

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JULY 18, 2013

AGENDA ITEM
E-4
JULY 24, 2013

DAVIS OUTSIDE USER REQUEST FOR WATER SERVICE

ITEM

Consider Davis Outside User Request for Water Service for APN 091-131-049, 1074 Hetrick Road [PROVIDE DIRECTION TO STAFF].

BACKGROUND

Jim Davis, the owner of APN 091-131-049 located at 1074 Hetrick Road is requesting District water service. Mr. Davis' July 19, 2013 request is attached.

The parcel is located outside the District's services boundary. The property is within the District's Sphere of Influence – envisioned future services boundary.

Your Board considered and denied a previous request from Mr. Davis in October 2010. The information provided to and received from Mr. Davis in regard to that request, along with the staff report, is attached here.

Mr. Davis is aware the same requirements for Outside User Application, processing, and current fees would be applicable should your Board authorize staff to proceed with processing the outside user application.

RECOMMENDATION

Staff recommends that the Board consider the outside user water service request, accept public comment on the request and provide direction to staff on whether or not to proceed with processing an application, including verification of hardship, authorization to enter into a Reimbursement Agreement and the drafting of an Outside User Agreement for consideration at a future Board meeting.

ATTACHMENTS

- A. July 19, 2013 request for water service
- B. October 13, 2010 staff report

JULY 24, 2013

ITEM E-4

ATTACHMENT A

July 19, 2013

Jim Davis
1074 Hetrick Road
Arroyo Grande, CA 93420
jleedavis@yahoo.com
(805) 704-7433 (cell)
(805) 457-1626 (work)

Michael LeBrun,
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Dear Michael,

Thank you for your re-consideration of water services to my home on Hetrick Road. Its been almost four years since our well went dry and we are still in desperate need of a water supply. Connection to the NCSD water is our only viable long term option.

Thank you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Davis". The signature is fluid and cursive, with the first name "Jim" being more prominent than the last name "Davis".

Jim Davis

JULY 24, 2013

ITEM E-4

ATTACHMENT B

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO
GENERAL MANAGER
DATE: OCTOBER 7, 2010

**AGENDA ITEM
E-2**

NOTE: →

OCTOBER 13, 2010 ←

DAVIS OUTSIDE USER REQUEST FOR WATER SERVICE

ITEM

Consider Davis Outside User Request for Water Service for APN 091-131-049, 1074 Hetrick Road [PROVIDE DIRECTION TO STAFF].

BACKGROUND

The District received a request from Jim and Shelley Davis, dated August 2, 2010, to connect their property at 1074 Hetrick Road, APN 091-131-049, to the District's Water System. As stated in the letter, their well has not been operational for the last year and they have been trucking in water. A copy of the letter is attached. The subject property is located within the District's sphere of influence but outside of the current District boundary as indicated on the attached map.

Staff provided a response, dated August 26, 2010, to initial request that outlined the District's current policies for providing water to properties located outside of the current District boundary and briefly described the process as well as the potential costs of developing an Outside User Agreement. In response to the District's letter, Mr. Davis indicated that he is interested in developing an Outside User Agreement in order to connect to the District's system.

Based on current District policy, the property owner is responsible for all District costs related to processing the request. If the District Board approves an Outside User Agreement, the agreement will subsequently also have to be approved by the Local Agency Formation Commission (LAFCO). The property owner will also be responsible for all LAFCO costs related processing the request.

If the Outside User Agreement is approved by both the District and LAFCO, the property owner will be responsible for the current District connection costs including the \$13,000 Summit Station Assessment District In Lieu Fee, Water Capacity Charge of \$3192, Supplemental Water Capacity Charge of \$14,160, meter fee of \$275 and the District's current account fee of \$10. These costs are based on a 1 inch meter and are subject to change based on Board action. In addition, the property owner will need to have a licensed contractor install a water service in accordance with District standards between the District's water line in Hetrick Road and the western right-of-way line of Hetrick Road.

Attached is a copy of Code Section 3.16 titled "WATER SERVICE OUTSIDE DISTRICT". The District Board does have discretion to make findings in cases of hardship to provide water service via an Outside User Agreement. In addition, it is important to note that the District has not allocated water for any projects in Water Year 2010-2011 in accordance with the District's Water Allocation Policy. The entire allocation of 34.3 AF is available. Should the Board direct staff to prepare an Outside User Agreement, as part of the due diligence process, staff will confirm the existence of hardship conditions.

