

**Minutes of the Regular Meeting of the Board of Directors  
February 21, 2019  
4:00 pm – 6:00 pm  
Location: RCD Office**

Directors present: Neal Kramer, TJ Glauthier, Jim Reynolds, Barbara Kossy

RCD staff present: Kellyx Nelson, Lau Hodges, Jarrad Fisher

NRCS staff present: Jim Howard, Drew Mathers

Guests: Adrienne Etherton, Ron Sturgeon

**1. Call to Order**

Meeting was called to order at 4:01 p.m.

**3. Introduction of Guests and Staff**

- All in attendance introduced themselves.
- Etherton was previously the Executive Director of Sustainable San Mateo County and currently works on sustainability issues for City of Brisbane.
- Mathers was introduced by Howard as the new NRCS Soil Conservationist.

**2. Approval Agenda**

Kramer moved to approve the agenda, Reynolds seconded. Motion passed unanimously.

**4. Public Comment**

No public comment

**5. Consent Agenda**

- Glauthier pulled item 5.3 for discussion
- Reynolds moved to approve the consent agenda, Kramer seconded. Motion passed unanimously.

**6. Regular Agenda**

**5.3 (moved from consent) Letter dated January 24, 2019 from Special Districts Risk Management Authority (SDRMA) regarding the Notification of Nominations for the 2019 Election of SDRMA Board of Directors.**

Glauthier encourage Directors to apply for a seat on the SDRMA Board. He explained that the SDRMA Board met 7 times a year in Sacramento, travel expenses were covered and SDRMA would be accepting applications until May 1, 2019.

**6.1 Executive Director's report**

- The RCD was awarded a \$43K urban farming grant from the National Association of Conservation Districts (NACD) to provide technical assistance to urban farms and gardens and to create a guide book about starting urban farms in San Mateo County. Partnership with UC Cooperative Extension.

- Nelson encouraged Directors to reach out to constituents and invite them to the April Board Meeting's in-depth study session about the RCD's Water Quality Program. [NOTE: This item has been deferred to a later date.]
- Working with UC Elkus Ranch on manure management, collaborative workshops and a carbon farm plan.
- Partner to Midpeninsula Regional Open Space District's Climate Action Plan and San Mateo County's Climate Action Plan.
- Patagonia funded the RCD's partnership with the Carbon Cycle Institute (CCI), with the aim of mentoring the Santa Cruz RCD on carbon farm planning.
- Adria Arko, the RCD's Program Specialist and Agricultural Ombudsman, serving on the steering committee for the San Mateo County Food Systems Alliance.
- Posting five open positions:
  - Conservation Project Manager to work with the Habitat Enhancement Team
  - Water Quality Program Coordinator to work with the Water Quality Team
  - Conservation Project Coordinator to work on Climate and Agriculture projects
  - Work on wild fire resiliency projects
  - Maybe a Geographic Information Systems (GIS) expert to work across all the RCD teams
- Santa Cruz Mountains Stewardship Network deliverables starting to materialize:
  - Network Atlas Project, a GIS map for the entire biological region (at a regional scale) including demographics and trails, is underway;
  - Permitting has become a conversation at the state level;
  - Invasive Species Team;
  - Climate modeling;
  - Regional trail planning working towards trail connectivity and maximizing user needs;
  - Noticeably stronger relationships with several partners including MROSD, Peninsula Open Space Trust and the Amah Mutsun Land Trust (AML/T).
- The first season of vegetation removal (hundreds of Douglas firs) was successfully completed in Quiroste Valley. The RCD had built relationships with the AML/T Youth Stewards and hoped to employ them as biological monitors on future projects.
- Phase Two of the Butano Channel Reconnection and Resiliency Project was scheduled to start in March 2019 and would entail knocking down tule reeds to prevent birds from nesting; California State Parks would preform the work with cbec eco engineering's oversight.
  - Bringing a CEQA addendum regarding longevity measures to the Board in April.
- Completed hedgerow projects at Pescadero Elementary School, Sweet Farms and Vida Verde.
- County expressed how impressed they were with the work performed on Old Haul Road. Next phase of work in development.
- Contractors installed erosion control measures on the Butano Farm Pond.

## 6.2 Directors' reports

- Kramer reported he had contracted with Golden Gate Parks Nature Conservancy (GGNPC) to lead a field team on San Mateo County's vegetation mapping project.

GGNPC had partnered with the RCD and several other agencies on the project. Kramer noted that the RCD's ability to get on privately owned land was hugely important to the success of the project.

