

SAN GORGONIO PASS WATER AGENCY
1210 Beaumont Avenue, Beaumont, CA
Board of Directors Engineering Workshop
Agenda
June 12, 2017 at 4:00 p.m.

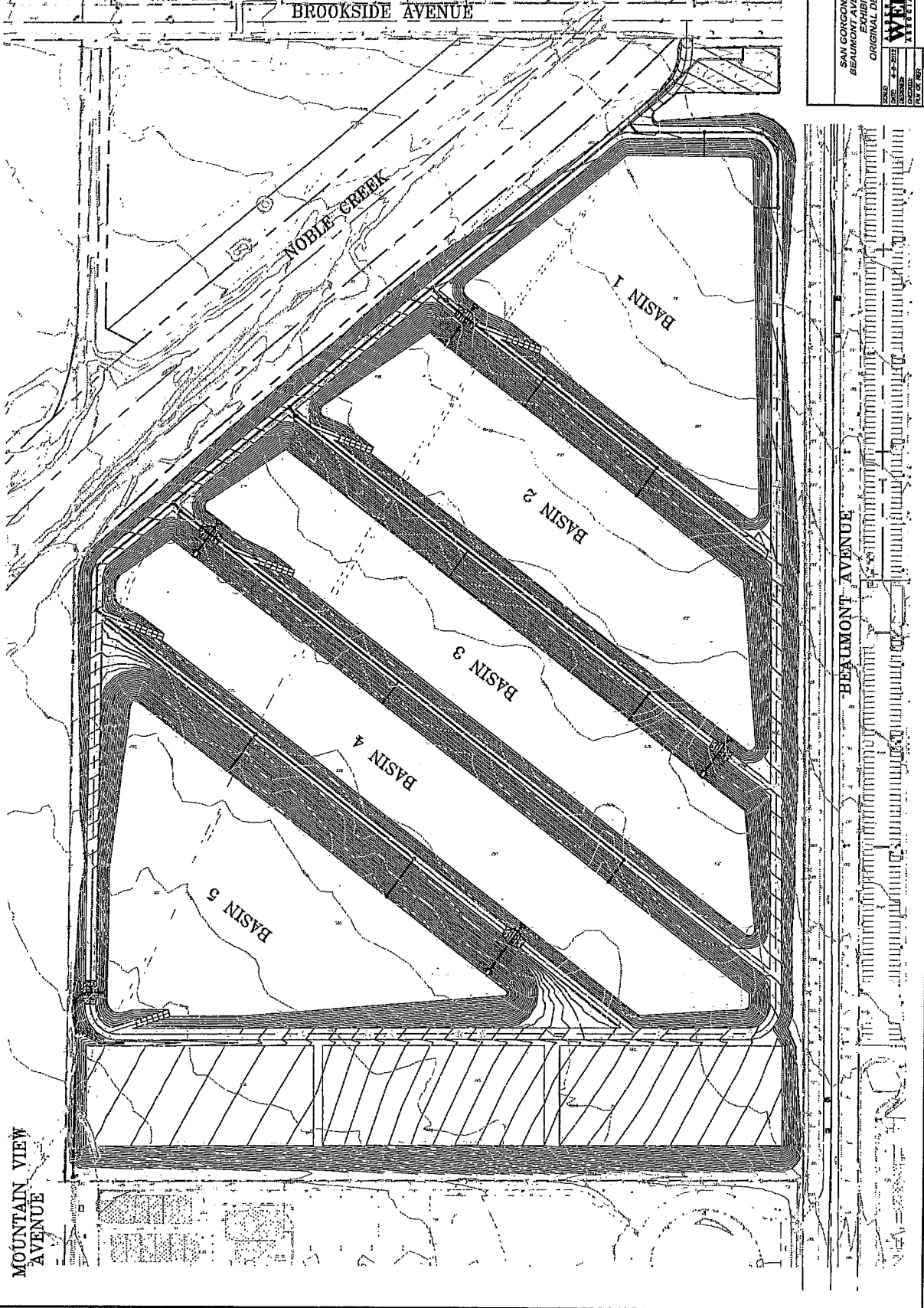
- 1. Call to Order, Flag Salute and Roll Call**
- 2. Public Comment:**
Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. To comment on specific agenda items, please complete a speaker's request form and hand it to the board secretary.
- 3. Discussion of Principles of Proposed Water Exchange with Crestline Lake Arrowhead Water Agency* (p. 2)**
- 4. Discussion of Possible Fencing and Landscaping Options for Fiesta Recharge Facility* (p. 3)**
- 5. Discussion of District Transparency Certificate of Excellence* (p. 7)**
- 6. Announcements**
 - A. Regular Board Meeting, June 19, 2017 at 7:00 p.m.
 - B. Finance and Budget Workshop, June 26, 2017 at 4:00 p.m.
 - C. San Gorgonio Pass Regional Water Alliance, June 28, 2017
 1. Regular Meeting at 5:30 p.m.— Banning City Hall
- 7. 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 <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.

