



Budget and Administration Committee

Tuesday, June 4, 2019

7:00 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair (vacant),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. 3rd Draft FY 2019/20 Preliminary Budget** (J. Ritzman, V. Neibauer)
- 2. Grant Writer Information – Grant Opportunities for the District** (J. Ritzman)
- 3. SDRMA Elections** (J. Ritzman)

4. **El Dorado Disposal/Waste Connections Performance Reports** (informational)

5. **Items for July & Future Committee Meetings**

- *Proposed Legislation – ACA 1 (J. Ritzman)*

6. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

- *Please Note: Staff expects to update the agenda packet with additional information on Monday.*



Budget and Administration Committee
Wednesday, May 22, 2019
6:00 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Margaret Mohr (MM),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:00pm

ROLL CALL - MS (Holly Morrison, alternate, arrived late at 7:28pm)

ADOPTION OF AGENDA - MS

APPROVAL OF CONFORMED AGENDA – Move to Board

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

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DEPARTMENT MATTERS

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1. 2nd Draft FY 2019/20 Preliminary Budget (J. Ritzman, V. Neibauer)

- Discussed 2nd Draft FY 2019/20 Preliminary Budget;

2. Items for June & Future Committee Meetings

- 3rd Draft FY 2019/20 Preliminary Budget

- Proposed Legislation – ACA 1 (J. Ritzman)

3. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – *8:00pm*



Cameron Park
Community Services District

Agenda Transmittal

DATE: June 4, 2019

FROM: Jill Ritzman

AGENDA ITEM #2: GRANT OPPORTUNITIES FOR CAMERON PARK COMMUNITY SERVICES DISTRICT

RECOMMENDED ACTION: REVIEW & DISCUSS

BUDGET ACCOUNT:	5420 PROFESSIONAL SERVICES
BUDGET IMPACT:	\$26,000 Proposed in FY 2019-20 Preliminary Budget

Introduction

In response to interest expressed by the Budget and Administration Committee, staff included a \$26,000 allocation for a grant writer in the upcoming Fiscal Year 2019-20 Preliminary Budget. In addition, staff sought information regarding grant opportunities and a possible return on investment.

Discussion

The attached report was provided by an experienced grant writer, Kristina Kazer, specifically for the Cameron Park Community Services District (District). This report outlines grant opportunities for the District. In April, staff met with Ms. Kazer to provide an overview of the District's operations, assets, and planning documents for both Fire & Emergency Services and Parks & Recreation. The following points were stressed given the current status of the District's budget:

- Maintaining and improving current assets is more important than providing new, expanded amenities;
- Preferable to have improvements to existing assets which would lower the cost of maintenance;
- If a new asset is constructed or acquired, the District must have the ability to offset the cost of maintenance with user fees.

Staff reviewed the attached report and provide the following comments:

- Most of the grants highlighted seem viable opportunities for the District;
- Item 3: Regional Park Program & Item 11: Recreational Trails Program – may not be applicable because District greenways and space for trails has a local not regional impact, unless a partnership could be formed connecting trails to the County’s planned system. Future trail maintenance costs to the District must be identified.
- Item 10: Non-Motorized Boat Launch – may be a way to replace the current dock system for launching boats at Cameron Park Lake with a cement slab.

A grant writer will need approximately 40 hours to complete an application for a grant, depending upon the nature of the grant and level of detail available for the proposed project. An application typically requires a community profile; population data; project plans, specifications, and budget; other funding sources; outline of possible environmental impacts; demonstrated ability of District to maintain asset into the future; consistency with local zoning and master plans; identified community need and the project’s benefits. Site visits and meetings with funders are also required if the project is being considered. A contract is executed between grantor and recipient. A grant writer is engaged in all of these steps, and can also be engaged for the duration of the project to ensure the District has met their contractual obligations for construction and accounting. At this time, there is not a District employee tasked with seeking and securing grants. If approved, the grant writer would be a contract employee reporting to the General Manager.

The Parks and Recreation Committee identified a method to prioritize park improvement project ideas. Many park improvement ideas have been generated by community organizations, sports clubs, and park users, including disc golf, new sports fields, and playground repairs. These ideas make up a list far too big to pursue all at once, and some ideas may be too costly for the District or inconsistent with the 2015 Parks and Recreation Master Plan. Having a method to prioritize projects will enable the Parks and Recreation Committee to identify high priority projects for the Board of Directors’ consideration, and eventual pursuit by a grant writer.

