

Contra Costa Special Districts Association Email Newsletter

Contra Costa Chapter of the California Special Districts Association

SPRING 2018

APRIL 20

Save the Date!

CSDA's 2018 Conference Dates

Special District Leadership Academy (SDLA) Conference

- April 15-18, 2018 in Monterey – First time and advanced attendee track
- July 8-11, 2018 in Napa

Special Districts Legislative Days

May 22-23, 2018 in Sacramento

General Manager Leadership Summit

June 24-26, 2018 in Lake Tahoe

CSDA Annual Conference & Exhibitor Showcase

September 24-27, 2018 in Indian Wells

Special District Board Secretary/Clerk Conference

October 22-24, 2018 in Lake Tahoe

The pre-conference day at this location will be Monday, October 22 and staff is currently planning two pre-conference workshops – one policy related and one records related. The conference will begin on Monday, October 22 with an opening reception that evening and conclude on Wednesday, October 24 at 4:00 p.m.



**California Special
Districts Association**

Districts Stronger Together

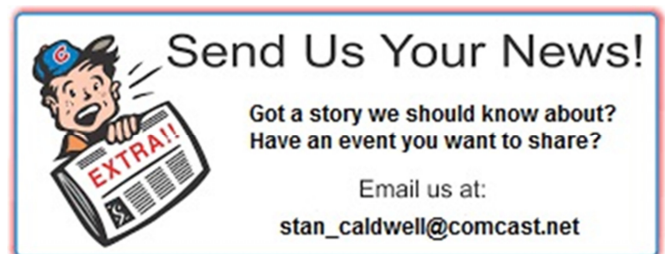
CSDA 2019 Annual Conference – Save the Date it is CSDA's 50th Anniversary!

The 2019 CSDA Annual Conference & Exhibitor Showcase will be held September 25 – 28, Anaheim Marriott.

This conference will have a shift in schedule that was necessary to secure the room rate and location – Wednesday, September 25 as the pre-conference day – with conference beginning that evening with the President's Reception with the Exhibitors. Conference will conclude on Saturday, September 28 with the legislative update breakfast.

It is worth noting that 2019 represents CSDA's 50th Anniversary. Currently CSDA staff is working on ways to commemorate the 50th Anniversary. There should be many opportunities to recognize and celebrate the 50th Anniversary and the history of CSDA incorporated into the 2019 Annual Conference schedule.

The 2018 Special District Board Secretary/Clerk Conference will be held October 22 – 24 in South Lake Tahoe.



Did you know membership growth and retention is a key component of CSDA's Strategic Plan. CSDA now has a total of 1,177 members.

Bay Area Network Hosts Legislative Tour

Colleen Haley CSDA Field Coordinator for the Bay Area Network

On Thursday October 16th, 2017, the Bay Area Network hosted a tour of special districts for local legislative staff. Although, California Special Districts Association (CSDA) has organized tours for Capitol staff and Legislative staff in other parts of the state, this is the first time a tour has been hosted for Bay Area District staff members. In attendance were staff from the offices of Senator Beall, Senator Hill, Senator Wieckowski, Assemblymember Berman, and Assemblymember Chu. The tour was designed as an opportunity to grow relationships between state and special district representatives, to better serve our shared constituents. Attendees learned how special districts operate, essential services they provide and how they maintain their infrastructure.

The special districts who hosted legislative staff at their facilities, each of whom went above and beyond their hosting duties, include, the Santa Clara Valley Open Space Authority, Saratoga Fire Protection District and El Camino Healthcare District. Board Members and personnel from each of these districts spent time organizing speakers, hands on activities and educational material to be presented to attendees and we cannot thank them enough for all their hard work and dedication. We also learned from these districts about the innovations, collaborations and commitment they have to provide the best level of service to their residents and the community-at-large.

Almost a quarter of the Little Hoover Commission's recommendations have already been completed!