PROPOSED 2017 WATER EXCHANGE AGREEMENT
CRESTLINE-LAKE ARROWHEAD AGENCY AND
SAN GORGONIO PASS WATER AGENCY

- 2,000 AF of CLAWA's Table A allocation delivered to SGPWA in 2017 (which SGPWA may wish to carry over in the San Luis Reservoir)
- 1,000 AF of water returned by SGPWA to CLAWA, when requested by CLAWA, no later than the end of 2027 (two for one exchange)
- No more than 500 AF taken back by CLAWA in any single year, unless authorized by SGPWA in a given year
- CLAWA pays all fixed charges associated with the 2,000 AF
- Each party pays the variable charges for water delivered to that party, for the year in which it is delivered
- Notice of Exemption filed under CEQA (no new facilities required, total deliveries do not exceed Table A Amounts authorized in water supply contracts)



SAN GORGONIO PASS WATER AGENCY
 BEALMONT AVENUE RECHARGE FACILITY
 EXHIBIT 1A - BASIN MAP
 ORIGINAL DESIGN - NO CUL-DE-SAC

WEBB ASSOCIATES
 INC. (916) 736-1100
 1000 S. ST. JOSEPH AVE. SUITE 200
 SAN JOSE, CA 95128

DATE	11-20-07	SCALE	AS SHOWN
DESIGNED BY	W. J. WEBB	CHECKED BY	W. J. WEBB
DRAWN BY	W. J. WEBB	DATE	11-20-07
DATE	11-20-07	SCALE	AS SHOWN
DATE	11-20-07	SCALE	AS SHOWN