- Nelson added that since the RCD is a fiscal sponsor of the project Kramer cannot receive money from the RCD for his work and would need to recuse himself from future Board motions regarding the project.
- Kossy reported on the following:
  - The State of California has refunded Weed Management Areas (WMAs) via County Agricultural Departments. The San Mateo County Agricultural Commissioner, Fred Crowder, said they would be earmarking the money for vegetation mapping.
  - She is looking forward to the San Mateo County tree ordinance effort which she felt the mapping would help.
  - A Green-tailed Towhee had been spotted in Moss Beach and birders were flocking to her neighborhood.
- Reynolds reported on the following:
  - Pescadero had been flooded with the recent rains and Pescadero Creek Road had been impassable for ten days.
  - A bald eagle had been spotted over Butano Creek.
  - Reynolds spoke with the artist community of Pescadero about doing a plein air exhibit about the reconnection of the Butano March; Glauthier reminded the group that this was an idea that had come up at the California Association of RCDs (CARCD) conference in November 2018, as a way of fostering community interest via beauty. Reynolds noted the Napa RCD had done an artist exhibit around a project before.
- Glauthier reported on the following:
  - Glauthier met with Nelson, Hodges and Ryan Charland, the RCD's Accountant, regarding formatting financial statements to make them more transparent. He noted that most of the changes would occur in the next fiscal year when a planned update on the chart of accounts was scheduled.
  - Glauthier worked with Karen Buhr, Executive Director of CARCD, and state lobbyists to collect information to present on prompt payment issues and how they affect RCDs. Nelson explained that grants, which build many ponds, hold 10% retention until the end of the grant instead of releasing the retention upon the completion of each pond. Nelson stated that she was working to secure one funder to loan the RCD \$500K to bridge the payment gaps in the meantime; smaller, local contractors were unable to bid on RCD projects because of the payment gaps. Sturgeon asks what the benefit was of retention; Nelson explained it was similar to a bond and was a prevention measure to keep the RCD from walking away from a project.
  - Fisher presented the attached document explaining the funding breakdown for the RCDs Water for Farms, Fish and People Program.

### **6.3 Board will consider contractor selection for Huckleberry Flat Pipeline Project at memorial County Park.**

- Kramer moved to contract with Express Plumbing to replace the Huckleberry Flat Pipeline; Reynolds seconded. Motion passed unanimously.

#### **5.4 Board development activity from CompassPoint Nonprofit Services Communications Institute.**

- Nelson introduced a communications seminar she had taken at CompassPoint Nonprofit Services and led the group in two branding, brainstorming exercises:
  - What the RCD brings to the potluck
  - What is the RCD's special sauce?

#### **8. Adjourn Meeting**

Meeting adjourned at 6:01 p.m.

**Regular Meeting of the Board of Directors****February 21, 2019****4:00 pm – 6:00 pm****Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019**

<b>1. Call to Order</b>
<b>2. Approval of Agenda</b>
<b>3. Introduction of Guests and Staff</b>
<b>4. Public Comment-</b> The Board will hear comments on items that are not on the agenda. The Board cannot act on an item unless it is an emergency as defined under Government Code Sec. 54954.2.
<b>5. Consent Agenda</b> The Board of Directors approves: <b>5.1.</b> January 17, 2019 Draft Regular Meeting Minutes <b>5.2.</b> January 2019 Draft Financial Statements The Board of Directors receives into record: <b>5.3.</b> Letter dated January 24, 2019 from Special Districts Risk Management Authority (SDMRA) regarding the Notification of Nominations for the 2019 Election of SDRMA Board of Directors
<b>6. Regular Agenda</b> <b>6.1.</b> Executive Director's report <b>6.2.</b> Directors' reports <b>6.3.</b> Board will consider contractor selection for Huckleberry Flat Pipeline Project at Memorial County Park. <b>6.4.</b> Board development activity from CompassPoint Nonprofit Services Communications Institute.
<b>7. Adjourn Meeting</b> The next Regular Meeting of the Board of Directors will be March 21, 2019.

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.*

## Balance Sheet

As of January 31, 2019

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1030 · Checking Account (5269)	1,984,761.34
1031 · Restricted State Funds (5012) (Butano Channel)	2,935.84
1032 · Operating Reserve (0202)	148,731.83
Total Checking/Savings	2,136,429.01
Accounts Receivable	
1200 · Accounts Receivable	2,946,248.15
Total Accounts Receivable	2,946,248.15
Total Current Assets	5,082,677.16
<b>TOTAL ASSETS</b>	<b>5,082,677.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	1,668,393.44
Total Accounts Payable	1,668,393.44
Credit Cards	3,306.04
Other Current Liabilities	
2300 · Accrued Time Off	47,111.74
2400 · Deferred Revenue	
2405 · Bonde Weir	6,081.36
2410 · Santa Cruz Mountain Stewardship	441,136.13
2415 · SAM First Flush	6,287.92
2420 · MROSD (Event Center Fisheries Enhancement Grant (Driscoll Ranch))	30,000.00
2425 · Randtron Antenna	3,424.32
2430 · PG&E	1,020,000.00
2431 · PGE Project Development	20,000.00
2435 · Cloverdale Ponds	75,132.38
2440 · SMC Support Installments	62,500.00
2445 · SMC Old Haul Road Phase 1	13,403.68
2450 · Butano Channel State Funds (HE-BC-STATE)	220,096.77
2460 · SMC Ag Ombudsman	26,570.38
2470 · SVCF - Carbon Farm Planning	20,000.00
2400 · Deferred Revenue - Other	36,428.00
Total 2400 · Deferred Revenue	1,981,060.94
Total Other Current Liabilities	2,028,172.68
Total Current Liabilities	3,699,872.16
Long Term Liabilities	
2500 · Recoverable Grants	200,000.00
Total Long Term Liabilities	200,000.00
Total Liabilities	3,899,872.16
Equity	
3500 · Net Assets	1,177,083.16
3999 · SUSPENSE	42.55
Net Income	5,679.29
Total Equity	1,182,805.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,082,677.16</b>

