

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, CA**  
**Board of Directors Meeting**  
**Agenda**  
**September 16, 2013 at 1:30 p.m.**

**1. Call to Order, Flag Salute and Roll Call**

**2. Adoption and Adjustment of Agenda**

**3. Public Comment**

Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. To comment on specific agenda items, please complete a speaker's request form and hand it to the board secretary.

**4. Consent Calendar:**

If any board member requests that an item be removed from the Consent Calendar, it will be removed so that it may be acted upon separately.

- A. Approval of the Minutes of the Regular Board Meeting, Sept. 3, 2013\*(Page 2)
- B. Approval of the Minutes of the Engineering Workshop, Sept. 9, 2013\* (Page 6)

**5. Reports (Discussion and Possible Action)**

- A. General Manager's Report
  - 1. Operations Report
  - 2. General Agency Updates
- B. Directors' Reports

**6. New Business (Discussion and Possible Action)**

- A. Consideration of Riverside County Grand Jury Response Letter\* (Page 8)
- B. Consideration of Appointments to CSDA Committees\* (Page 13)

**7. Topics for Future Agendas**

**8. Announcements**

- A. Special Joint Board Meeting with San Bernardino Valley Municipal Water District, September 17, 2013 at 2:30 p.m. – SBVMWD 380 E Vanderbilt Way, San Bernardino
- B. Finance and Budget Workshop, September 23, 2013 at 1:30 p.m.
- C. Water Conservation and Education Workshop, September 30, 2013 at 1:30 p.m.
- D. Regular Board Meeting, October 7, 2013 at 1:30 p.m.

**9. Closed Session (2 Items)**

- A. General Manager Performance Evaluation – (Government Code Section 54957 (b))
- B. Conference with Legal Counsel – Potential Litigation – (Government Code Section 54956.9 (d)(4) (one case)

**10. Adjournment**

**\*Information included in Agenda Packet**

(1) Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Agency's office at 1210 Beaumont Avenue, Beaumont during normal business hours. (2) Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, located at 1210 Beaumont Avenue, Beaumont, California 92223, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Web site, accessible at [www.sgpwa.com](http://www.sgpwa.com) (3) Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency (951 845-2577) at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, California 92223**  
**Minutes of the**  
**Board of Directors Meeting**  
**September 3, 2013**

**Directors Present:** John Jeter, President  
Bill Dickson, Vice President (arrived at 1:41 pm)  
Ted Haring, Director  
Mary Ann Melleby, Director  
Ray Morris, Director  
Barbara Voigt, Director

**Director Absent:** Ron Duncan, Director

**Staff Present:** Jeff Davis, General Manager  
Thomas Todd, Finance Manager  
Kenneth Falls, Operations and Maintenance Manager  
Cheryle Rasmussen, Executive Assistant  
Russ Behrens, Legal Counsel

1. **Call to Order, Flag Salute and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President John Jeter at 1:30 p.m., September 3, 2013 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. Director Melleby led the Pledge of Allegiance to the flag. A quorum was present.
2. **Adoption and Adjustment of the Agenda:** The agenda was adopted as presented.
3. **Public Comment:** No members of the public requested to speak at this time.
4. **Consent Calendar:**
  - A. Approval of the Minutes of the Regular Board Meeting, August 19, 2013
  - B. Approval of the Minutes of the Finance and Budget Workshop, August 26, 2013
  - C. Approval of the Finance and Budget Workshop Report, August 26, 2013

Director Morris moved, seconded by Director Melleby, to approve the consent calendar as presented. Motion passed unopposed.

5. **Reports:**

**A. General Manager's Report:**

**(1) Operations Report:** General Manager Davis reported on the following: **(a) SWP Water Deliveries:** The Agency delivered a total of 127 acre-feet to Little San Gorgonio (LSG) Creek ponds and a total of 813 acre-feet to Beaumont Cherry Valley Water District ponds, for a total of 940 acre-feet for the month of August. **(B) Cherry Valley Pump Station:** CVPS will be shut down for two days to perform routine maintenance.