FISCAL IMPACT

The preparation of this staff report involved the use of budgeted staff time. Should the Board authorize the development of an Outside User Agreement, the property owner will be required to sign a reimbursement agreement and provide a deposit to pay for all legal, engineering and administrative costs to confirm the hardship conditions and develop the agreement.

RECOMMENDATION

Staff recommends that the Board consider the outside user water service request, accept public comment on the request and provide direction to staff on whether or not to proceed with processing the application, including verification of hardship, authorization to enter into a Reimbursement Agreement and the drafting of an Outside User Agreement for consideration at a future Board meeting.

ATTACHMENTS

- Water Service Request Letter dated August 2, 2010
- Location Map for 1074 Hetrick Road
- District Response to Request for Service date August 26, 2010
- Request for Outside User Agreement dated September 9, 2010
- District Code Section 3.16

August 2, 2010

Jim Davis
1074 Hetrick Road
Arroyo Grande, CA 93420
(805) 704-7433 (cell)
(805) 547-2318 (work)

Don Spagnolo,
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Dear Don,

We have been without a water supply for a year. Our well has always been a low volume producer (about 1.25 gpm). Last August (2009) our holding tank went dry. We pulled the pump and set the new one, but the new pump did not pump any water either. We have had the well company out to check this again recently (hoping the last seasons rains would have changed the situation) and they are sure that the well is dry. It's unlikely that we can get water lower since we are already down 400'. Our neighbors have similar wells but are still producing a small amount of water. The last few years we have replaced the pump several times with diminishing water capacity (less than 1gpm). We could try to drill another well, but the prospect of finding water at our location on the Mesa is very remote. We have been buying delivered water, and besides the expense and inconvenience of this we will also have to compensate our neighbor for damage caused by the heavy trucks to our shared driveway.

Please consider adding our property to the service district so that we can get city water. There currently exists a three bedroom two bath single family dwelling (1800 sq.ft.) and a detached unfinished two story garage / barn. I can provide you with our parcel number if that's necessary. As you probably know the water line already runs across our driveway and to homes on the other side of us.

Thanks for your time and consideration in this matter. Please don't hesitate to call me with anything more I can do to assist you in your decision.