After the Little Hoover Commission unanimously voted to approve its final report on special districts, which adopted 20 formal recommendations, CSDA, special districts allies, and partnering organizations have been hard at work addressing those recommendations. Since the report was published on August 30, 2017, many of the recommendations have already been satisfied, including:

Recommendation 3: The Legislature should enact and the Governor should sign SB 448 (Wieckowski). On September 28, Governor Jerry Brown signed SB 448 into law. CSDA opposed the original version of the bill, which lacked due process for special districts and California residents. However, the author eventually accepted CSDA-proposed amendments a put forward a bill that established a definition of "inactive district" and creates an expedited process for dissolution of inactive districts.

Recommendation 4: The Governor should sign AB 979 (Lackey). On September 01, Governor Brown signed CSDA-sponsored legislation into law. AB 979 simplifies the process for special districts to gain representation on local agency formation commissions (LAFCOs), while maintaining local control.

Recommendation 8: The State Controller's Office should standardize definitions of special district financial reserves for state reporting purposes.

The State Controller's Office recently addressed this recommendation, in collaboration with CSDA, by revising annual special district financial transaction report (FTR) forms as part of a year-long process to improve the value, accuracy, and standardization of the information that is made available to the public.

Recommendation 10: The State Controller's Office should disaggregate information provided by independent special districts from dependent districts, nonprofits and joint powers authorities.

The State Controller's Office also unveiled updates to California's Local Government Financial Data website, www.ByTheNumbers.sco.ca.gov improving reporting accuracy and public accountability for local government. CSDA worked with the State Controller's Office (SCO) for more than a year to separate-out data on independent special districts, dependent special districts, joint powers authorities, and non-profit corporations

CSDA Advocacy

In order for the California Special Districts Association (CSDA) to quickly and effectively gauge the impact new laws may have on special districts, they depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join one CSDA's Expert Feedback Teams by e-mailing marcusm@csda.net and asking to be added to the team. Just note which team(s) you would like to serve on. The only commitment is to respond to a handful of e-mails from CSDA's lobbyists each month.

- Environment
- Formation & Reorganization
- Governance
- Human Resources & Personnel
- Legal
- Public Works & Facilities
- Revenue

Start 2018 with a SDLF Scholarship!

Now is a great time to plan for 2018. One of the many opportunities for small districts is the Special District Leadership Foundation (SDLF) scholarships. Three scholarship funds help districts with budgets under \$8 million access CSDA's training events. The fourth scholarship helps districts with budgets under \$500,000 create a website.

The Dr. James Kohnen Special District Leadership Academy Scholarship.

This award is designed for elected or appointed officials and covers the registration for the full Academy Conference or the Governance Foundations module.

The John Yeakley Special District Administrator Scholarship.

This program provides funds for executive staff participating in continuing education. The scholarship recipients must be pursuing the Special District Administrator (SDA) designation. The scholarship can also be used toward the cost of the study materials and exam fees for the SDA test.

The Educational Allowance Fund.

This scholarship as the "general scholarship fund." Any individual from a small district (budget under \$8 million) can obtain a scholarship for the registration fee for any CSDA training event from a webinar to the Annual Conference. Applicants are asked to provide a brief written description about why it would be beneficial for them to receive the scholarship. The SDLF Board generally prioritizes first-time attendees when they award these scholarships, but exceptions can be made for certain events.

NEW! 2018 Special District Website Scholarship

The fourth scholarship is also the newest fund. For 2018, SDLF will offer a Special District Website Application scholarship. These funds will cover the cost of a website for one year. To receive this award, a district must have a budget under \$500,000 and must not currently have a website. The district must also commit to meet the basic website requirements outlined in the SDLF Transparency Certificate of Excellence checklist and commit to keep the website current.

Each scholarship fund has a rolling deadline of the 15th of each month. The SDLF Board meets shortly after the application deadline to award scholarships. Recipients are notified by the 30th of each month. The scholarships continue to be awarded as funds remain available.. The CSDA 2018 Professional Development catalogue outlines the dates, times, and locations of each training event.