MOUNTAIN VIEW AVENUE

BROOKSIDE AVENUE

NOBLE CREEK

BASIN 1

BASIN 2

BASIN 3

BASIN 4

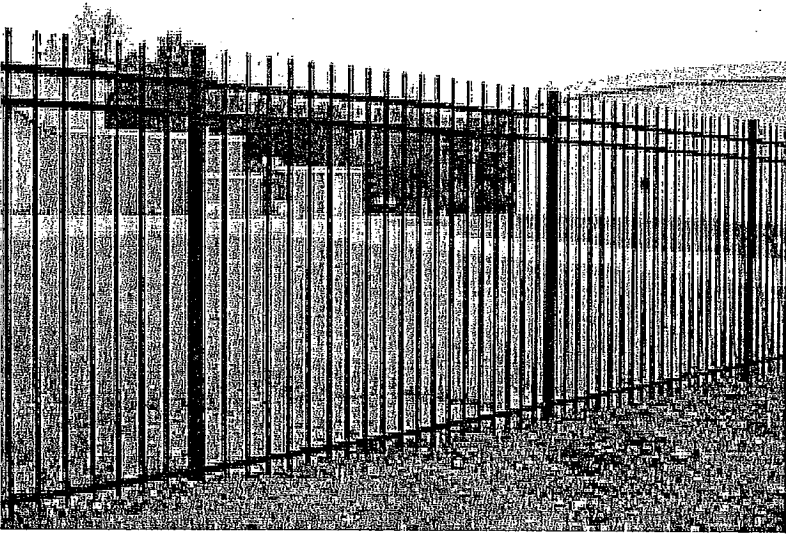
BASIN 5

BEALMONT AVENUE

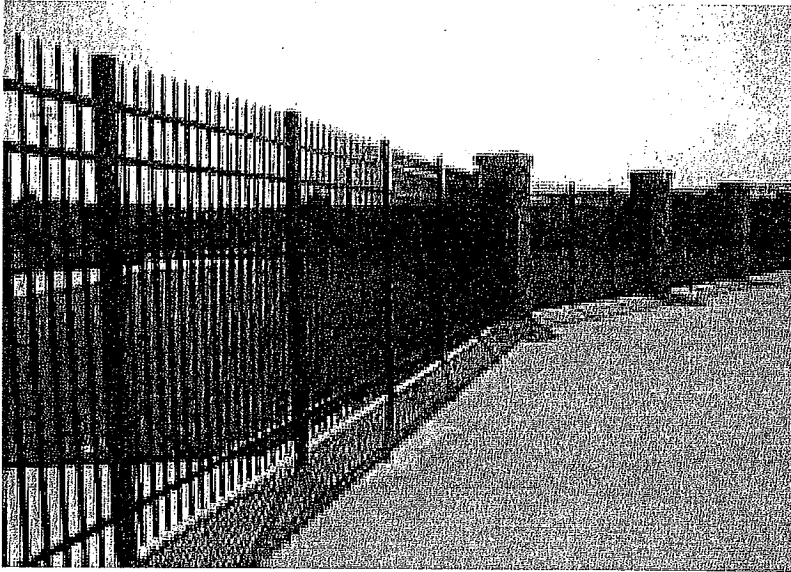
Chain Link Fence:



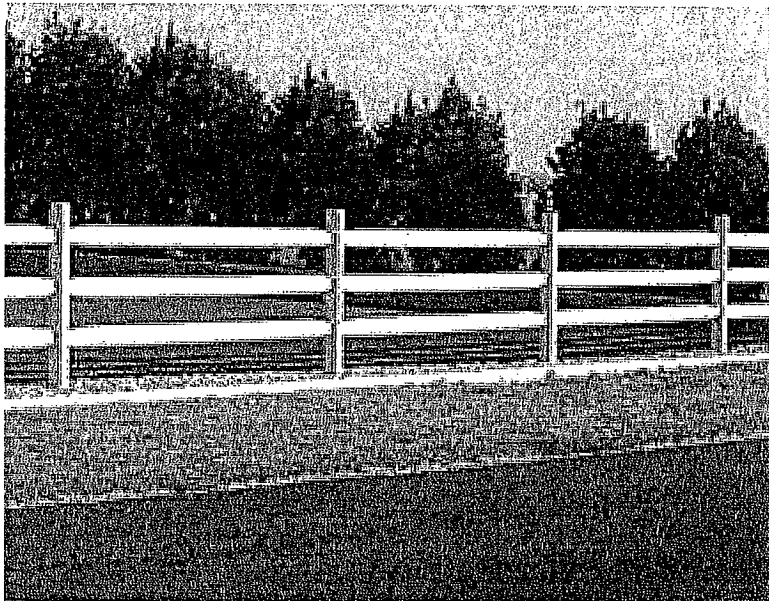
Tube Steel Fence:



Tube Steel with Pilaster:



PVC Split Rail:



Beaumont Ave Recharge Facility - Fence Quantities and Costs

Updated 7-8-2013

Fence Quantities:

Location	Qty		Notes
North PL	275	LF	Along Brookside Ave
East PL	1900	LF	Along Beaumont Ave
South PL	10	LF	Along school - existing chain link/steel tube fencing.
West PL	1125	LF	Shared boundary with future residential development
Northwest PL	1360	LF	Along Noble Creek
Total	4670		

Fence Costs:

Type	Unit cost		Total Cost
Chain Link (6')	\$16	LF	\$74,720
V Mesh	\$20	LF	\$93,400
Tube Steel (8')	\$54	LF	\$252,180
Tube Steel (8') w/pilaster :			
Tube Steel	\$54	LF	\$252,180
Pilaster (100 ea*)	\$4,000	EA	\$400,000
	Total		\$652,180
PVC Split Rail (4' - 3 rail)	\$30	LF	\$140,100

