



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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## Santa Clara County Special Districts Association

Monday, March 2, 2015

12:00 p.m. – 1:30 p.m.

### A. Call to Order

1. Welcome and Introductions

### B. Approval of Minutes

1. Discussion and Approval of December 1, 2014, Meeting Minutes (**Action**)

### C. Time Certain at: 12:10

1. Guest Speaker: Honorable Sam Liccardo, City of San Jose Mayor

### D. Old Business

1. Membership Dues Update

### E. New Business

1. Financial Report – Page 5 (**Discussion and Action**)
2. Annual Officer Election (**Discussion and Action**)
3. Chapter expenditures – Page 6 (**Attachment E3 - Info**)
4. Electronic newsletter sample and discussion on chapter newsletter – Page 7 (**Attachment E4- Info**)
5. Election costs for Special Districts and possible ways to reduce costs (**Discussion and Action: Attachment E5**)

### F. Partner Agency Reports

1. Local Agency Formation Commission- Neelima Palacherla, Executive Officer
2. League of California Cities – Jessica Stanfill Mullin, Regional Public Affairs Manager
3. CSDA – Dorothy Holzem, Legislative Representative

### G. Santa Clara County Special District Association Member Reports

1. Round Robin

### H. Review of Action Items and Adjournment

1. Action Item Review
2. The next meeting is scheduled for: **June 1, 2015**
3. Adjourn

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**Officers:** Steve Wesolowski, Chair • Pete Siemens, Vice-Chair • Richard Santos, Secretary/Treasurer

**Members:** • Cupertino Sanitary District • El Camino Healthcare District • Guadalupe Coyote Resource Conservation District • Loma Prieta Resource Conservation District • Midpeninsula Regional Open Space District • Purissima Hills Water District • Rancho Rinconada Park & Recreation District • San Martin County Water District • Santa Clara County Library Service Area • Santa Clara County Lighting Service • Santa Clara County Open Space Authority • Santa Clara Valley Water District • Saratoga Cemetery District • Saratoga Fire Protection District • South Santa Clara Valley Memorial District • Valley Transportation Authority • West Bay Sanitary District • West Valley Sanitation District



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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## B1. Meeting Minutes

Santa Clara County Special Districts Association

December 1, 2014

12:00 p.m. – 1:30 p.m.

### Meeting Participants:

- **California Special Districts Association:** Dorothy Holzem
- **Cupertino Sanitary District:** Bill Bosworth
- **El Camino Healthcare District:** Brenda Taussig
- **Guadalupe Coyote Resource Conservation District:** Stephanie Moreno
- **LAFCO of Santa Clara County:** Neelima Palacherla
- **Midpeninsula Regional Open Space District:** Pete Siemens
- **Rancho Rinconada Recreation and Park District:** Steve Wesolowski, Kevin Davis
- **Santa Clara County Special Districts Association:** Rick Callender, Cheryl Togami, Ferlina De La Cruz
- **Santa Clara Valley Water District:** Tony Estremera, Richard Santos
- **South Santa Clara Valley Memorial District:** Christine West
- **Valley Transportation Authority:** Scott Haywood, Bernice Alaniz

**Guest Speaker:** Scott Herhold, San Jose Mercury News columnist

- A. Call to Order: Chair Wesolowski called meeting to order.
- B. Discussion and Approval of Minutes: The minutes were approved.
- C. Scott Herhold explained that the Mercury News (MN) profited during the booming economy. Scott joined the MN 37 years ago and has covered almost all political beats. In 1975 it merged with Knight Ridder, which was conservative.

About 2/3 of MN income was from classified ads. Virtually \$700k annual revenue stream is gone as people use websites such as craigslist to advertise. What was 400 editorial employees in 2000 is now 70 employees. This has had brutal effects on coverage. Scott has to walk away from stories he would have covered in the past. We may notice that stories from other areas are now put in the local section.

Scott personally has referred to the SCVWD as the golden spigot and opposed the BART extension because there is not an unlimited amount of funding. There aren't enough resources for coverage of things like water district meetings.



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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Scott also spoke briefly about the recent elections where he noted that in school districts the incumbents were turned out. He noted that the San Jose Municipal elections were different in that he felt voters wanted the long battle with employees, particular with the police, to end. Scott felt that Special Districts are still able to sell programs as the valley is now full of engineers. So long as special districts can outline projects and goals, voters can be persuaded as they are rational.

After responding to questions posed by our members and thanked the SCCSDA for inviting him to attend our meeting.

D. Old Business: The SCCSDA did not receive enough official votes to take a position on Measure Q and Propositions 1 and 46.

E. New Business

1. Financial report approved.

2. Membership dues discussed. Motion made and approved for annual dues of \$100. Note that attendees should be polled if they want lunch.

3. Invoices to be sent out in January 2015 along with a roster update.

4. Chair informed members that the annual officer election will occur at our March 2015 meeting.

5. 2015 meetings dates approved.

6. No issues were raised for 2015.

F. Partner Agency Reports

3. Dorothy Holzem of CSDA requested that our members be sent two surveys. The first helps them understand the problems or challenges our districts are facing and how they can potentially offer a remedy. The second survey is to provide feedback on what we think of CSDA's participation and involvement

G. SCCSDA Member Reports

Rancho Rinconada Recreation and Park District is doing ok on revenue and is making progress on initiatives. They have a green initiative.