WCWD Elects its First Woman President and First Latino Vice President



Immediate Past President Leonard McNeil (left) passes the gavel to President Audrey Comeaux (center) and Vice President David Alvarado

The election of President Comeaux and Vice President Alvarado represents several firsts for the District. President Comeaux is the first woman to serve as Board President and Vice President Alvarado is the first Latino Vice President in the District's 96 year history.

President Comeaux was elected to the Board of Directors in November 2014. She brings to the District 25 years of professional wastewater experience with East Bay Municipal Utility District (EBMUD).

Vice President Alvarado, who was elected to the District's Board of Directors in November 2016, has over 20 years of experience as a public servant holding various positions on numerous Boards and Commissions.



SEND US YOUR NEWS!
We would welcome your contributions for our next newsletter!

Transparency & Web Site Requirements (AB 1344) (SB 272) (AB2257)

Websites - LAFCO MSRs have suggested as a minimum that special districts should maintain a website which includes the names of the board members (and terms of office), staff and contact information regarding the districts services and a map of the district's service boundary; board meeting schedule and location, agendas and minutes; financial information including annual budgets and financial audits, contact information and other important information about the district.

Beginning January 1, 2012, any special district that has a website will be required to post Board agendas on their agency's website pursuant to the Brown Act posting requirements. This means that districts must now post Board agendas 72 hours before a regular meeting both in a physical location that is freely accessible to members of the public and on the agency's website. Similar to current law requiring special meeting agendas to be posted in a physical location 24 hours in advance, AB 1344 adds a new requirement that districts must also post the agenda for special meetings on their website 24 hours before the special meeting. These new requirements do not apply to districts that do not have a website.

In October of 2015, the State of California enacted Senate Bill 272 requiring local agencies to make publicly available a list of enterprise systems used throughout each agency. An enterprise system is defined as a software application that collects, exchanges, and analyzes information that the agency uses or one that serves as an original data source.

Staying up-to-date on all laws and regulations governing special districts can be a challenge. Are you certain your district's website is meeting the latest mandated requirements.

(AB2257) This will require that beginning January 1, 2019 an online posting of an agenda with a direct link to the agenda will be required. The agenda must be retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications. "Integrated agenda management platform" means an Internet Web site for special districts

Platform independent and machine readable (OCR - Optical Character Recognition (also optical character reader, OCR) is the mechanical or electronic conversion of images of typed, handwritten or printed text into machine-encoded text, whether from a scanned document, a photo of a document, a scene-photo.

It is in the public interest to ensure that members of the public can easily and quickly find and access meeting agendas of legislative bodies of specific local agencies on the Internet homepage of those certain local agencies.

Based on CSDA's research all Special Districts: (989/2,029) do not have a website. This is about 48.7%. Among CSDA Members: (220/850) do not have a website. This is about 25.9%. CSDA Non-Members: 774/1,179 do not have a website. This is about 65.6%.

All 58 counties have websites and all but a very few of the 482 cities have websites.

There is proposed legislation, to be effective January 1, 2020, that would require every special district to maintain a website subject to certain exemptions.

Local agencies have faced increasing scrutiny on transparency and accessibility issues. Over the past few legislative sessions, multiple bills have been introduced that have either increased the requirements for information that must be posted on an agency's website, or have applied new mandates to maintain a website on entities that were previously exempted.

The effort to propose a website requirement that reasonably considers the impact on special districts of various sizes took on increased importance following the August 2017 release of the Little Hoover Commission (LHC) Report – "Special Districts: Improving Oversight & Transparency." In the report, the commission notes that not all special districts currently maintain a website. One of the final recommendations from the LHC: "The Legislature should require that every special district have a website."

Kensington community services board selects new director

The Kensington Police Protection & Community Services District board has chosen Christopher Deppe from among four candidates to replace Vanessa Cordova, who resigned from the board in June.

Deppe, sworn in at the board's Sept. 14 meeting, will complete Cordova's term, which will end after the November, 2018 election.

Deppe is a software engineer who has served on the police protection district's finance committee and has worked as a volunteer on projects to improve traffic conditions in Kensington.