* - Assume 2'x2'x8' stone pilaster @ 48' spacing

Showcase Your Commitment to Transparency

District Transparency Certificate of Excellence

This program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and districts will be recognized for two full years. Three main subject areas include:

- Basic Transparency Requirements
- Website Requirements
- Outreach Requirements

These are only a sampling of all the requirements needed to complete the transparency certificate. While it takes time to compile these requirements, being able to shine a light on all of the efforts your district has taken to be transparent is invaluable to the public.



Why Earn It?

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
2. Earning the certificate is a tangible acknowledgement of your transparency efforts.
3. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
4. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

Earning the certificate is a tangible acknowledgement of transparency efforts. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.

Sample Policies

Included for your review are sample policies similar to those requested in the application. These are samples that can be used as a starting point for policy/document development. SDLF always recommends you seek legal review prior to adopting district policy to ensure full compliance with any applicable laws and/or regulations.

- [Brown Act Compliance 1](#)
- [Brown Act Compliance 2](#)
- [Public Records Act Requests 1](#)
- [Public Records Act Requests 2](#)
- [Reimbursement Policy 1](#)
- [Reimbursement Policy 2](#)
- [Annual Disclosure 1](#)
- [Annual Disclosure 2](#)
- [Conflict of Interest Policy 1](#)
- [Conflict of Interest Policy 2](#)
- [Code of Ethics Policy 1](#)
- [Code of Ethics Policy 2](#)
- [Financial Reserves Policy 1](#)
- [Financial Reserves Policy 2](#)
- [Board Vacancy Announcement 1](#)
- [Board Vacancy Announcement 2](#)
- [Public Budget Hearing 1](#)
- [Public Budget Hearing 2](#)

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

Download the application today.
Download the checklist today.

Certificate Holders

See a current list of special district leaders who have accomplished these goals and have been recognized.



Current Certificate Holders and Recognitions

Below are a list of current Certificate Holders and Recognitions for the SDLF Programs.

