletter. | June - Annually | Staff & Board | \$1,000 | RCD, WM, DOC |

Goal 1.3: Diverse and sustainable funding exists.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|----------------------|--|---------|--------------|------------|--|
| Grant Administration | Continue to research, apply, secure, and manage all grants associate with District goals and objectives. | Ongoing | Board, Staff | Varies | DOC, SWRP, SNC, IRWM, CalRecycle, CDEA |

Goal 1.4: The Watermaster services are professionally provided.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|-----------------------------|--|------------|------------|------------|----------------|
| Water Decree Implementation | Create GIS database of the Honey Lake Valley water system. | Ongoing | Otto, Sims | \$2,500 | WM, DOC |
| WAC | Participate in WAC quarterly meetings. | Quarterly | Otto | \$2,500 | WM |
| Water Decree Implementation | Develop FY18 Annual Report/Water Usage Report | 11/30/2019 | Otto, Sims | \$1,000 | WM |

Strategic Issue 2: Stay Relevant to the Conservation Needs of the Community.

Goal 2.1: The HLVRCD contributes to improved and restored health conditions of forested lands within the District, with a focus on the issues of fuel hazard, insect and disease infestations, invasive weeds, conifer encroachment, tree density, and species composition.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|------------------------------|---|---------|-------------|------------|----------------|
| Forest Fuel Hazard Reduction | Provide technical assistance to 1 landowner. | 6/30/20 | Sims | \$1,000 | RCD |
| Special Weed Action Team | If funding available, provide leadership to SWAT by | Ongoing | Board, Sims | \$2,000 | RCD |

| | | | | | |
|------------------------|--|------------|------|---------|----------|
| | scheduling & facilitating meetings. | | | | |
| Conservation Education | Hold 1 workshop/field trip regarding Forest Health issues. | 11/15/2019 | Sims | \$1,500 | RCD, DOC |
| Project Development | Develop Forest Health Project and apply for funding to implement | Ongoing | Sims | \$2,500 | RCD |

Goal 2.2: The HLVRCD contributes to improved water quality and quantity conditions within the District.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|------------------------|--|---------------|-------------|-------------------|-----------------------|
| Conservation Education | With NRCS Cooperative Agreement, establish irrigation management training and technical assistance program | 12/31/19 | Sims, Otto | \$3,000 | RCD, WM, NRCS |
| Project Development | Work with LIC water users to develop project and apply for funding to address water quality and quantity issues. | 3/31/20 | Sims, Otto | \$2,500 | RCD, WM, IRWM |
| Project Development | Work with Baxter Creek water users to develop project and apply for funding to address Deep Cut. | 6/30/20 | Sims, Otto | \$2,500 | RCD, WM, IRWM, NRCS |
| Project Development | Identify 1 landowner & partners to develop & acquire funding for a stream or meadow restoration project. | 6/30/20 | Sims, Otto | | RCD |

Strategic Issue 3: Capture conservation opportunities, as appropriate.

Goal 3.1: The HLVRCD acts on opportunities in the following areas when resources can be effectively used or obtained to assist others (landowner, partner, organization, agency, etc.): agriculture land conversion, climate change, range health, soil health, and wildlife.

| Project/Program | Activity | Timing | Lead | Total Cost | Funding Source |
|------------------------|--|---------------|-------------|-------------------|-----------------------|
| Conservation Planning | Assist 2 landowners to develop conservation plans and implement projects | 6/30/2020 | Sims | \$8,000 | NRCS |

| | | | | | |
|---|--|--------------------------------|-------------|---------|-----|
| Buffalo Skedaddle Sage Grouse Working Group | Attend monthly meetings of the Buffalo Skedaddle Sage Grouse Working Group | Monthly | Board | \$0 | RCD |
| Lahontan Basin IRWM RWMG | Participate in quarterly Lahontan Basin IRWM RWMG meetings | Quarterly | Sims, Board | \$2,000 | RCD |
| North Cal-Neva RC&D | Participate in Bi-annual meetings of the RC&D and monthly Executive Board meetings | Bi-Annual | Sims | \$1,000 | RCD |
| Partnership Development & Assistance | Look for opportunities to work with others to jointly develop project proposals, submit grant applications, implement & administer awarded projects in alignment with RCD mission. | As opportunities are presented | Sims | \$1,000 | RCD |