DSRSD Offers Free Citizens Water Academy

The Dublin San Ramon Services District: Dublin San Ramon Services District (DSRSD) is offering a free, three-session crash course on our community's water, wastewater, and recycled water.

Participants will gain new understanding of the critical water issues being debated today. Sessions will be held at the District Office Boardroom, 7051 Dublin Boulevard, Dublin, CA, in the evenings from 6:00 p.m. to 9:00 p.m. on March 14, April 11, and May 9, 2018.

Participants will tour DSRSD facilities for a look at the inner workings of a wastewater and recycled water treatment plant, engage with experts over dinner and learn how rates and fees are set, where our water comes from, legislative and regulatory issues that could impact us, and what is being done to develop alternative water supplies.

The Citizens Water Academy is open to current DSRSD water and sewer customers who are at least 18 years old and want to learn about critical issues and projects related to water, wastewater and recycled water. We especially encourage those who may be interested in running for a seat on the DSRSD Board of Directors to attend.

MOFD News

The Moraga-Orinda Fire District board moved on from a difficult 2017 by ushering in a change in district leadership, including the election of board officers, retention of a new law firm and the approval of a contract for the recently hired fire chief.



The Moraga-Orinda Fire District Board of Directors has selected Dave Winnacker to be the District's next Fire Chief.

Chief Winnacker has accepted the conditional offer pending background and contract negotiation. Chief Winnacker has 13 years of fire service experience with Fresno City, Newark, and Alameda County. He comes to MOFD from the Alameda County Fire Department where he served as the Division Chief of Special Operations and Liaison Chief Officer for the City of Emeryville and the Lawrence Berkeley National Laboratory.

Associate Member Highlight



Founded in 1985, SCI Consulting Group assists public agencies throughout California with establishment and administration of taxes, assessments, fees, and other special levies. We have established over 100 community-wide funding mechanisms, and currently administer over 600 assessment districts and special tax districts, comprising of over ten million parcels throughout the state. In addition, we have a state-of-the-art service center with expertise in data and document processing and customer care, including inbound and outbound phone calls.

The goal at SCI Consulting Group is to help California public agencies improve their ability to provide local services to their communities. We achieve this by providing outstanding public opinion surveys, ballot measures, customer service, and annual administration services to our public agency clients and their constituents.

Services include ballot measures, call center & document services, cannabis management services, financial consulting, special levy administration, surveys & feasibility studies.

Thank you Bette Boatmun

Past chapter president Bette Boatmun was presented a token of appreciation by incoming president Stanley Caldwell at the January Annual Business Meeting.



The Contra Costa Special Districts Association thanks Bette for her dedication and years of service.

Bobby Glover Steps In As District Board Chair

Pleasant Hill Recreation & Park District (PHRPD) is pleased to announce that Bobby Glover will serve as the new Chair of the Board of Directors in 2018, succeeding Zac Shess, District Board Chair for 2016 and 2017.



The PHRPD District Board selects a Board Chair each year. This will be the second time Bobby Glover, the new Chair, has served in this leadership position. As Chair, Bobby will lead the District through the Master Plan process that will create a roadmap for the future of the organization.

Zac has exceeded my expectations in every way," Glover said. "During his term, Shess spearheaded hiring a new District General Manager, led the District through negotiations with Contra Costa County to secure the right to buy five acres of land on Oak Park and steered the development and approval of a ten-year capital improvement plan. He has been an excellent leader, a great representative of the District and has set the table for exciting things for the upcoming year. He will be a tough act to follow."

Mark your calendars with our future Chapter Meeting Dates:

~ April 16, 2018 ~July 16, 2018 ~October 15, 2018 ~

*The Chapter normally meets from 10:00 AM – 12:30 PM at the Central Contra Costa Sanitary District – Come at 9:30 AM for a meet and greet opportunity to network. Refreshments will be available.
Address: 5019 Imhoff Place, Martinez 94553*

See the map for directions on the last page of this newsletter.

San Ramon Valley Fire Officially Opened its New Alamo Station 32

After nearly 7 years of community input and review, the San Ramon Valley Fire Protection District hosted the grand opening of their newest fire station, located at the intersection of Miranda Avenue and Stone Valley Road in Alamo.