**San Mateo Resource Conservation District**  
**Profit & Loss**  
July 2018 through January 2019

	<u>Jul '18 - Jan 19</u>
Ordinary Income/Expense	
Income	
Contracts	4,699,591.84
Donations	
Annual Appeal Donation	18,245.07
Donations - Other	15,064.00
Total Donations	<u>33,309.07</u>
Interest	1,372.64
Property Tax	74,677.99
Total Income	<u>4,808,951.54</u>
Gross Profit	4,808,951.54
Expense	
Communications	5,093.90
Equipment	4,624.15
Membership-Dues-Subscriptions	1,044.00
Organizational	41,337.85
Personnel	534,130.76
Professional Development	3,998.00
Rent	31,549.80
Software	2,218.28
Supplies	674.37
Travel-Meals-Meetings	5,257.27
Project Implementation	4,173,343.87
Total Expense	<u>4,803,272.25</u>
Net Ordinary Income	<u>5,679.29</u>
Net Income	<u><u>5,679.29</u></u>

**Notification of Nominations – 2019 Election  
SDRMA Board of Directors**

January 24, 2019

Mr. TJ Glauthier  
Board President  
San Mateo County Resource Conservation District  
625 Miramontes Street, Suite 103  
Half Moon Bay, California 94019-1942

Dear Mr. Glauthier:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:

*From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.*

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority



Laura S. Gill  
Chief Executive Officer



# 2019 Nomination Packet Checklist

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## **SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES**

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

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

- \_\_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_\_ **Attachment Two:**     **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_\_ **Attachment Three:**     **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_\_ **Attachment Four:**     **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_\_ **Attachment Five:**     **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

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

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

## SDRMA BOARD OF DIRECTORS FACT SHEET

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

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

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

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

**SDRMA BOARD OF DIRECTORS  
2019 NOMINATION/ELECTION SCHEDULE**



# 2019 Nomination/Election Schedule



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

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**SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2017-10**

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

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

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

**1.0. Election Schedule**

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

**2.0. Election Committee**

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

**3.0. Member Notification of Election**

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



#### 4.0. Qualifications

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

#### 5.0. Nominating Procedure

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



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

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

#### 6.0. Terms of Directors

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

#### 7.0. Campaigning

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

#### 8.0. Limitations on Campaigning

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

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

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

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

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

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

#### 9.0. Balloting

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





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

#### 10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.  
  
PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.



11.0. Director Vacancy

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

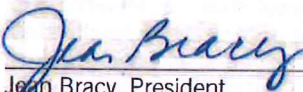
- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date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

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


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

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

APPROVED:

  
Jean Bracy, President  
Board of Directors

ATTEST:

  
Gregory S. Hall, ARM  
Chief Executive Officer

**SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

[AGENCY NAME]

RESOLUTION NO.

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

AS A

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED:**

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

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

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

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

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

\_\_\_\_\_  
President – Governing Body

\_\_\_\_\_  
Secretary

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)



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

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

Candidate\* \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

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

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**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)**

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## Memorandum

Date: February 21, 2019  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation to contract with Express Plumbing for the Huckleberry Flat Pipeline Project at Memorial County Park

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### Recommendation

RCD staff recommends contracting with Express Plumbing to construct the Huckleberry Flat Pipeline Project for \$226,050.

The project aims to replace an outdated pipeline in Memorial Park which connects the Huckleberry Flat campground, nearby fire station, and parks facilities to the Memorial Park water system. This will help improve water security for the park and minimize the chance of catastrophic leaks that would affect streamflow for threatened and endangered steelhead trout and coho salmon. The project is funded by San Mateo County and the CA Department of Water Resources through the Integrated Regional Water Management Plan.

A Request for Bids (RFB) was distributed to four qualified firms and posted on the RCD's website on January 30, 2019. Two contracting firms attended a pre-bid tour on February 7, 2019. One firm submitted a bid (Express Plumbing), which was reviewed by RCD staff members, representatives from San Mateo County Parks, and the project engineer.

RCD staff recommends Express Plumbing because:

- Express Plumbing's construction approach is consistent with the reviewers' expectations and understanding of the site.
- RCD staff checked Express Plumbing's references and received reports of outstanding work.
- Express Plumbing's bid is within the amount the RCD had budgeted for the project.

## Location