Sincerely,



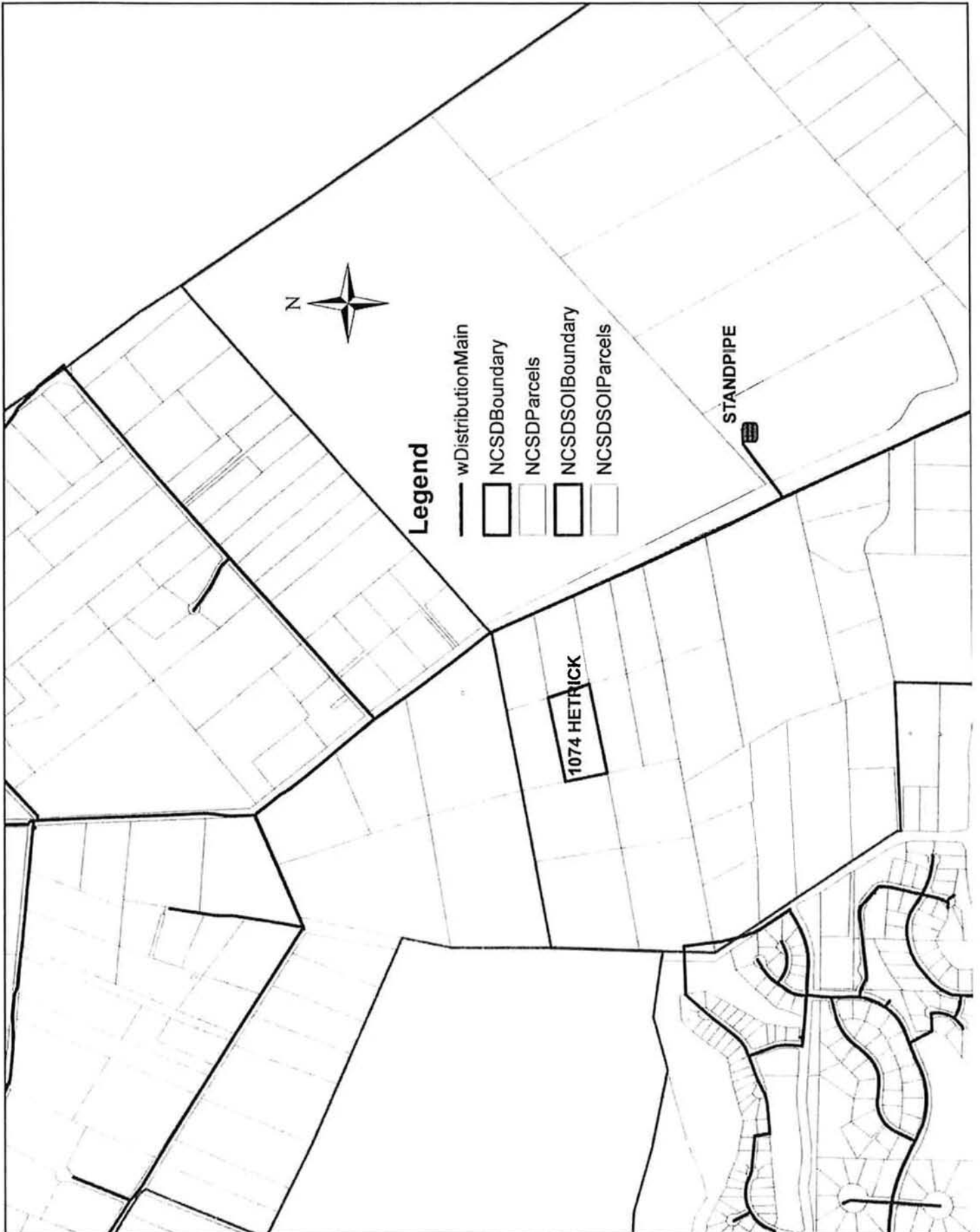
Jim Davis
Shelley Davis

RECEIVED

AUG - 4 2010

NIPOMO COMMUNITY
SERVICES DISTRICT

NCSD WATER SYSTEM



NIPOMO COMMUNITY

BOARD MEMBERS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
MICHAEL WINN, DIRECTOR
ED EBY, DIRECTOR
WILLIAM J. NELSON, DIRECTOR



SERVICES DISTRICT

STAFF

DON SPAGNOLO, P.E., GENERAL MANAGER
LISA BOGNUDA, ASST. GEN. MGR./FINANCE DIR.
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, P.E., DISTRICT ENGINEER

148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932 Website address: ncsd.ca.gov

August 26, 2010

Jim and Shelley Davis
1074 Hetrick Road
Arroyo Grande, CA 93420

SUBJECT: REQUEST FOR WATER SERVICE - APN 091-131-049
1074 HETRICK ROAD, ARROYO GRANDE, CA

Dear Mr. and Mrs. Davis:

Thank you for your letter inquiring about water service to your parcel. The parcel is not within the boundaries of the Nipomo Community Services District. Based on the current District policy, water service from the Nipomo Community Services District is not readily available to the parcel.

However, the District Board does have discretion to make findings in cases of hardship to provide water service via an Outside User Agreement. Based on current District policy, you would be responsible for all District costs related to processing your request through the District. If the District Board approved an Outside User Agreement, the agreement would subsequently also have to be approved by the Local Agency Formation Commission (LAFCO). You would also be responsible for all LAFCO costs related processing your request.

If the Outside User Agreement was approved by both the District and LAFCO, you would be responsible for the current District connection costs including the \$13,000 Summit Station Assessment District In Lieu Fee, the current Water Capacity Charge of \$3192, the current Supplemental Water Capacity Charge of \$14,160, the current meter fee of \$275 and the District's current account fee of \$10. These costs are based on a 1 inch meter and are subject to change based on Board action. In addition, you would need to have a licensed contractor install a water service in accordance with District standards between the District's water line in Hetrick Road and the western right-of-way line of Hetrick Road.

If you have any questions or need additional information, please contact Peter Sevcik, District Engineer, at 929-1133.

Very truly yours,

NIPOMO COMMUNITY SERVICES DISTRICT

Don Spagnolo, P.E.
General Manager

September 9, 2010

Jim Davis
1074 Hetrick Road
Arroyo Grande, CA 93420
(805) 704-7433 (cell)
(805) 547-2318 (work)


RECEIVED
SEP 13 2010
NIPOMO COMMUNITY
SERVICES DISTRICT

Peter Sevcik,
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Dear Peter,

We would like to proceed with the Outside User Agreement as necessary in order to receive District water. Thank you for your assistance in this matter.