The new station replaces the former Station 32, which was the smallest and oldest station in the district, and was located just east of I680 on Stone Valley Road.

Neighbors, safety officials and local elected leaders turned out to tour the new facility and meet the Fire District representatives and fire fighters that will call the new station home. After the ribbon cutting, a 100 year time capsule was placed in the cornerstone ceremoniously set next to the station flagpole by the Freemasons of California.

About the Contra Costa Special Districts Association

The Contra Costa Special District Association (CCSDA) was formed in 1993. The purpose is to promote the efficient, economical and responsive public services offered by the independent special districts in Contra Costa County – each independent special district is governed by a locally elected board of directors. The Contra Costa County Chapter is affiliated with the state-wide organization of the California Special Districts Association (CSDA).

This year we celebrate our 25th Anniversary!

California Consulting the states premier Grant Writing Firm

Many fiscally savvy California special districts use grant funding as a tool to bridge funding gaps for large capital projects or as a revenue enhancement to their general fund. Navigating the grant application, award and post-grant compliance process can seem overwhelming to staff and may consume valuable staff time and resources. Thankfully, there are a few well regarded grant advisory firms that provide these services to California special districts.

California Consulting is a top tier firm that provides the grant writing expertise special districts need. California Consulting was founded in 2004 and has a solid reputation synonymous with a strong commitment to success. California Consulting has successfully secured over \$1.6 billion dollars for our clients and is the largest grant writing firm in the state. California Consulting has provided solid grant advisory work to various municipal, school and special districts across California. Specific tasks provided include:

- Researching and obtaining funding for 850+ significant competitive grant applications worth over \$1.6 billion
- Knowledge of current federal, state, local, and private foundation grant opportunities
- Experienced with post award monitoring and compliance.

California Consulting has a very unique process that includes an in depth needs assessment, focused research based on the specific needs of our clients. A time line is created and a schedule to ensure timely submissions. We also write all sections of the grant application and offer a draft to provide final input and edits prior to submission. Once the product is approved the application will be submitted. Finally, we monitor the funding agency until the grant awards are announced. After funding is received, we can also provide grant administration and post award compliance.

Just recently, StopWaste.Org (CSDA-Alameda County Chapter Member) received the CalRecycle Food Waste Prevention & Rescue Grant for \$500,000. California Consulting clients also enjoy a high return of investment. Whoever your district chooses to advise and write your grants, be sure that their history of grants awarded and rate of investment (ROI) for their services compares with California Consulting, a leader in the industry. Here are some samples of Ca. Special District grant awards and the client's ROI.

Alameda County Waste Management Authority
Total Grant Awards - \$500,000
Total Paid to CC - \$20,000
Overall Return on Investment 2,500%

Total earned for City - \$480,000



If you would like more information about the grant process, or to discuss grant opportunities with California Consulting, please contact your Bay Area representative Stephen Sanger. Stephen Sanger has been attending our chapter meetings.

Stephen M. Sanger
Senior Associate
California Consulting, LLC
510.866.6454 (cell)
Email at stephen@californiaconsulting.org

You can also find out more information about California Consulting's past clients, grants awarded or services we provide at www.californiaconsulting.org

Congratulations to Central San & Discovery Bay for achieving the SDLF District Transparency certificate of excellence



December 8 2017



November 17, 2017

West County Wastewater District Recognized with the National Association of Clean Water Agencies Platinum 14 Peak Performance Award

The West County Wastewater District (WCWD) received the 14 Platinum Peak Performance Award from the National Association of Clean Water Agencies (NACWA). This platinum award is the highest given by NACWA and recognizes public wastewater treatment facilities for their outstanding performance and ongoing compliance with EPA's National Pollutant Discharge Elimination System (NPDES) requirements.