Conclusion

Currently, major repairs to the District’s assets are funded by the District’s General Fund, whether purchasing a fire engine or repairing roofs on park restrooms, and more specifically, the District’s property tax allocation. If grants can be secured to fund these types of projects, it will be a cost savings to the District allowing for funding to be re-directed to other needs and services.

Attachment:

2A - Possible Funding Sources for the Cameron Park Community Services District

Date: May 8, 2019
Contact: Kristina Kazer, Grants Writer
Kristina.Kazer@gmail.com
(916) 220-8495

Report: Possible Funding Sources for the Cameron Park Community Services District

1. Statewide Park Development & Community Revitalization Program

Funder: California Department of Parks and Recreation (PROP 68 Funding)

Program Summary:

This program funds acquisition and/or development projects to create new parks and new recreation opportunities in communities across California. Projects must involve development or development and acquisition to create new parks, expand existing parks or renovate an existing park. At least one recreation feature (ie. Splash pad, fishing pier, athletic fields, athletic courts, community gardens, etc.) must be created or renovated.

Grant Amount: \$200,000 - \$8,500,000

Application Deadline: 8-5-2019

Website: www.parks.ca.gov/spp

Possible Projects:

- Renovate existing parks by adding lighting for evening use
- Construct athletic courts or fields at an existing park
- Add community garden at existing park
- Add additional park amenities such as parking lots, lighting, bathrooms, and gazebos

2. Trails & Greenways Grant Program

Funder: California Natural Resources Agency

Program Summary:

This program funds projects that promote new or alternate access to parks, waterways, and outdoor recreational pursuits. Projects will align, develop, and improve non-motorized infrastructure and trails that lead to safer connectivity among parks, waterways, and natural areas. Project funds new trails or trail segments, new trail bridges, and new trailhead facilities including parking lots, restrooms, signage, and kiosks.

Grant Amount: \$0 - \$4,000,000

Application Deadline: 8-29-2019 (Final Guidelines have not yet been released)

Website: www.resources.ca.gov/grants/trailsandgreenways

Possible Projects:

- New non-motorized trails where one does not currently exist
- New trail segments to expand and connect to an existing trail or trail system

- Non-motorized bridges that continue a trail over a waterway or other physical obstacle
- New non-motorized trailhead facility including parking lot, restrooms, interpretive signage, kiosks, entry gate, planting of trees and shrubs
- Trailside features such as planting of trees and shrubs, benches, interpretive signage, way-finding/directional signage, other minor amenities

3. **Regional Park Program**

Funder: California Department of Parks & Recreation

Program Summary:

This program funds projects that create, expand, or renovate parks and parks facilities including trails, regional trail networks, and regional sports complexes.

Grant Amount: No minimum or maximum

Application Deadline: Funding Cycle opens in Spring 2019

Website: www.parks.ca.gov/rpp

Possible Projects:

- Renovate bathroom facilities
- Add sports fields to existing parks
- Add play structures or trails to existing parks
- Add lighting, parking, or access to existing parks

4. **Urban Green Infrastructure Program**

Funder: California Natural Resources Agency

Program Summary:

The program provides funding for acquiring, creating, enhancing, or expanding community parks and green spaces. Project goal is to reduce greenhouse gas emissions, incorporate green infrastructure solutions to parks to improve community ability to adapt to climate change. Develop future recreational opportunities. Enhance drought tolerance, landscape resilience and water retention. Protect and restore natural resources to provide urban recreation.

Grant Amount: No minimum or maximum

Application Deadline: 6-29-2019

Website: www.resources.ca.gov/grants/green-infrastructure

Possible Projects:

- Establish, enhance, and expand neighborhood parks and green spaces
- Tree canopy and shade trees
- Community or outdoor education gardens or orchards
- Non-motorized trails

5. **Land and Water Conservation Fund Program**

Funder: California Department of Parks and Recreation

Program Summary:

This is a state-administered local assistance program of the National Parks Service. This program funds projects that include acquisition or development of outdoor recreation areas and facilities, redevelopment of older facilities, ADA access, and planning.

Grant Amount: \$3,000,000 maximum

Application Deadline: Spring 2020

Website: www.parks.ca.gov/grants

Possible Projects:

- Add sports fields or courts to existing parks
- Add ADA access where needed
- Create a Master Plan for park upgrades/renovations throughout the district
- Add community gardens or dog parks to existing parks
- Improve access to existing parks

6. **Cultural, Community, and Natural Resources Grant Program**

Funder: California Natural Resources Agency

Program Summary:

This program provides funding for various types of projects such as science centers, Park, water, and natural resources, community, culture, and education. The goal is to enhance park, water, and natural resource values through improved recreation, tourism, and natural resource investments.