Sincerely,



Jim Davis

Nipomo Community Service District Code, California, Code of Ordinances >> Title 3 - WATER SERVICE SYSTEM >> Chapter 3.16 - WATER SERVICE OUTSIDE DISTRICT >>

Chapter 3.16 - WATER SERVICE OUTSIDE DISTRICT

Sections:

3.16.010 - When allowed.

3.16.020 - Rates/Conditions.

| 3.16.010 - When allowed.

It is the general policy of the district that district water service is limited to parcels within the district boundaries. The district board of directors may authorize water service to parcels outside the district boundaries upon a finding that:

A.

There exists an extreme hardship and there is excess capacity within the district system to serve such parcel; or

B.

There is a benefit to the district or the community, such as the applicant providing the district with a water resource.

(Ord. 98-87 22 (part), 1998; Ord. 16 2, 1973)

| 3.16.020 - Rates/Conditions.

The water usage rates and conditions for district water services outside the district boundaries shall be determined by resolution of the board of directors.

(Ord. 98-87 22 (part), 1998; Res. 163, 1980)

TO: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER

FROM: PETER V. SEVCIK, P.E. *P.V.S.*
DIRECTOR OF ENGINEERING
AND OPERATIONS

DATE: JULY 18, 2013

**AGENDA ITEM
E-5
JULY 24, 2013**

**AUTHORIZATION TO PURCHASE
REPLACEMENT GENERATOR FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY**

ITEM

Consider authorizing purchase of replacement generator for the Southland Wastewater Treatment Facility [RECOMMEND AUTHORIZE STAFF TO PURCHASE REPLACEMENT GENERATOR FROM QUINN POWER SYSTEMS AT A COST OF \$114,732].

BACKGROUND

The District's FY 2013-2014 budget allocated funding for the purchase of a replacement generator for the Southland Wastewater Treatment Facility (WWTF). The new generator will replace a 1999 300 kW Caterpillar generator. The existing generator meets Tier 0 EPA emission criteria, not current Tier 3 EPA emission criteria, and is undersized to power the upgraded Southland WWTF.

The District is a member of the National Joint Powers Alliance (NJPA), a national government purchasing cooperative, which provides the District the opportunity to purchase through nationally bid contracts. The District has purchased several generators over the last few years through a NJPA vendor at a considerable cost savings to the District. The current NJPA generator vendor is Caterpillar Corporation. The local representative is Quinn Power Systems.

District staff solicited a proposal from Quinn Power Systems for a 400 kW generator based on the size recommendation contained in the Southland WWTF Master Plan. Quinn provided a NJPA quote for the generator of \$114,732. Staff anticipates that some additional cost will be required for constructing a foundation for the stationary generator at the new electrical building at the Southland WWTF and wiring the generator to the new electrical control room.

FISCAL IMPACT

Funding in the amount of \$250,000 was allocated in the FY 2013-2014 District budget for a replacement generator for the Southland WWTF. Staff anticipates that total project cost, including the purchase of the generator, construction of the required foundation and related wiring, will be considerably less than the budgeted cost.

STRATEGIC PLAN

Strategic Plan Goal 2.2 – Upgrade and Maintain Collection and Treatment Works
Strategic Plan Goal 2.5 – Comply with State and Federal Regulations and Mandates

RECOMMENDATION

Staff requests Board approval to purchase a new replacement generator for the Southland WWTF from Quinn Power Systems in the amount of \$114,732.

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2013\130724 SOUTHLAND WWTF REPLACEMENT GENERATOR.docx

TO: BOARD OF DIRECTORS
FROM: MICHAEL LEBRUN
GENERAL MANAGER *ML*
DATE: JULY 19, 2013

**AGENDA ITEM
E-6
JULY 24, 2013**

**CALIFORNIA SPECIAL DISTRICT ASSOCIATION 2013 BOARD
ELECTION BALLOT**

ITEM

Consider the individuals nominated to fill the California Special District Association (CSDA) Board of Directors Seat B Region 4 [RECOMMEND REVIEW BALLOT AND BY MOTION AND ROLL CALL VOTE, DIRECT STAFF TO VOTE BOARD CANDIDATE IF ONE IS CHOSEN]

BACKGROUND

CSDA Board of Directors is comprised of eighteen Directors representing six Regions across California. NCSD is within Region 4, Central Valley. Five individuals have been nominated to fill Region 4, Seat B on the CSDA Board of Directors.