WCWD President and Staff Members left to right: Liana Ruslim, David Nash, Jeff Winter, Lisa Malek-Zadeh, Gordon Times, Roy Castillo, Lew Hillary (obscured), Marsha Lowry, Ken Deibert, Inge' Murray-Bish, Ken Cook, and Board President Leonard McNeil. Kneeling, holding the Platinum 14 Peak Performance Award are: Francisco DeCastro and Joe Majorucon.

WCWD earned this Peak Performance Award by achieving 100 percent environmental compliance, for fourteen consecutive years. "The Platinum award underscores the pride and professional level that the wastewater treatment staff apply to their jobs and represents a commitment to serving as environmental stewards." said Leonard McNeil, WCWD Board President. "Fourteen consecutive years of perfect environmental compliance with EPA regulations is a significant achievement, accomplished by only two other California Special Districts. On behalf of our nearly 100,000 customers, I want to thank our District workforce of 58 water professionals for their dedication to protecting San Francisco Bay and public health in the West County region" said Ed McCormick, the Interim General Manager for WCWD.



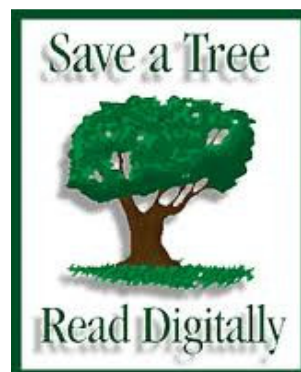
West County Wastewater District Board Appoints Lisa Malek-Zadeh as Interim General Manager

At the West County Wastewater District Board of Directors meeting on Wednesday, January 3, the Board unanimously voted to terminate the employment agreement of Interim General Manager, Ed McCormick.

After much consideration, the Board realized that the decision to negotiate a contract with Mr. McCormick for the position of General Manager was not in the District's best interests. The Board sincerely appreciated the hard work and dedication of Mr. McCormick in furthering the District's Mission, but decided to embark upon a nationwide search for a permanent General Manager.

Leading the District during the recruitment period will be Deputy General Manager/Chief Operating Officer Lisa Malek-Zadeh, who was appointed by the Board to the position of Interim General Manager.

Ms. Malek-Zadeh's experience as the former District Business Services Manager coupled with her vast understanding of the Board's vision and goals makes her the perfect choice to lead the District during this transition.



**If you print the Newsletter please remember to
recycle later!**

Ironhouse Sanitary District wins five top honors



Ironhouse Sanitary District won three District and two "Person of the Year" awards at the California Water Environment Association-San Francisco Bay Section (CWEA-SFBS) Awards and Installation Banquet on Jan. 26. The top District honors include Plant of the Year, Collection System of the Year and Community Engagement of the Year-Public Outreach and Education Project. This is the second year in a row that the District has won all three awards at CWEA local level.

Along with his division winning the top honor as Collection System of the Year, Collection Supervisor Louis Solana was also honored with the Supervisor of the Year award during the dinner. Solana also won this honor in the California Special Districts Association (CSDA) Awards late last year.

Community Engagement of the Year-Public Outreach and Education Project received the award for the District's Fats, Oils and Grease (FOG) Recycling program, which encourages residents to save kitchen grease and bring it to ISD for proper recycling. ISD collects residential grease that is then recycled into biodiesel.

Ironhouse Sanitary District's Public Outreach and Education consultant, Roni Gehlke, was also presented with Community Engagement: Public Outreach Person of the Year award at the banquet.

Winners on the CWEA-SFBS level are now sent on as nominations to the CWEA State Awards Committees where the top organizations are chosen at the Annual Conference in April.

It's beginning to look a lot like Rat and Mouse Season

When it gets cold gets cold, most of us want to be warm. The same can be said for the rats and mice that are found in Contra Costa County because they are commensal-they live close to humans and can depend upon us for food, water, and shelter. It's no surprise, then, that the change in seasons prompts rats and mice to migrate to areas closer to or literally inside your warm home.

If you suspect your home has rat or mouse activity, contact the District to request free rat and mouse service. The District's service includes valuable, detailed information, guidance and recommendations.