Grant Amount: No maximum or minimum

Application Deadline: December 2019

Website: www.resources.ca.gov/grants/ccnr

Possible Projects:

- Renovation or enhancement of exterior landscapes, gardens, or outdoor plazas
- Construction of ADA upgrades, parking areas, restrooms, drinking fountains etc.
- Establishment or enhancement of neighborhood parks and community spaces
- Creation or expansion of trails for recreational activities

7. **Urban Greening Grant Program**

Funder: California Natural Resources Agency

Program Summary:

This grant program funds projects that reduce greenhouse gas emissions by sequestering carbon (planting trees), transform built environment into places that are more sustainable, enjoyable, and create healthy and vibrant communities.

Grant Amount: No minimum or maximum

Application Deadline: Spring 2020

Website: www.resources.ca.gov/grants/urban-greening

Possible Projects:

- Develop undeveloped parks by including trees for shade, use green and sustainable practices to maintain upgrades
- Green streets and alleyways that improve access to parks
- Create, improve trails to reduce amount of vehicular traffic
- Establish, enhance, and expand neighborhood parks and community spaces

8. **Fire Prevention Grant Program – California Climate Investments**

Funder: CalFIRE

Program Summary:

This program aims to reduce the risk of wildland fires to habitable structures and communities while maximizing carbon sequestration in healthy wildland habitat. It includes hazardous fuel reduction, prevention education, and prevention planning.

Grant Amount: No minimum or maximum

Application Deadline: Fall 2019

Website: www.calfire.ca.gov/fire_prevention/firepreventiongrants

Possible Projects:

- Prevention planning- create wildfire risk mapping, create community wildfire protection plan, develop community evacuation plans.
- Fire Prevention Education- workshops, meetings, educational material distribution to increase knowledge and awareness of community
- Hazardous Fuel Reduction- pay contractors or staff to execute wildfire prevention plans

9. **Urban and Community Forestry Grant Program – California Climate Investments**

Funder: CalFIRE

Program Summary:

This program works to optimize the benefits of trees and related vegetation through multiple objective projects. Program requires carbon sequestration (tree planting) for greenhouse gas emissions reductions.

Grant Amount: \$150,000 to \$1,500,000

Application Deadline: Fall 2019

Website: www.calfire.ca.gov/resource_mgt/resource_mgt_urbanforestry_grants

Possible Projects:

- Tree and vegetation planting, tree site improvements to create larger better functioning sites. Adding trees for shade canopies at existing parks, along traffic corridors
- Establish tree inventory, mapping, and long term management plan

10. **Statewide Non-Motorized Boat Launching Facility Grant Program**

Funder: California Department of Boating and Waterways

Program Summary:

This program provides funds to create or improve public non-motorized boating access.

Grant Amount: \$50,000 to \$500,000

Application Deadline: Continuous

Website: www.dbw.ca.gov/funding

Possible Projects:

-Construction of small hand-launched boat ramps, small parking lots, restrooms at Cameron Park Lake

11. **Recreational Trails Program**

Funder: California Department of Parks and Recreation

Program Summary:

This is a state-administered assistance program of the US Department of Transportation.

It provides funds to develop and maintain recreational trails and trails-related facilities for motorized and non-motorized recreational trail uses.

Grant Amount: No minimum or maximum

Application Deadline: 2020

Website: www.parks.ca.gov/grants

Possible Projects:

-New non-motorized trails where one does not currently exist
-New trail segments to expand and connect to an existing trail or trail system
-Non-motorized bridges that continue a trail over a waterway or other physical obstacle
-New non-motorized trailhead facility including parking lot, restrooms, interpretive signage, kiosks, entry gate, planting of trees and shrubs
-Trailside features such as planting of trees and shrubs, benches, interpretive signage, way-finding/directional signage, other minor amenities

12. **Community Facilities Direct Loan & Grant Program**

Funder: US Department of Agriculture – Rural Development

Program Summary:

This program provides funding to develop essential community facilities in rural areas (areas with 20,000 or less inhabitants).

Grant Amount: No minimum or maximum

Application Deadline: Continuous

Website: www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program

Possible Projects:

-Build/renovate child care centers, community centers, and fairgrounds

- Develop public safety services such as fire departments, police stations (including construction, renovation, paying for services)
- Purchase public works vehicles or equipment



Agenda Transmittal

DATE: June 4, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: **DETERMINE PROCESS AND/OR SELECT CANDIDATES FOR SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

RECOMMENDED ACTION: **DISCUSS AND PROVIDE FEEDBACK TO STAFF**

Recommendation

1. Review Statement of Qualifications for candidates to three seats on the Special District Risk Management Authority Board of Directors;
2. Select candidates to recommend to the Cameron Park Community Services District Board of Directors for approval at June or July Board meeting.