**(2) General Agency Updates:** **(a) Potential Verizon Cell Tower Lease:** General Manager Davis reminded the Board that the cellular tower contract with T-Mobile is null and void. He also reminded the Board that a Verizon representative had contacted staff last month, expressing its interest in positioning a cellular tower on the same site that T-Mobile had secured a conditional use permit from the City of Beaumont. Verizon has since sent out a team to inspect and survey the site. Verizon's next step is to obtain a conditional use permit, which may take between 6-18 months. Once the conditional use permit has been issued, and after contract negotiations, a formal contract would be presented to the Board for approval. **(b) 2014 Water Bond:** General Manager Davis updated the Board on the modified 2014 water bond. AB 1331 - Climate Change Response for Clean and Safe Drinking Water Act of 2014 as amended Aug. 26, identifies five broad categories of programs and projects that would be allocated funding for a total bond measure of \$6.5 billion. Originally this water bond package was composed of four policy bills and an \$11.14 billion bond. Another water bond bill for the 2014 ballot is SB 42 - known as the Safe Drinking Water, Water Quality and Flood Protection Act of 2014, which would authorize the issuance of bonds in the amount of \$5.6 billion to finance a safe drinking water, water quality, and flood protection program. ACWA's Board has made a policy decision to avoid "earmarks" associated with the bond that allocate funds for specific projects without a competitive process. **(c) Association of California Water Agency's (ACWA) Fall Conference:** ACWA's Fall Conference will be held in Los Angeles from December 3<sup>rd</sup> through December 6<sup>th</sup>; all Board members are encouraged to attend. **(d) City of Banning:** A Centennial Gala will be held Saturday, November 2<sup>nd</sup> at Morongo Casino Resort and Spa. **(e) EBX II:** Operations and Maintenance Manager Ken Falls will be assisting SBVMWD in the operations of EBX II pump stations starting in January on a part-time basis. This collaboration equates to costs savings, as well as an equal partnership in the operation of the facilities. **(f) Department of Water Resources (DWR) Contract Negotiations:** A response letter from DWR, pertaining to the counteroffer that was presented by State Water Contractors, was received this past Thursday. General Manager Davis briefed the Board on DWR's written response. A primary concern for SWC is DWR's fiscal management. The next formal session will take place September 4<sup>th</sup>; an update will be provided at the next Board meeting.

**B. Directors Report:** **1)** Director Haring reported on the Pass EDA luncheon that he attended on August 22<sup>nd</sup>; the guest speaker was Congressman Raul Ruiz. **2)** Director Voigt reported that she attended the Pass EDA luncheon. Director Voigt updated the Board on a past Board member's health status, as he had suffered injuries due to a brutal dog attack. She also reported on the San Geronio Pass Water Task Force committee meetings. **3)** Director Melleby reported that she attended the Pass EDA luncheon. She announced that Duane Burk will be lecturing on the history of the flume at the Dorothy Ramon Center in Banning on Saturday, September 21<sup>st</sup> at 7:00 p.m. Director Melleby reported on the San Bernardino County Water Conference that was held on August 23<sup>rd</sup> in Ontario. She reported on the Countywide Vision Water Element Group session and the Delta Fix session that she attended. Director Melleby provided a publication on the Santa Ana Watershed to be placed in the Agency's library. There were no other directors who wished to report at this time.

**6. New Business: (Discussion and Possible Action)**

- A. Consideration of Nominees for ACWA Committees:** ACWA Committee Consideration Form and accompanying materials were included in the agenda packet. President Jeter stated that currently there are two board members that are serving as committee members. The purpose of this action is to nominate or to not nominate board members for ACWA's 2014-2015 committees. Director Morris made a motion, seconded by Director Dickson, recommending that the Board nominate Directors Melleby and Voigt to the same committees that they served during the 2013-2014 term. Director Melleby stated that she has found serving on the communications committee very beneficial. She also stated that she has been supportive of the committee and would like to continue as a communications committee member. Director Voigt stated that she too would like to continue her role on the membership committee. The motion passed unopposed.

