

TO: BOARD OF DIRECTORS  
FROM: LISA BOGNUDA   
DATE: NOVEMBER 13, 2009



## MANAGER'S REPORT

### ITEM

Standing report to your Honorable Board --*Period covered by this report Oct. 22, 2009 through Nov 13, 2009.*

### DISTRICT BUSINESS

#### Administrative

Maria Vista Estates has set a total of ten water meters.

Staff is actively recruiting for the Utility Worker needed to perform the preventative maintenance functions prescribed by the Board.

GPS units in District Utility Vehicles were installed 11/9/09

SDRMA Director Vacancy – applications due 11/30/09 (see attached)

Santa Barbara Chapter of CSDA Annual Chapter Meeting Friday, November 20 – RSVP by Monday, November 16

APCD South County/Oceano Dunes PM Study meeting on November 23 from 5:30 to 7:00 p.m. at AG City Council Chambers – RSVP requested

SLO Chapter of CSDA Annual Chapter Meeting has been re-scheduled to Friday, February 19, 2010, at Blacklake Golf Course

Safety Program - No incidents, accidents or safety issues to report.

### RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

### ATTACHMENTS

SDRMA Notice of Director Vacancy

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Special District Risk  
Management Authority

Maximizing Protection,  
Minimizing Risk.

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
F 916.231.4111  
Toll-free 800.537.7790  
www.sdrma.org



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NOV 04 2009

NIPOMO COMMUNITY  
SERVICES DISTRICT

October 30, 2009

Ms. Lisa Bognuda  
Assistant Administrator  
Nipomo Community Services District  
Post Office Box 326  
Nipomo, California 93444-0326

NOTICE OF DIRECTOR VACANCY

Dear Ms. Bognuda:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective January 1, 2010. The vacancy is due to a resignation of an existing Director. The remaining balance of the unexpired term is 2-years, expiring December 31, 2011, and will be filled by appointment based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election Policy 2007-06:

Candidate Qualifications

Interested candidates must be a Board member or full-time management employee and be an active member agency of either SDRMA's Property and Liability or Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies serving on the Board as of January 1, 2010 will be:

Alameda County Water District  
Bear Valley Community Services District  
Cambria Community Services District  
Mojave Desert Air Quality Management District  
North of the River Municipal Water District  
Stallion Springs Community Services District

These districts/agencies are not eligible to nominate another representative for the vacancy.

Candidate Documents and Information - Candidate documents (Board of Director Fact Sheet and Resolution) and information may be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



From the SDRMA homepage, click on the "2009 Nomination and Election Information" button located on the left side of the web page just below Member Log-in. All necessary documents may be downloaded and printed.

Candidate documents may also be obtained by contacting SDRMA SR. Member Services Representative Ellen Doughty at 800.537.7790.

Application Packet

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidates knowledge of special districts and risk-management; and
- c) A resolution from or a letter approved by the candidate's Governing Body nominating the candidate.
- d) Completed application packets must be received in SDRMA's office no later than 5:00 P.M. November 30, 2009.

Interview Process

- a) Qualified candidates who have submitted an approved application packet will be advised in writing acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Friday, December 11, 2009 in Sacramento at SDRMA's office.
- c) SDRMA shall reimburse the reasonable expenses, in accordance with SDRMA policy, (for travel, meals and, if necessary, lodging) of the appointed candidate for his/her attendance at the interview. The expenses of all other candidates/interviewees shall be borne by the candidate or their district/agency.

Selection

The Board of Directors anticipates making the selection and notifying candidates of the final selection by December 31, 2009. Candidates will be advised in writing of the Board's selection. The successful candidate will be seated at the February 3 and 4, 2010 Board and Strategic Business Planning Meeting.

*SDRMA is governed by its members for the benefit of its members.* This is an important opportunity for our members to participate in their Risk Management Program. Please contact our Chief Executive Officer, Jim Towns, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Sonksen", is written over a horizontal line.

Ken Sonksen, President  
Board of Directors

cc: SDRMA Board of Directors

**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 and worker's compensation coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	<b>7-Board Members:</b> SDRMA Board of Directors consists of seven (7) 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, and ensuring accountability, <i>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.</i>
Board Member 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; <i>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.</i>
Term of Director	<b>2-Year Term:</b> The remaining balance of the unexpired term is 2-years, effective January 1, 2010 and expiring December 31, 2011.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2006-04 and applicable laws.
Number of Meetings per Year	<b>12-Board Meetings Annually:</b> Generally not more than one (1) meeting per month, with an average of nine (9) meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first or last Wednesday of each month (overnight stay recommended the night prior to the meeting).
Meeting Starting Time	8:30 a.m.: Meetings begin promptly.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	<b>15 - 20 hours:</b> Commitment per month.

*"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."*

**[AGENCY NAME]**  
**RESOLUTION NO.**

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING  
[CANDIDATE'S NAME] AS A  
CANDIDATE FOR APPOINTMENT 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 board member or full-time management employee and be an active member agency of either SDRMA's property and liability or workers' compensation programs and 2) nominated by resolution of their member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** 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; and further directs that a copy of this resolution be delivered to SDRMA on or before the November 30, 2009 filing deadline.

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

<b>AYES:</b>	<b>[LIST NAMES of GOVERNING BOARD VOTES]</b>
<b>NAYES:</b>	“
<b>ABSTAIN:</b>	“
<b>ABSENT:</b>	“

APPROVED

\_\_\_\_\_  
President  
Board of Directors

ATTEST

\_\_\_\_\_  
Secretary