Special District Administrator Certification	Recognition In Special District Governance	District Transparency Certificate of Excellence	District of Distinction Accreditation
<ul style="list-style-type: none"> Cynthia Allen Yonkersburg Village Community Services District David Azzaro Mountain Meadows Community Services District Dorey Ausmus Refined Michael Bardin Santa Fe Irrigation District Joe Bergel Yonkersburg Village Community Services District Tim Barry Livermore Area Recreation & Park District Jool Bauer West Side Cemetery District Tish Berge Rincon del Diablo Municipal Water District Bob Berggren Refined Rick Bower Galea Cemetery District Jean Bracy Mojave Desert Air Quality Management District Paul Bushee Lucasdale Wastewater District Gilbert Cabrera Alamosa Cemetery District August Calles Refined Allen Castillo Petro Dam Municipal Water District Scott Carroll Costa Mesa Sanitary District Steve Cole Newhall County Water District Richard Curia Union Sanitary District Chad Davison Innhouse Sanitary District Chris DeCastro North Marin Water District Tim Deusch Orange County Cemetery District Joe Estes Jim Estero Karl Drazel Amador Regional Sanitation Authority Harry Eitlich Project Resource Specialists Jim Fricell Conajo Recreation & Park District Gay Giles Brennan-Andrus Leavenworth Cemetery District Michael Cow Lago Hemet Municipal Water District Tom Gray Fair Oaks Water District Ryan Gross Running Springs Water District Scott Heule Big Bear Municipal Water District Michael Houlmand Fort Ord Reserve Authority Rick Howard Orange County Mosquito & Vector Control District Kathleen Jurasky Petal Springs Cemetery District Pete Kampa Sackto Creek Community Services District Coveris LaMotte Palmdale Water District Sheryl Landrum Resource Conservation District of Greater San Diego Shavna Lorenzo San Juan Water District Bowell Marshall Vernal County Wastewater District Shane McAfee Chesler Valley Recreation District William Merry Slove McGrath Port San Luis Harbor District Sandi Miller Selma Cemetery District Scott Moody Stockton East Water District Edwin Pattison Mountain House Community Services District Sue Pottor Auburn Public Cemetery District Kara Pottidge Watson Castroville Health Care District Steve Perez Refined William Rodriguez Burrey Water District Jamesina Scott Lake County Vector Control District E.J. Shalaby West County Wastewater District Robert Shaver Alameda County Water District Dora Shores Visalia Public Cemetery District Kristinly Throton Olivewood Municipal Water District Tim Urrah Kern County Cemetery District Steven Votaw Galea Sanitary District 	<ul style="list-style-type: none"> Robert Allen Robert Alvarado (2016 - 2018) Devey Ausmus Michael Belfono Matthew C. Ball Jool Bauer Victoria Bestlay Cindi Beausoit Robert M. Belhe Marlin Blomatt Bette Boatman Josiah Bowman Jean Bracy Alex Brandon Sabrina Bronnan Darry Brown Rory Buckman Paul Bushee Gilbert Cabrera August Calles Stanley Caldwell Elba Caudillo Len Caudle Lita Collins Lowell Chalk Muri Gil Ronald Coats Frank Cocho Dawn E. Cole David Contreras Patricia Conway Judy Col-Lorenzo David Couch Phil Darling Nicola David Kevla Davis Rex DeLoe John DeMonaco Tim Deusch Lee Diaz Vincent Dimo Sharon Disney Gloria Dismang Paul Dorey Lail Dreidler Michael Dugan Helen Edwards James Espinosa Steven Esselman Joe Estes Jim Estero Sarah Evinger Primo Escobal Maryalee Fallings Cheryl Fama Margaret Ferguson James Faryman Raul Figueroa Felix Flores Susan Fox Tony Freeman Paul Freestone Daniel Gentry Cave Glenn Joe Gibson Darlene Gillan Jerry Gladbach Brynn Gleason Linda J. Godin David T. Gomez Reynay Gould Kevin Graves Ed Gray Gary Gronoff Carole Grise Libelle Guzman Greg Hill Jasmin Hill Tina Hiron Judy Hansen Gregory Hrtman David Hurroll Sandra Honey Felix Hernandez Richard Howard Kirk Howie Doug Hudson Richard Hyde Samy Jarman Charles Johnson Brian Jehaz Allan Juulassen Kathleen Jurasky Angela Kamm Pete Kampa Thomas Kasellonis Michael Kassonjian Leslie Keeno Joseph Koty R.J. Kelly James Kolson Don Kordies David Kulshin Darvis Lamb April Lalli Pete La Robert Lewis Charles A. LeMay Jim Lieberman Suzanne Linderfeld Tom Link Glynn Lirak Jo MacKenzie Kathryn Mac Laren Roy Marquez Beverly Marshall John Martin Dale Mason Lee Mason Thomas Maltusch Dennis Mayo Slove McGrath Melvin McLaughlin Chandra Mood