General Manager Davis proposed to the Board that item 6C be moved ahead of item 6B of the agenda. The purpose of this request is to allow Bruce Cash to speak on item 6C, as item 6B may require a significant amount of time for discussion. Director Dickson made a motion, seconded by Director Morris, placing item 6C before item 6B. The motion passed unopposed.

- C. Update on San Geronio Pass Water Task Force (SGPWTF):** President Jeter introduced SGPWTF Vice-Chair Bruce Cash. Mr. Cash thanked the Board for inviting him to speak on the task force's behalf. He encouraged the Board to ask questions or voice concerns that they may have relating to the task force and regional water sustainability. He informed the board members and staff that the task force is requesting dates and times to hold workshops with each of the stakeholders in the region. The workshop would be beneficial in that task force members would better comprehend concerns and hear suggestions from "all" directors and staff pertaining to long-term sustainability within the region. Mr. Cash provided a brief overview of how and why the task force was established. He spoke about what the task force has accomplished thus far and what is hoped to be accomplished in the future. He stated that identifying what can be done to enhance water quality, water supply and formulate innovative ways to address long term needs are the primary objectives. Mr. Cash answered a number of questions from board members and staff. President Jeter thanked Mr. Cash for taking the time to speak to the board members regarding the task force objectives.

- B. Consideration of Riverside County Grand Response Letter Recommendations:** A staff report, and a number of response letters to the Grand Jury from other water agencies were included in the agenda packet. The purpose of this proposed Board action is for the Board to provide direction to Staff on what the specific response should be and to authorize Staff to write a response letter for the President's signature. President Jeter received a *Request to Speak* form on item 6b from Blair Ball. Dr. Ball stated that he was in favor of the Grand Jury's recommendations, especially on recommendation number three – to hold Board meetings after 6:00 p.m. He stated that at times he has had to leave the 1:30 p.m. meetings unexpectedly due to emergencies and that he believes that if the meetings were held in the evenings there would be more attendance. Discussion commenced amongst the Board members on the meeting time issue. The board was reminded that the Agency has in the past held meetings in the evenings with no notable increase in attendance. This same result has been found by other water agencies and water districts. After discussion, Director Morris made a

motion, seconded by Director Haring, to continue to hold board meetings and workshops at 1:30 p.m. Dialogue followed which resulted in requesting that there be exceptions to the 1:30 p.m. meeting times, such as "public hearings" or "major issues" meetings, which could be held in the evenings. It was also requested of staff to include a link on the Agency's website allowing the public to submit comments to be read aloud during "Public Comments", thereby allowing the public to voice their opinions and/or concerns without having to be present. President Jeter requested a roll call on the motion to continue to hold board meetings and workshops at 1:30 p.m. Ayes: Haring, Voigt, Morris, Melleby, Dickson & Jeter. Noes: none. Absent: Duncan. Motion passed 6-0, with Director Duncan absent. General Manager Davis referred the Board to the Recommended Responses to Grand Jury Report: Recommendation #1: General Manager Davis proposed that the Agency not implement this recommendation because it is not warranted. The recommendation assumes that the Agency pays insurance premiums for elected officials using funds derived from water rates, which it does not. Recommendation #2: General Manager Davis proposes that the Agency fully implement this recommendation. After discussion, the Board concurred with General Manager Davis' recommendations one and two. Board directed staff to compose a formal response letter for President Jeter's signature to be presented for approval at the next Board meeting.

7. **Topics for Future Agendas:** No topics were requested for future agendas.
8. **Announcements:** President Jeter reviewed the following announcements:
  - A. Engineering Workshop, September 9, 2013 at 1:30 p.m.
  - B. San Geronio Pass Water Task Force, September 9, 2013 at 6:00 p.m.,  
Banning City Hall Council Chambers
  - C. Regular Board Meeting, September 16, 2013 at 1:30 p.m.
9. **Closed Session (2 Items)** The meeting adjourned to closed session at 2:50 p.m.
  - A. General Manager Performance Evaluation – (Government Code Section 54957 (b))
  - B. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION -  
(Government Code Section 54956.9 (d)(4) (one case)

The meeting reconvened to open session at 4:20 p.m.