Honey Lake Valley Resource Conservation District

170 Russell Ave., Suite C.
Susanville, CA 96130
(530)252-7271

www.honeylakevalleyrcd.org



March 28, 2019

The Honorable Henry I. Stern
Chair, Senate Committee on Natural Resources and Water
1315 10th St, Room 5046
Sacramento, CA 95814

RE: SB 253 (Dodd) – SUPPORT

Dear Senator Stern,

On behalf of the Honey Lake Valley Resource Conservation District, I write in strong support of Senate Bill 253, a bill to establish the Environmental Farming Incentive Program (EFIP) at the California Department of Food and Agriculture. Our Resource Conservation District supports helping farmers optimize environmental benefits on their land while supporting the economic viability of California agriculture. We believe EFIP can achieve that goal by providing a framework for incentives and technical assistance for on-farm environmental practices.

California's agricultural and rural lands reflect the innovation and economic leadership of the state, and our farmland provides numerous co-benefits to people and the environment. Agriculture is a \$54 billion-dollar industry for California with over 76,000 farms and ranches and at least \$100 billion in related economic activity. Agricultural soils can serve as a carbon sink and significantly offset greenhouse gas emissions. Additionally, farm and ranch lands provide increasingly important habitat for migratory birds, amphibians, juvenile salmon, and other wildlife.

Through the EFIP, Resource Conservation Districts can provide necessary resources and tools to our local farmers and ranchers to address climate change and provide multiple conservation benefits through on-farm practices. Sequestering carbon in the soil, creating fish-friendly rice paddies, and managing invasive weeds are just some of the practices which are deeply beneficial to agriculture and the environment. However, the delivery of on-farm conservation practices has declined, driven by the rising cost of agricultural production and the lack of funding to meet the subsequent gap. In our region, water resource availability is critical and needs to be addressed. EFIP would give us the opportunity to connect trained experts with farmers and ranchers along the Susan River to implement climate change adaptation and mitigation practices to more efficiently utilize this finite resource.

A well-structured state incentive program is needed for California's farm and rangeland to continue to provide important conservation benefits. EFIP will serve as an analog to the USDA Natural Resource Conservation Service's Environmental Quality Incentives Program and be attuned to the specific needs of California's producers and environment. Now more than ever, EFIP is needed to assist agricultural producers to improve water and air quality, conserve ground and surface water, and create wildlife habitat.

We thank Senator Dodd for his leadership on the issue and respectfully request your support when the bill is heard in the Senate Committee on Natural Resources and Water.

Sincerely,

Jesse Claypool
Board Chair
Honey Lake Valley Resource Conservation District



SB 253 – DODD

Incentive Based Conservation Program

Summary

SB 253 would require the California Department of Food and Agriculture, upon appropriation by the Legislature, to establish and administer an incentive-based conservation program. The bill would require the program to optimize wildlife habitat benefits while supporting the economic viability of California agriculture by providing incentives and technical assistance to farmers and ranchers.

Background

Agriculture is a major industry for California. With 76,400 farms and ranches, California agriculture is a \$54 billion-dollar industry that generates at least \$100 billion in related economic activity. California's agricultural and rural lands are a reflection of the innovation and economic leadership of the state.

California's farmland provides many benefits to people and the environment. "In addition to valuable open space and wildlife habitat, the management decisions and conservation practices of farmers and ranchers also enhance environmental quality, provide recreational opportunities and offer social benefits" (California Department of Food and Agriculture, 2014). More resources and tools are needed for California's farmers and ranchers to address climate change and provide multiple conservation benefits through on-farm practices.

In recent years, especially during and after the drought, the delivery of on-farm conservation practices has declined. This is driven by the

rising cost of agricultural production, including water and energy costs. For example, there is approximately 75% less winter flooding of rice fields for migratory bird habitat in "high-cost" water districts, thus demonstrating the price sensitivity to growers' use of this practice based upon costs/benefits of flooding versus other practices (California Rice Commission). Thoughtful incentive programs are needed for California's farmland to continue to provide important conservation benefits.