Candidate statements, a copy of the official Ballot, and Ballot Information are attached. Your Board may vote for one candidate.

Your Board's completed Ballot must be returned by August 2, 2013.

FISCAL IMPACT

None

RECOMMENDATION

Review Ballot and by motion and roll call vote, direct staff to file completed ballot with CSDA no later than August 2, 2013.

ATTACHMENTS

- A. CSDA Ballot Materials and Information
- B. Candidate Statements

JULY 24, 2013

ITEM E-6

ATTACHMENT A



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

JUN 10 2013

NIPOMO COMMUNITY
SERVICES DISTRICT

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2013 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2012 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csgda.net with any questions.

Board of Directors



CSDA is governed by a 18-member Board of Directors elected by mail ballots. The Board consists of three directors from each of the six regions throughout California. The Board meets bimonthly in Sacramento to guide the Association's legislative and member benefit programs.

Executive Committee

President - Stanley Caldwell, Mt. View Sanitary District

Vice President - Pete Kampa, Tuolumne Utilities District

Secretary - Noelle Mattock, El Dorado Hills Community Services District

Treasurer - Ginger Root, Country Club Sanitary District

Past President - Jo MacKenzie, Vista Irrigation District

Region 1/North

David Edwards

East Quincy Services District

Greg Orsini

McKinleyville Community Services District

Phil Schoefer

Western Shasta Resource Conservation District

Region 2/North Central

Noelle Mattock

El Dorado Hills Community Services District

Ginger Root

Country Club Sanitary District

Pete Kampa

Tuolumne Utilities District

Region 3/Bay Coastal

Sherry Sterrett

Pleasant Hill Recreation and Park District

Stanley Caldwell

Mt. View Sanitary District

Vincent Ferrante

Moss Landing Harbor District

Region 4/Central Valley

Steven Esselman

North of the River Municipal Water District

Tim Ruiz

East Niles Community Services District

Steve Perez

Rosamond Community Services District

Region 5/South Central

Elaine Freeman

Rancho Simi Recreation and Park District

Kathy Tiegs

Cucamonga Valley Water District

Jim Acosta

Saticoy Sanitary District

Region 6/South

Jo MacKenzie

Vista Irrigation District

William Nelson

Orange County Cemetery District

Elaine Sullivan

Leucadia Wastewater District



REGION FOUR

●
*Seat B - term
ends 2017*

**CSDA BOARD OF DIRECTORS
ELECTION 2013**
*All Fields Must Be Completed for ballot to be counted.
(Please vote for only one.)*

- Tim Ruiz***
East Niles Community Services District
- Craig Baltimore**
Los Osos Community Services District
- Robert Blair**
Nipomo Community Services District
- Felma Hurdle**
Oceano Community Services District
- Amanda Rice**
Cambria Community Services District * incumbent

Signature: _____ Date: _____
Member District: _____

Must be received by 5pm, August 2, 2013. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

JULY 24, 2013

ITEM E-6

ATTACHMENT B

Hello!

My Name is Dr. Robert L. [Bob] Blair,



I am one of the four candidates running for seat "B" in Region #4 of the California Special Districts Association.

Why should you elect me over the other three aspiring CSDA Candidates?

1. I have prior experience. I was appointed to this position from 2002 until 2004 by CSDA and served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco. [UCSF] & an AA degree from San Francisco City College & hold two valid Pharmacy licenses for California & Nevada.
3. My personal business the "E Bar B Ranch & Rentals" is very successful and has even made money in this down economy. I thoroughly understand finance & the use of money.
4. I have been married to my wife Eileen for over 50 years and we have three very successful adult children: Lisa, Lodene & James.
5. I have served on the NCSB board from 1994 to 2004 and with encouragement from our local 4th District Supervisor [Paul Teixeira] and a number of local citizens; I ran a successful campaign and returned to the NCSB board by a large majority in 2012 for 4 more years.
6. I have a good longtime personal relationship with our current 35th District Assemblyman [Katcho Achadjian] since we both ran for local office in San Luis Obispo County in 1994.
7. I never missed a meeting when I represented CSDA District # 4 in 2002 to 2004 and will give you 100% of my time, if you give me your Vote in this coming election.
8. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all of the people of Special Districts Region #4

Please put "Dr. Bob back on the job". Thank you.