Legal Counsel Behrens reported that the Board met in closed session and discussed the matters listed. No action was taken that is reportable under the Brown Act.

10. **Adjournment:** President Jeter adjourned the meeting at 4:20 p.m.

**DRAFT – SUBJECT TO BOARD APPROVAL**

Jeffrey W. Davis, Secretary of the Board

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, CA 92223**  
**Minutes of the**  
**Board of Directors Engineering Workshop**  
**September 9, 2013**

**Directors Present:** John Jeter, President  
Bill Dickson, Vice President  
Ted Haring, Director  
Mary Ann Melleby, Director  
Ray Morris, Director  
Barbara Voigt, Director

**Directors Absent:** Ron Duncan, Director

**Staff Present:** Jeff Davis, General Manager  
Ken Falls, Operations and Maintenance Manager  
Cheryle Rasmussen, Executive Assistant

- 1. Call to Order, Flag Salute and Roll Call:** The Engineering workshop of the San Gorgonio Pass Water Agency Board of Directors was called to order by President John Jeter at 1:30 p.m., September 9, 2013 in the Agency conference room at 1210 Beaumont Avenue, Beaumont, California. President Jeter led the Pledge of Allegiance to the flag. A quorum was present.
- 2. Public Comment:** There was no public comment at this time. President Jeter turned the meeting over to Bill Dickson, Chairman of the Engineering Committee.
- 3. Update on Contract Extension:** A number of documents related to contract extension were included in the agenda package. General Manager Davis summarized the September 4 contract negotiation session between the Contractors and the Department of Water Resources (DWR). He noted that most of the session involved presentations from DWR management and questions from Contractors, as opposed to caucusing. DWR made two presentations—one on its efforts to improve its financial and project management, and one on its counteroffer. He presented his opinion that DWR's efforts at project and financial management were incremental, while the increase in reserves it is requesting is a quantum leap. He indicated that the key issues at this time are the responsibilities of the steering committee proposed by the Contractors, as well as DWR's ability to supplementally bill Contractors in the event additional funds are needed. After questioning from the Contractors, DWR indicated a willingness to negotiate further on these last two items. Finally, General Manager Davis indicated that the Contractors do not feel that there is a need to change any negotiating positions at this time. The next negotiation session will be Tuesday, September 17.

**4. EBX 2 Construction Update.** A number of photos were included in the agenda package. General Manager Davis explained that a monsoon on Thursday, August 29 flooded the construction site of the EBX 2 pipeline (Mentone Pipeline South), causing some damage to the pipe, formwork, and rebar. The trench across the Santa Ana River was completely filled with water and the pipe filled with muck. After the contractor pumped the trench out, another monsoon event hit the next week, filling the trench with water again. General Manager Davis explained that it is likely that this will cost additional funds, as either the contractor will claim *force majeure* to collect additional funds or will claim that since DWR approved the diversion plan, DWR should be liable for all repair costs and schedule implications. He noted that it is likely that the Board will be updated on this at the joint board meeting with San Bernardino Valley Municipal Water District on September 17.

**5. Discussion on Building Maintenance (Water Feature Repair).** General Manager Davis noted that, while the cost of a repair of the fountain in front of the building would fall within his authority, because it is so visible to the public, he would like the Board to provide him with direction on how to fix it. He described several options, including replacing the fountain in kind with a different tile, replacing it with another water feature, and replacing it with something other than a water feature. He noted that the act of water falling causes stains to surrounding tile, concrete, and stucco, and that any replacement that involves falling water will have the same effect. After discussion, it was the consensus of the Board that the General Manager bring back multiple options that do not involve a water feature for the Board to consider, and that the options should not be too expensive.