The purpose of the program is to provide assistance to agricultural producers who want to voluntarily make wildlife-friendly improvements on their land. The program would provide financial and technical assistance to agricultural producers who create fish and wildlife habitat and provide added environmental benefits such as improved water quality, erosion control, and conserved ground water. Eligible land would include cropland, rangeland, pastureland, and other farm or ranch lands. These conservation activities, or practices, benefit fish and wildlife while also boosting the land's resiliency and production.

The health of California's agricultural lands is critical to the environment, our economy and to rural communities.

Existing Law

Existing law, the Cannella Environmental Farming Act of 1995, requires the Department of Food and Agriculture to establish and oversee an environmental farming program to



provide soil health and water efficiency incentives. The act requires the Secretary of Food and Agriculture to convene the Scientific Advisory Panel on Environmental Farming to provide advice to the Secretary on the implementation of the Healthy Soils Program and the State Water Efficiency and Enhancement Program and assistance to federal, state, and local government agencies on issues relating to the impact of agricultural practices on air, water, and wildlife habitat.

This Bill

SB 253 would require the California Department of Food and Agriculture, with advice from the Scientific Panel, to establish and administer an incentive-based conservation program. The bill would require the program to seek to optimize habitat benefits while supporting the economic viability of California agriculture by providing incentives, and outreach to farmers whose management practices contribute to wildlife habitat and result in on-farm activities that provide multiple conservation benefits.

Support

The Nature Conservancy
California Resource Conservation Districts

Opposition

None on file

Contact

Les Spahnn: 916-651-4003;
leslie.spahnn@sen.ca.gov

**HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
RESOLUTION NO. 19-01**

**A RESOLUTION OF THE GOVERNING BODY OF THE HONEY LAKE VALLEY RESOURCE CONSERVATION
DISTRICT NOMINATING [CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF
DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of Honey Lake Valley Resource Conservation District nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of Honey Lake Valley Resource Conservation District has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of Honey Lake Valley Resource Conservation District further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this 28th of April 2019 by the Governing Body of Honey Lake Valley Resource Conservation District by the following roll call votes:

AYES:

NAYES:

ABSTAIN:

ABSENT:

APPROVED

ATTEST

Jesse Claypool
Board Chair

Ian Sims
Secretary

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

____ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

____ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

____ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

| | |
|--------------------------------------|--|
| Number of Board Members | SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program. |
| Board of Directors' Role | SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members. |
| Board of Directors' Responsibilities | Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust. |
| Three Seats For this Election | Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year. |
| Term of Directors | Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023. |
| Board Member Travel Reimbursement | Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board. |
| Number of Meetings per Year | The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month. |
| Meeting Location | SDRMA office in Sacramento, CA and at two conference locations. |
| Meeting Dates | Typically the first Wednesday and Thursday of the month. |
| Meeting Starting Times | Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday. |
| Meeting Length | Meetings are four to six hours on average. |
| Average Time Commitment | Commitment per month ranges from 15 to 20 hours. |

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE

2019 Nomination/Election Schedule



| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| TASK TIMELINE |
|---|
| 1/9 Board approves Election Schedule |
| |
| |
| 1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days) |
| |
| |
| 5/1 Deadline to return Nominations |
| 5/2 Tentative Election Comm. Reviews Nominations |
| 5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days) |
| |
| |
| 8/21 Deadline to Receive Ballots |
| 8/22 Tentative Election Comm. Counts Ballots |
| 8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule |
| |
| 9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session |
| |
| 11/6-7 Directors' Elect Invited to SDRMA Board Meeting |
| |
| |
| 1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers |

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

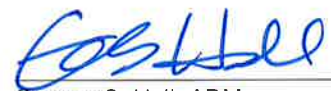
Revised and adopted this 2nd day of November 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-10 supercedes Policy No. 2017-03 and all other policies inconsistent herewith.

APPROVED:


Jean Bracy, President
Board of Directors

ATTEST:


Gregory S. Hall, ARM
Chief Executive Officer

SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

**Downloadable Resolution (MS Word Version) is provided in the
"2019 Election Information" link on the SDRMA Website**

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Provided are 2 sets of the **Candidate's Statement of Qualifications** Form and can be completed one of two ways as follows:

- 1 set to be downloaded, printed and completed by hand, or
- 1 set is an online fillable PDF form (download and save to computer first, then complete fillable PDF online and save)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? **(Response Required)**

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____



**California Special
Districts Association**
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019