Introduction

The Special District Risk Management Authority (SDRMA) is Cameron Park Community Services District's (District) property/liability and worker's compensation insurance provider. SDRMA is a public agency formed under California Government Code Section 6500 and provides a full-service risk management program for local governments in California.

SDRMA is governed by a seven member Board of Directors, who are elected from member agencies participating in both SDRMA's Property/Liability and Workers' Compensation Programs. The Board of Directors' responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations, and commitment to its members.

Discussion

Elections are taking place for three seats on SDRMA's Board of Directors. Attached is the Official Election Ballot along with the candidate's Statement of Qualifications. The District Board of Directors must approve the Official Election Ballot at a public meeting and return the ballot before August 21, 2019.

Attachment:

3A - Official Election Ballot and Candidate Statement of Qualifications



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and **received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below.** A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

**OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) 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 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District
- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District
- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Cameron Park Community Services District at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**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* Bob Swan

District/Agency Groveland Community Services District (GCSD) ☒

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*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)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

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)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**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)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

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

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

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

4-24-2019

**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)**

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

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

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

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

4-26-19

**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* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*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)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

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)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**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)

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

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

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

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

3/25/1953 2019

**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 statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*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?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

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

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**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?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

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

4/16/19

**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* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 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)

Hope to serve and help with decisions being made to both strengthen SDRMA and move into new areas. Our districts are facing new challenges constantly.

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)

See Next

**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)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital Districr From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

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

-----SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

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

James M. Hamble

Date

3-27-2019

El Dorado Disposal
Compliments

Date	Customer Name	Account Number	Compliment
1.4.2019	Doug Deveter	6035457	Doug called and wanted to thank his drivers for doing a great job.
February None			
March None			
April None			

*El Dorado Disposal
Complaints*

Date	Customer Name	Account Number	Complaint	Resolution
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1.26.19	Curtis Kleinknight		<p>From: Curtis Kleinknight Sent: Saturday, January 26, 2019 1:19 F To: CUSTOMERSERVICE4030 Subject: Very professional</p> <p>So I am standing at the recycling center in Cameron Park being yelled at by your employee for her incompetence. I showed up at 12:55 and was told I was stupid for not reading the sign.</p>	Sent complaint to MRF Manager
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1.26.19	Patricia Reed	Non Customer	<p>I went to recycle cans and bottles at the center in to the raleys shopping center in Cameron Park and was yelled at by your attend. I arrived at noon knowing she goes to lunch at 1230, assuming that would be enough time since there was about 4 others waiting. I waited in line for 4minutes, and she came out yelling at all myself and all the people lined up beind me. She said, I will take you to the person in front of me, then went on to yell, can't you people read a sign. She said you people are making me be a bitch, but I think all of you get a lunch where you work.. she carried on for a few minutes, so I donated my 25.00 in recyle to the couple in front of me who had been trying to speed things up by emptying containers as customer placed them on the scale for weight. At one point a customer yelled could you possibly move any slower at her. You may want to consider getting this lady some help</p>	Sent complaint to MRF Manager
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February	None
March	None
April	None

Cameron Park Monthly Performance Standards

Month January

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate In Seconds	NEC Phone System	
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	2
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		2
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		
Special removal(batteries, bulky, oil)		
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Cameron Park Monthly Performance Standards

Month February

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	3
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	102
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		2
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
New Starts		17
Special removal(batteries, bulky, oil)		77
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Cameron Park Monthly Performance Standards Month March

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	4
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	39
Customer calls shall be answered within an average of 180 seconds		
Weather		
Customer Complaints	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		2
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		58
Special removal(batteries, bulky, oil)		112
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Cameron Park Monthly Performance Standards Month April

Performance Standard	System of Record	Result
Missed Pickup	Route Manager	13
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
Call Answer Rate in Seconds	NEC Phone System	66
Customer calls shall be answered within an average of 180 seconds		
Customer Complaints	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		2
Litter Complaint		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
New Starts		46
Special removal(batteries, bulky, oil)		134
Reporting		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	

Call Answer Rate In Seconds

January	February	March	Aril	May	June
0	102	39	66	0	0

July	August	September	October	November	December
0	0	0	0	0	0

YTD Average
51.75