**6. Announcements:**

- A. San Gorgonio Pass Water Task Force, September 9, 2013 at 6:00 p.m., Banning City Hall.
- B. Regular Board Meeting, September 16, 2013 at 1:30 p.m.
- C. Special Joint Board Meeting with San Bernardino Valley Municipal Water District, September 17, 2013 at 2:30 p.m. – SBVMWD, 380 E Vanderbilt Way, San Bernardino.
- D. Finance and Budget Workshop, September 23, 2013 at 1:30 p.m.
- E. Water Conservation and Education Workshop, September 30, 2013 at 1:30 p.m.

**7. Adjournment:** Chairman Dickson adjourned the meeting at 2:00 p.m.

DRAFT – SUBJECT TO BOARD APPROVAL

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Jeffrey W. Davis, Secretary to the Board

## MEMORANDUM

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**TO:** Board of Directors

**FROM:** General Manager

**RE:** Response to Riverside County Grand Jury Report

**DATE:** September 16, 2013

### **Summary:**

Over the past three Board meetings, the Board has discussed the Riverside Grand Jury Report on Water and Sanitary Districts, and has discussed how it might respond to the report. A response is required by the end of this month. The purpose of this proposed Board action is to approve a response letter to the Grand Jury.

### **Background:**

The Riverside County Grand Jury is charged with investigating public agencies in the county to determine if they are well managed and fiscally sound. This year, the Grand Jury investigated water and sanitary districts in the County, specifically with regard to compensation and transparency. Its report was issued on June 28. A response is required from each entity mentioned in the report by September 28.

### **Detailed Report:**

The Grand Jury made three recommendations, all of which apply to the Agency. They are (paraphrased):

1. Before raising water rates, reduce or eliminate any benefits that accrue to part-time Board members that are intended for full-time employees.
2. Include fiscal information such as Board member compensation and benefits, General Manager compensation and benefits, and the General Manager's contract on the web site, along with other financial information.
3. Hold Board meetings in the evenings to increase opportunities for the public and customers to attend.



Based on previous discussions, staff has drafted a response (included in this agenda package) that disagrees with the first and third recommendation, and agrees with the second.

The reason for disagreeing with the first recommendation is that the Grand Jury's recommendation assumes that Board members are provided with insurance benefits that are paid for using funds from water rates. Neither of these is true. Board members receive a limited reimbursement of some medical expenditures not covered by insurance; these funds are from public tax revenues and not ratepayer funds. Thus, changes in this benefit would not impact water rates at all.

The reason for disagreeing with the third recommendation is primarily due to the fact that the Agency has previously held public meetings in the evening, and did not experience an increase in attendance as a result. In addition, the Agency has experienced large increases in attendance for meetings on controversial subjects, indicating that attendance increases are a function of public interest, not time of day. The Agency reserves the right to hold any public meeting in the future in the evening if it feels that it serves the public interest to do so. Also, the Board has provided direction to staff to enable the public to comment to the Board via email in addition to in person, providing another vehicle for transparency. Staff is working on implementing this direction.

The response agrees with the second recommendation, and staff is in the process of modifying the Agency web site to include additional financial information and to make that information easy to access on the site.

**Fiscal Impact:**

There is no fiscal impact to responding to the Grand Jury report.

**Relationship to Strategic Plan:**

Response to the report is required by law and is not directly related to any of the goals in the Agency's strategic plan.

**Recommendation:**

Staff recommends that the Board approve the draft response letter essentially as written and authorize the President to sign it so that it can be mailed to the Grand Jury before September 28.

September 16, 2013

Mr. Don Rapp, Foreperson  
Riverside County Grand Jury  
P. O. Box 829  
Riverside, CA 92502

Dear Mr. Rapp:

The San Geronio Pass Water Agency has received and reviewed the Grand Jury Report—Riverside County Water and Sanitation Districts, Compensation and Transparency. The Agency and its Board of Directors appreciates the work of the Grand Jury and the vital role it plays in investigating public agencies to mitigate or eliminate the possibility of the misuse of public funds.

Per the California Penal Code section 933(b), the Agency submits this letter in response to the Grand Jury's report.

Grand Jury Finding No. 1:

The Agency is in general agreement with the finding that some Riverside County water agencies provide benefits to their elected board of directors, and that state law has established the maximum amount of a stipend that a director may receive for attending meetings.