District employees provide an inspection to determine:

1. The type of rat or mouse infestation (rats need not be present).
2. How they are gaining access to a home or other structure.
3. What is attracting the rats and mice to the location?

Once the inspection is complete, District employee provides feedback that includes:

1. A summary of what evidence was found
2. Recommendations on what to do to get rid of the current rats and mice.
3. Instructions on what to do to prevent future rats and mice from gaining access.

District employees do not bait or set traps, and they do not remove any animals from the premises. Ensuring a rat and mouse-free environment reduces the risk of contracting diseases from these rodents.



For additional information, visit their website, or contact:
Nola Woods
Community Affairs Representative
Contra Costa Mosquito &
Vector Control District
155 Mason Circle
Concord, CA 94520
925.685.9301 Main

<https://www.contracostamosquito.com/>

Send your District News and Press Releases!

Please send your district news releases to Stan Caldwell at stan_caldwell@comcast.net. Keep us informed on all of the exciting things your special district is up to. We welcome your news contributions to our newsletter!

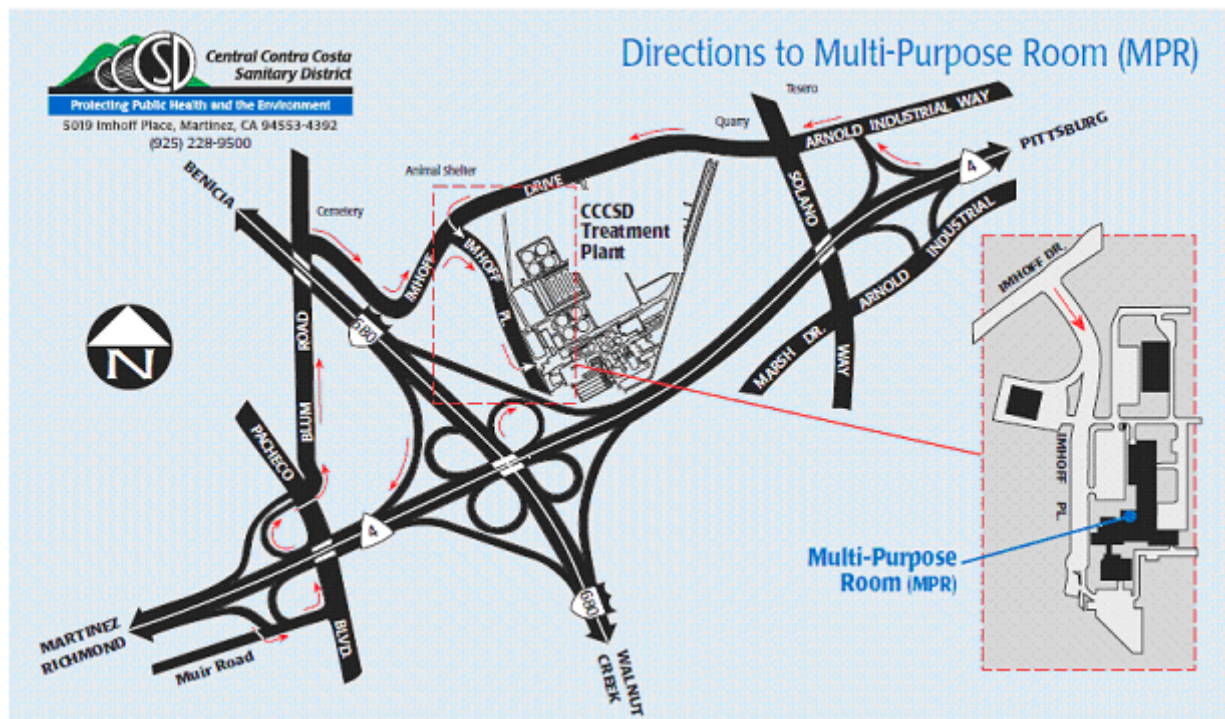
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~ Meeting begins at 10:00 AM ~

We meet at Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA.



Contra Costa Special Districts Association
C/o Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553

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<https://www.csga.net/about-csga/chapters-networks/chapter-contra-costa>