Mary Ann Molloy Gary Molloy Meris Mercaderito Ruby Messersmith Steve Motcho Alan Miller Honey Miller Marily Miller Sandi Miller Judy Mirogolan Al Morissette 	<ul style="list-style-type: none"> Alameda County Mosquito Abatement District Alameda County Water District (2015 - 2017) Arroyo Water District (2014 - 2018) Victoria Bestlay (2014 - 2018) Big Bear Airport District (2014 - 2018) Big Horn-Desert View Water Agency (2013 - 2017) Burbank Sanitary District (2016 - 2018) Butte County Mosquito & Vector Control District (2014 - 2018) Castro Valley Water Agency (2013 - 2017) Castro Valley Sanitary District (2013 - 2017) Central Basin Municipal Water District (2015 - 2017) Central Contra Costa Sanitary District (2013 - 2017) Chino Valley Independent Fire District (2015 - 2017) City of Santa Clara (2016 - 2018) Coachella Valley Mosquito & Vector Control District (2014 - 2018) Coachella Valley Water District (2014 - 2018) Coachella Fire Protection District (2016 - 2018) Lee Diaz Contra Costa Water District (2013 - 2017) Costa Mesa Sanitary District (2013 - 2017) Casamanga Valley Water District (2013 - 2017) Cupertino Sanitary District (2016 - 2018) Desert Recreation District (2014 - 2018) Dublin San Ramon Services District (2014 - 2018) Eastern Municipal Water District (2013 - 2017) El Camino Healthcare District (2013 - 2017) El Dorado Hills Community Services District (2013 - 2017) El Dorado Irrigation District (2014 - 2018) El Toro Water District (2013 - 2017) Elkview Valley Municipal Water District (2014 - 2018) Forasbill Public Utility District (2014 - 2018) Fulton El Camino Recreation & Park District (2013 - 2017) Galea Sanitary District (2017 - 2018) Galea West Sanitary District (2013 - 2017) Greater Vallejo Recreation District (2014 - 2018) Gibby Flats Community Services District (2014 - 2018) Hick Water District (2015 - 2017) Hillside Ranch Community Services District (2013 - 2017) H-Desert Water District (2014 - 2018) Highlands Recreation District (2014 - 2018) Indian Valley Community Services District (2015 - 2018) Indian Wells Valley Water District (2013 - 2017) Inland Empire Utilities District (2015 - 2018) Innhouse Sanitary District (2014 - 2018) Kern County Cemetery District (2013 - 2017) Lake Shasta Community Services District (2014 - 2018) Las Gallinas Valley Sanitary District (2013 - 2017) Las Virgenes Municipal Water District (2013 - 2017) Lucasdale Wastewater District (2014 - 2018) Livermore Area Recreation & Park District (2014 - 2018) Madura Irrigation District (2015 - 2017) McKinleyville Community Services District (2013 - 2017) Mesa Water District (2013 - 2017) Mojave Desert Air Quality Management District (2013 - 2017) Monterey Water District (2014 - 2018) Monterey Peninsula Regional Park District (2016 - 2018) 	<ul style="list-style-type: none"> Chino Valley Independent Fire District (2008 - 2017) Coachella Fire Protection District (2016 - 2018) Costa Mesa Sanitary District (2009 - 2018) Cucamonga Valley Water District (2011 - 2017) El Toro Water District (2007 - 2018) H-Desert Water District (2016 - 2018) Indian Wells Valley Water District (2015 - 2017) Innhouse Sanitary District (2016 - 2018) Kern County Cemetery District (2009 - 2017) Lucasdale Wastewater District (2008 - 2018) Madura Irrigation District (2016 - 2018) McKinleyville Community Services District (2015 - 2017) Mesa Water District (2007 - 2017) Municipal Water District of Orange County (2015 - 2017) North Coast County Water District (2016 - 2018) Olivewood Municipal Water District (2009 - 2018) Orange County Cemetery District (2013 - 2017) Palmdale Water District (2015 - 2017) Petaluma Municipal Water District (2013 - 2017) Petaluma Regional Sanitation Authority (2014 - 2018) San Bernardino Valley Water Conservation District (2014 - 2018) San Joaquin Valley Cemetery District (2011 - 2018) San Mateo County Mosquito & Vector Control District (2016 - 2018) Southern Recreation & Park District (2012 - 2018) Special District Risk Management Authority (2013 - 2017) Stega Sanitary District (2009 - 2018) Tennessee Public Cemetery District (2014 - 2018) Toro Valley Municipal Water District (2014 - 2018) Town of Discovery Bay Community Services District (2014 - 2018) Vallecitos Water District (2016 - 2018) Vista Irrigation District (2009 - 2018) Yuba Linda Water District (2015 - 2017)