Grand Jury Finding No. 2:

The Agency is in general agreement that most Riverside County water agencies have web sites that provide information about the water agency, including public documents.

Grand Jury Finding No. 3:

The Agency is in general agreement that many Riverside County water agencies hold their meetings during the day.

Grand Jury Recommendation One:

The Agency disagrees with this recommendation. The recommendation assumes that insurance benefits for Agency board members are paid from revenues derived from water rates. In fact, the Agency does not provide insurance benefits to its Directors. The Agency provides a very limited reimbursement to Directors for medical expenses not covered by insurance. Further, and more important, funds used to pay for this benefit do not derive from income from wholesale water rates but rather from income from general tax revenues. Thus, a reduction in this benefit would not impact the Agency's wholesale water rate at all. The Agency will post this information on its web site (see response to Recommendation Two below).

Grand Jury Recommendation Two:

The Agency agrees with this recommendation. While the Agency has a great deal of useful information on its web site, additional useful information can be added that will have the effect of making the Agency more transparent. The Agency is in the process of adding additional information, such as Board member stipend and benefit data, the General Manager's salary and benefits, the General Manager's contract, Board-approved policies, and other similar information. In addition, the Agency will make this information easy to find on the web site. The Agency anticipates that the web site will be upgraded with these improvements within the next 30 days.

#### Grand Jury Recommendation Three:

The Agency disagrees with this recommendation. The Agency has previously held public meetings in the evening and did so with the specific intent of increasing attendance. There were no changes in attendance on the part of the public as a result of these evening meetings. Further, the Grand Jury report provides no evidence that attendance is likely to increase as a result of holding evening meetings.

Transparency has traditionally meant providing information to the public, not necessarily holding meetings at a time when some believe that the public might be more likely to attend. Through its web site, the Agency provides notice of all its public meetings, along with agendas and attachments. These are easily accessible to anyone with access to a computer and the Internet. In addition, the Agency sends the complete agenda package for each public meeting out to a distribution list via email. Any person or entity can request to be added to this distribution list. There are currently nearly fifty people on this list.

In the past, when the Agency has included on its agenda a controversial issue, attendance has increased, sometimes significantly, indicating that attendance increases with public interest, not with the time of public meetings. The Agency can hold workshops on controversial issues in the evening if in the Board's discretion it feels that doing so would increase attendance even further.

As a result of this Grand Jury report, the Agency is exploring adding a feature to its web site that would enable any member of the public who wished to make a public comment to the Board to do so via email in addition to doing so in person at a Board meeting. This would increase the ability of the public to provide input to the Agency and its Board of Directors prior to a Board meeting.

The Agency appreciates this opportunity to respond to the Grand Jury. Should the Grand Jury have any questions about the Agency, its response to the Grand Jury report, or other matters, the Agency welcomes such inquiries at any time.

Very truly yours,

John Jeter  
President

## MEMORANDUM

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**TO:** Board of Directors

**FROM:** General Manager

**RE:** California Special District Association Committees

**DATE:** September 16, 2013

**Summary:**

The Board recently authorized the Agency joining the California Special Districts Association. This organization, like ACWA, has a number of committees. The CSDA has inquired whether the Agency would like to be represented on any CSDA committees. The following pages detail the committees.

The Agency is not required to participate in any committees. If no Board member wishes to serve on a committee, the Agency will respond to that effect.

**Fiscal Impact:**

Should a Board member wish to serve on a committee, the Agency would be required to provide transportation costs for attendance. Most committee meetings are held in Sacramento. Such travel would not be a significant portion of the Agency's annual budget.

**Recommendation:**

Staff has no recommendation.



**California Special  
Districts Association**

*Districts Stronger Together*

## MEMORANDUM

**DATE:** August 14, 2013

**TO:** CSDA Members (Board and Staff)

**FROM:** Stanley Caldwell, CSDA President  
Neil McCormick, Executive Director

**SUBJECT:** 2014 CSDA Committee & Expert Feedback Team Participation

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CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA legislative staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and on rare occasions they may be contacted by phone.