Sincerely,
Dr. Robert L. [Bob] Blair

Director Nipomo Community Service District
Active member of the San Luis Obispo Sheriff Advisory Council

Tim Ruiz Campaign Statement for CSDA Board of Directors, Region 4

Hello, my name is Tim Ruiz, and I currently serve as CSDA Director for Region 4 and respectfully ask for your support and district board's vote for another term as director. I am also the General Manager for the East Niles Community Services District, having been in this position for ten years managing a public water and sewer system that serves about 7,600 connections in the unincorporated areas of east Bakersfield. My education includes a B.S. in Civil Engineering from Cal Poly San Luis Obispo. I am also a licensed civil engineer and certified Water Distribution and Water Treatment operator.

I have participated in other organizations such as serving as President of the American Society of Civil Engineers, South San Joaquin Branch; serving as a current member of the Urban Bakersfield Advisory Committee for Improvement District No. 4 of the Kern County Water Agency; and serving as a current member of the Cross Valley Canal Advisory Committee. During my time with CSDA, I have also served on the Fiscal and Audit committees overseeing CSDA's finances.

Prior to my current occupation, I was an engineering consultant working on various water and sewer infrastructure projects. This experience provided valuable insight to the needs of various special districts and an understanding of the challenges these districts encounter. I understand the issues facing special districts; particularly the concerns about having enough revenues to provide the service(s) to our constituents ranging from water and sewer service, to flood control and mosquito abatement. I am a believer in local government control, and with continuing education programs for boards and management of all special districts, I am confident that special districts will be important and viable for the future.

I thank you for the opportunity to serve another term as director and ask for your District's vote.



California Special Districts Association's (CSDA) Board of Directors
Region 4 (Seat B)
Candidate Statement – Craig Baltimore, PhD, SE
June 2013

My name is Craig Baltimore and I am running to represent you as a Director on the CSDA Board. As a full professor at Cal Poly, in San Luis Obispo I have the time and flexibility required to commit to the Director position.

I have previous experience in leadership and policy making. Some of the experience includes

- Director on the Board of Directors for The Masonry Society. The Masonry Society develops international and national building codes for masonry structures.
- Member of the Technical Activity Committee (TAC) for The Masonry Society. The TAC is responsible for oversight of all documents The Masonry Society publishes.
- Chair of various committees within The Masonry Society.
- Leadership and membership of various committees and council within the University (e.g. Chair of Deans Leadership Council on Master Programs, Authored University procedures for Fairness Board)
- On the Cal Poly campus, I regularly work within diverse committees for the good of the University. Most recently I finished my tenure as Chair of the Fairness Board. The Fairness Board works under the Provost and it is an instrument for the students' voices to be heard.

Self governance is a cornerstone of the American system and I would work to preserve and enhance self governance of CSDs. An example of this work would include limiting (and trying to eliminate) unfunded mandates. In addition, policy can be made with a "one size fits all" mentality and such an approach is rarely the most effective. I work to maintain and develop policy that recognizes the varied characteristics the different regions.

I ask for your vote and support in the coming election.

Craig V. Baltimore, Ph.D., S.E.

Amanda C Rice

Candidate for CSDA Board

OVERVIEW: Cambria resident for 12 years. Served on local advisory council (advising our County Supervisor) before being elected to Cambria CSD. Regularly follow developing legislation and policies at the local, County and State levels. As a consultant for small businesses, my schedule is flexible enough to allow me to be available for service on the Board.

SKILL SET AND STRENGTHS:

Quick, agile learner
Articulate, Confident, Intelligent
Computer savvy, including data management
Strong Technical Writing skills

My philosophical take on leadership (What you can count on if you vote for me for the CSDA Board)

We will still need many of the qualities we seek now, like intelligence, focus, knowledge, initiative, loyalty, the ability to communicate and -- now more than ever -- optimism. But those qualities are not enough. We will need leaders at all levels who excel at:

- **Asking questions and listening**, rather than just knowing answers and telling people what to do.
- **Fostering innovation**, which means courageously taking risks
- **Steering**, which means defining results and parameters, prioritizing, marshalling resources and supporting those doing the work by busting barriers and defending their efforts.
- **Gathering and nurturing** networks of governments, businesses and nonprofits who collectively can deliver more public value with fewer tax dollars. Today, we can leverage even more networking potential through social media and civic entrepreneurship.
- **Influencing others** more than relying on positional authority to get things done.
- **Investing in change**, even when many lament that "we have no money."
- **Facilitating and mediating** the players in this emerging and messy post-bureaucratic world.