- Brian Murphy
 - Gil Navarro
 - Bill Nelson
 - Jay Neupolauer
 - Robert Northcutt
 - Emmanuel Oguniayo
 - Eric Oksanen
 - Donald Orsted
 - Bob Oton
 - Greg Orsini
 - George Ouzorian
 - Viken Owen
 - Edward Oyana
 - Curtis D. Padden
 - Jerry W. Pearson
 - Chisdi Peavoy
 - Steve Perez
 - Arthur Perry
 - Tawria Pell
 - Geneva Phijot
 - Sue Potter
 - Steve Pressley
 - Sandy Raffelson
 - Scott Rafterman
 - Randy Reznick
 - Murgio Rice
 - Dr. James Ridgeway
 - Maureen Rivers
 - William Rodriguez
 - Alfonso Romano
 - Ginger Root
 - Sondra Rose
 - William Ruzer
 - Tammy Rudock
 - Jan Rustenhoven
 - Shirley Sals
 - Ron Samuels
 - Tom Scaglione
 - Paul Schaden
 - Arlene Schaefer
 - Michael Scheefor
 - Jack Scoles
 - Erik Sealey
 - Michael Seaman
 - E.J. Shelby
 - Timothy Shell
 - Bob Shogard
 - Dorris Shogard
 - Norman Shopay
 - Duffy Swooshite
 - U. Shewman
 - Dale Skias
 - Tim Stackelford
 - Dore Shores
 - Alan Sorenfan
 - Ken Smith
 - Wayne Spencer
 - Ed Sprague
 - Chris Steele
 - Sherry Sterrett
 - Clint Stewart
 - Kip Sturgeon
 - Elaine Sullivan
 - Paul Terry
 - Teresa Thomas
 - Arnette Toy
 - Una Tristan
 - Gilbert Terrantina
 - Tim Ulrich
 - Rosie Vanderhaak
 - Richard Vasquez
 - Richard Verbanes
 - W. James Whigener
 - Larry Welsh
 - Karl Wendry
 - Cynthia Ward
 - Donald Webber
 - Richard S. Wells
 - Cindy Wheeler
 - George Wheeler
 - Marianne Wessen
 - David Wigginton
 - Pat Williams
 - Lindsay Woods
 - Dan Worthington
 - Bethzabe Yanez
 - Catherine Young
 - Donald Zdeba
- Gold Recognition**
- Costa Mesa Sanitary District
 - Lucinda Wastewater District
 - Orange County Cemetery District
 - Vista Irrigation District
- Silver Recognition**
- Chico Valley Independent Fire District
 - Kern County Cemetery District #1
 - McKinlayville Community Services District
 - Midway City Sanitary District
 - North County Cemetery District
 - Palmstata Water District
 - South Kern Cemetery District
 - Tomsoda Public Cemetery District
 - Town of Discovery Bay Community Services District
 - Visalia Public Cemetery District
- Monterey Regional Waste Management District (2014 - 2018)
 - Monterey Regional Water Pollution Control Agency (2015 - 2017)
 - Mt. View Sanitary District (2013 - 2017)
 - Municipal Water District of Orange County (2014 - 2018)
 - Nevada Irrigation District (2013 - 2017)
 - Nipomo Community Services District (2013 - 2017)
 - North Coast County Water District (2014 - 2018)
 - Obenbain Municipal Water District (2013 - 2017)
 - Orange County Cemetery District (2013 - 2017)
 - Orange County Sanitation District (2014 - 2018)
 - Oro Loma Sanitary District (2015 - 2017)
 - Padre Dam Municipal Water District (2014 - 2018)
 - Palm Springs Cemetery District (2013 - 2017)
 - Palmdale Water District (2015 - 2017)
 - Paradise Irrigation District (2015 - 2017)
 - Palmdale Health Care District (2014 - 2018)
 - Phelan Pinon Hills Community Services District (2014 - 2018)
 - Pina Cove Water District (2013 - 2017)
 - Placer County Water Agency (2015 - 2017)
 - Pleasant Hill Recreation & Park District (2014 - 2018)
 - Pleasant Valley Recreation & Park District (2014 - 2018)
 - Port San Luis Harbor District (2015 - 2017)
 - Rainbow Municipal Water District (2015 - 2017)
 - Rancho California Water District (2013 - 2017)
 - Rancho Mariposa Community Services District (2013 - 2017)
 - Redlamilton District 1000 (2014 - 2018)
 - Rincon del Diablo Municipal Water District (2013 - 2018)
 - Rio Linda-Elietta Community Water District (2015 - 2017)
 - Rowland Water District (2016 - 2018)
 - Ruwring Springs Water District (2014 - 2018)
 - Rural North Vacaville Water District (2015 - 2017)
 - San Bernardino Valley Water Conservallon District (2014 - 2018)
 - San Jacinto Valley Cemetery District (2013 - 2018)
 - San Juan Water District (2015 - 2017)
 - San Lorenzo Valley Water District (2016 - 2018)
 - San Mateo County Mosquito & Vector Control District (2016 - 2018)
 - Santa Clara Valley Open Space Authority (2016 - 2018)
 - Santa Clara Valley Water District (2013 - 2017)
 - Santa Cruz Port District (2016 - 2018)
 - Santa Margarita Water District (2013 - 2017)
 - Siskiyou Cemetery District (2015 - 2017)
 - Serrano Water District (2014 - 2018)
 - Sycuan Creek Water District (2015 - 2018)
 - Soutgale Recreation & Park District (2014 - 2018)
 - South Coast Water District (2016 - 2018)
 - South Placer Municipal Utility District (2016 - 2018)
 - Special District Risk Management Authority (2013 - 2017)
 - Spackling Community Services District (2013 - 2017)
 - Squaw Valley Public Service District (2016 - 2018)
 - Stege Sanitary District (2013 - 2018)
 - Sweetwater Authority (2014 - 2018)
 - Triunfo City Public Utility District (2016 - 2018)
 - Tomsoda Public Cemetery District (2014 - 2018)
 - Tompkins Community Services District (2017 - 2019)
 - Three Valleys Municipal Water District (2014 - 2018)
 - Town of Discovery Bay Community Services District (2014 - 2018)
 - Truckee Tahoe Airport District (2015 - 2018)
 - Vallejos Water District (2014 - 2018)
 - Vista Irrigation District (2013 - 2018)
 - West Valley Sanitation District of Santa Clara County (2013 - 2018)
 - Westborough Water District (2016 - 2018)
 - Western Municipal Water District (2014 - 2017)