Please return the attached form by **October 18, 2013 by 5:00 p.m.** The selection and ratification of CSDA's 2014 committees will take place in November and selected participants will be notified by the end of November 2013. Committee participation begins in January 2014.

**Thank you for your continued support of CSDA!**

**California Special Districts Associations**  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Toll Free: 877-924-CSDA (2732)  
Phone: 916-442-7887  
Fax: 916-442-7889

**A proud California Special Districts Alliance partner**  
**Special District Risk Management Authority**  
1112 I Street, Suite 300  
Sacramento, CA 95814  
Toll Free: 800-537-7790  
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**CSDA Finance Corporation**  
1121 I Street, Suite 200  
Sacramento, CA 95814  
Toll Free: 877-924-CSDA (2732)  
Fax: 916-442-7889



**California Special Districts Association**

*Districts Stronger Together*

**2014 COMMITTEE AND EXPERT FEEDBACK TEAM INTEREST FORM**

Please make additional copies for each participant.  
***Please Use Actual Contact Information where you can be reached***

Name: Jeff Davis

Title/Position: General Manager

District/Organization: San Geronimo Pass Water Agency

District Address: 1210 Beaumont Ave. Beaumont, CA 92223

Personal Address: \_\_\_\_\_

Telephone:(District) 951/845-2577 (Contact): Jeff Davis

Fax (District): 951/845-0281 (Contact): Jeff Davis

E-mail: jdavis@sgpwa.com

**COMMITTEES:** We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: 1 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice

If we are able to place you on more than one committee, how many committees would you like to serve on?  
\_\_\_\_\_ (maximum 3)

**NOTE:** All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

\_\_\_\_\_ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: Meets with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

\_\_\_\_\_ **Education Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

\_\_\_\_\_ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

\_\_\_\_\_ **Membership & Recruitment Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special District Legislative Days (May 20-21) and Annual Conference (September 29-October 2) is expected if you serve on this committee. All selected 2014 members will be invited to join the 2013 committee members and CSDA staff for a legislative planning session on November 15, 2013.

Each Legislative Committee member will be assigned to 1 to 2 working groups. Please rank from 1 to 6 which working groups you are interested in participating in:

- \_\_\_\_\_ Budget, Finance & Taxation Working Group
- \_\_\_\_\_ Environmental Sustainability Working Group
- \_\_\_\_\_ Formation & Reorganization Working Group
- \_\_\_\_\_ Human Resources & Personnel Working Group
- \_\_\_\_\_ Public Works & Contracting Working Group
- \_\_\_\_\_ Transparency & Accountability Working Group

I am interested in participating on \_\_\_\_ (1 or 2) Legislative Committee working groups

\_\_\_\_\_ **Alternative Option: Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list may provide input by responding to the legislative staff by email. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee.

**EXPERT FEEDBACK TEAMS:** In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

\_\_\_\_\_ **Budget, Finance & Taxation:** Assessments; Bankruptcy; Bonds; Mandates; Mello-Roos; Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

\_\_\_\_\_ **Environmental Sustainability:** CEQA; Greenhouse Gas Emissions; Renewable Energy; SB 375

\_\_\_\_\_ **Formation & Reorganization:** Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

\_\_\_\_\_ **Human Resources & Personnel:** Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

\_\_\_\_\_ **Legal:** General legal matters affecting special districts

\_\_\_\_\_ **Public Works & Contracting:** Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

\_\_\_\_\_ **Transparency & Accountability:** Audits; Brown Act; Ethics; Governance; Public Records Act; Political Reform Act; Reporting to State Controller

Committee and Expert Feedback Team participation is open to both Board members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.**

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

**\*Either the District/Company General Manager or Board President must authorize below**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email [charlottel@csga.net](mailto:charlottel@csga.net) no later than 5:00 p.m. on **Friday, October 18, 2013**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95811 - (916) 442-7887, F - (916) 442-7889 [www.csga.net](http://www.csga.net)