Contact: directorrice.ccsd@gmail.com
805-909-0814

Please call me if you want to know more about me.

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: JULY 19, 2013

**AGENDA ITEM
E-7
JULY 24, 2013**

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF
DIRECTORS ELECTION**

ITEM

Consider ballot for Special District Risk Management Authority (SDRMA) Board of Directors candidates [RECOMMEND REVIEW BALLOT AND BY MOTION AND ROLL CALL VOTE, ADOPT RESOLUTION VOTING BOARD CANDIDATE(S) IF ONE OR MORE IS CHOSEN]

BACKGROUND

SDRMA is governed by a seven member Board of Directors. Every two years, SDRMA conducts elections to fill the seats of those elected four years previously. This year, there are four seats available and seven candidates, including three incumbents. Your Honorable Board can vote for up to four candidates.

The four-year terms of the new Directors will begin on January 1, 2014 and terminate on December 31, 2017. Statements of Qualifications for each of the seven candidates and the official Ballot Resolution are attached.

Your Board's approved election resolution with completed ballot must be returned to SDRMA no later than 5 PM on August 27, 2013.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board first agree on the names of up to four candidates to vote for and then adopt the attached resolution as amended to advance the selected candidates.

ATTACHMENTS

- A. Official Ballot Resolution
- B. Statements of Qualifications

JULY 24, 2013

ITEM E-7

ATTACHMENT A

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Nipomo Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, 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, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Nipomo Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT) Director, Cambria Community Services District
MIKE SCHEAFER Director/Vice President, Costa Mesa Sanitary District
JOHN WOOLLEY Director/Finance Officer, Manila Community Services District
TIM UNRUH District Manager, Kern County Cemetery District No. 1
JEAN BRACY (INCUMBENT) Director of Administrative Services, Mojave Desert Air Quality Management District
DENNIS MAYO Director/President, McKinleyville Community Services District
DAVID ARANDA (INCUMBENT) General Manager, North of the River Municipal Water District

ADOPTED this ___ day of ___, 2013 by the Nipomo Community Services District by the following roll call votes listed by name:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST:

APPROVED:

JULY 24, 2013

ITEM E-7

ATTACHMENT B

**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.

Nominee/Candidate	Muril N. Clift
District/Agency	Cambria Community Services District
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428
Work Phone	805- 927-6223
Home Phone	805- 927-7124

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

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

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)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**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)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

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

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

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 4/15/2013

**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.

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St., Costa Mesa, CA 92626

Work Phone 714 435-0300

Home Phone 714 549-4961

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

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

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)

I have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

**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)**

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me at the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

I continue to be the "go to guy" for risk management advice for various local and state groups.

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

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

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 _____

4/15/13

**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.

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

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

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

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)

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.

**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)**

From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

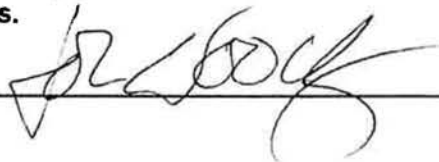
What is your overall vision for SDRMA? (Response Required)

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members assets.

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

4/23/13

**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.

Nominee/Candidate Timothy W. Unruh
District/Agency Kern County Cemetery District No. 1
Work Address 18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263
Work Phone (661) 746-3921 Home Phone (661) 332-3252

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

This is an opportunity to give back to the members of SDRMA; I am especially interested in keeping a small district influence on the board. It is important to maintain a balanced perspective for the decisions that impact all the members of SDRMA.

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)

I have been the District Manager for the Kern County Cemetery District for 26 years. I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo representation for special districts; Kern County Association of Public Cemeteries; 10 years on local school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3 years as a Director, one year as Legislation Committee Chair. While on CSDA I met with SDRMA in various joint meetings in an effort to help both organizations in their work together. California Association of Public Cemeteries-on board 10 years, past president and currently as legislation committee chair.

**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)**

Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

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

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

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 4-22-2013

**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.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

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

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**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?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

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 John Brady Date February 12, 2013

**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.

Nominee/Candidate Dennis Mayo

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

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

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

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)

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

**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)**

I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "i's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

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

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

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

5.2.13

**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)**

Experience and "thinking outside the box".

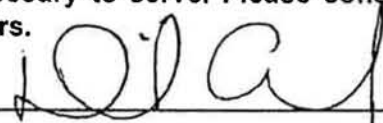
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

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

4-22-13