- Yorba Linda Water District
(2014 - 2018)
- Zone 7 Water Agency
(2016 - 2017)



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training For All Board Members (Government Code Section 53235)

- Provide copies of training certificates along with date completed

Compliance With the Ralph M. Brown Act (Government Code Section 54950 et. al)

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual Disclosure of Board Member Or Employee Reimbursements For Individual Charges Over \$100 For Services Or Products. This Information Is To Be Made Available For Public Inspection. "Individual Charge" Includes, But Is Not Limited To: One Meal, Lodging For One Day, Or Transportation. (Government Code Section 53065.5)

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report - Includes Compensation Disclosure. (Government Code Section 53891)

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law (Government Code Section 26909 and 12410.6)

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies -- Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy



Website Requirements

Maintain a district website with the following items Required. (provide website link) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (Government Code Section 53908)
- Link to State Controller's webpages for district's reported Financial Transaction Report (Government Code Section 53891 (a))
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (Government Code Section 54957.5)
- SB 272 compliance-enterprise catalogs (Government Code Section 6270.5)

Additional items - website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms
- Machine readable/searchable agendas (required in 2019)

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular District Newsletter Or Communication (Printed And/Or Electronic) That Keeps The Public, Constituents And Elected Officials Up-To-Date On District Activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community Notification Through Press Release To Local Media Outlet Announcing Upcoming Filing Deadline For Election Or Appointment And Process For Seeking A Position On The District Board, Prior To That Election (Or Prior To The Most Recent Deadline For Consideration Of New Appointments For Those Districts With Board Members Appointed To Fixed-Terms).

- Provide copy of the press release (and the printed article if available)

Complete Salary Comparison/Benchmarking For District Staff Positions Using A Reputable Salary Survey (At Least Every 5 Years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold Annual Informational Public Budget Hearings That Engage The Public (Outreach, Workshops, Etc.) Prior To Adopting The Budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
 - Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

Transparency Certificate of Excellence Application

Submit Application

Submit this application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

**include all state legislators representing the district's area of operation*