VTA is looking at a sales tax measure for November 2016. They have stakeholder groups to develop a vision for Santa Clara County transportation and are starting to look at projects. This would add to the existing sales tax, which sunsets in 2036.



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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The Santa Clara Valley Water District is continuing with its water conservation program. The District has a new board member, Gary Kremen. Also members were reminded that we are still in a drought.

The El Camino Healthcare District had two open seats in its November election. Dave Reader was reelected. Dr. Peter Fong is a new board member.

The Guadalupe Resource Conservation District has spent time on compliance issues. Currently the district is searing for health insurance for one employee.

South Santa Clara Valley Memorial District is also working on compliance. Looking at changing election process. Had an election in 2013 which cost \$218k whereas the district brings in \$100k in revenue.

Midpeninsula Regional Open Space noted that election costs were \$80k for a board member to run for office. Measure AA was passed last summer and a 5 year plan was established.

## H. Action Item Review

### ACTIONS:

1. Add to RSVP list a request for lunch.
2. Send out survey links for CSDA.
3. Agendize discussion on chapter expenses.



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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## E2. Financial Statement

Balance as of 11/22/14 \$2,550.32

### Expenses

**Check #1014—Lunch Stop, December meeting \$438.82**

### Deposits

**2015 Dues @ \$100 per year**

- Cupertino Sanitary District
- El Camino Healthcare District
- Loma Prieta Resource Conservation District
- Midpeninsula Regional Open Space District
- Purissima Hills Water District
- Rancho Rinconada Recreation & Park District
- San Martin County Water District
- Santa Clara County Central Fire Protection District
- Santa Clara County Open Space Authority
- Santa Clara Valley Transportation Authority
- Santa Clara Valley Water District
- Saratoga Cemetery District
- South Santa Clara Valley Memorial District
- West Valley Sanitation District of Santa Clara County

**\$1,400.00**

**Balance on hand as of 2/13/15 \$3,511.50**



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

## E3. Chapter Expenditures

### A. How other chapters utilize Chapter Dues

- 1) Meetings (meals, materials, etc)
- 2) Scholarships to attend CSDA trainings/webinars
- 3) Reimbursement for duties associated with representing chapter (travel mostly)
- 4) For those that work with local schools, purchasing educational materials for classrooms
- 5) Administration (mailings, materials, copying, etc)

### B. SCCSDA Projected Expenditures

SCCSDA Expenses  
***Annualized Projection***

Lunch	960	(based on 20 lunches at \$12 per lunch at each quarterly meeting)
Website	60	
<b>Subtotal</b>	<b><u>\$1,020</u></b>	
<i>Potential costs</i>		
Electronic Newsletter	660	
<b>Grand Total</b>	<b><u>\$1,680</u></b>	

### Other

Provided in-kind by Santa Clara Valley Water District

Printing

Facility for meetings

Staff support:

Meeting coordination

Speaker outreach

Agenda development

Action item execution

Maintaining website

Maintaining roster

Managing finances

Other actions requested by the SCCSDA



## Quarterly ENews

Orange County Chapter of the California Special Districts Association

January 2015

### 2015-16 Executive Committee Officers

ISDOC Executive Committee officers were elected in October for the 2015-16 term. Subsequently, First Vice President Bob Moore ended his term with South Coast Water District and became ineligible to hold an Executive Committee position. In accordance with ISDOC bylaws and upon a motion and unanimous vote, the second and third vice presidents moved into vacant positions, leaving a vacancy in the Third Vice President position.

Current ISDOC officers are:

#### President

Mike Scheafer, *Costa Mesa Sanitary District*

#### First Vice President

Jim Fisler, *Mesa Water District*

#### Second Vice President

Saundra Jacobs, *Santa Margarita Water District*

#### Third Vice President

Vacant - seeking nominations

#### Secretary

Leslie Keane, *Orange County Cemetery District*

#### Treasurer

Joan Finnegan, *Municipal Water District of Orange County*

The Executive Committee is now seeking nominations for the position of Third Vice President. This position may perform the duties of the President, First or Second Vice Presidents in their absence, and serves as Chair of the Legislative Committee. The Legislative Committee monitors and reports at Executive Committee meetings on legislative proposals of interest to special districts, and may recommend that the Committee take positions in support or opposition to proposed legislation. Executive Committee meetings are held at 7:30 a.m. on the first Tuesday of each month, with some adjustments in dates due to meeting conflicts.

Any elected or appointed Board Member from a regular member district is eligible to run for this position.

Nominations must be accompanied by a resolution from a candidate's Board authorizing their candidacy.

Nominations will be accepted up to and at the January 29, 2015 Quarterly membership meeting. Ballots will be cast at the meeting. Each Regular Member District is entitled to one vote. The presiding officer of the governing body of each is recognized as the voting representative for his/her district. In the absence of the presiding officer, a governing board may authorize an alternate member to vote. This authorization must be submitted in writing - certified by the Secretary of the Board before ballots are cast.

### ISDOC Districts of Distinction

The Special District Leadership Foundation, a nonprofit organization, offers accreditation designed to certify and highlight a special district's ability to effectively operate and govern. There are three levels of accreditation - basic, silver and gold. Congratulations to the Orange County Cemetery District, which joins Costa Mesa Sanitary District with a gold certification - one of only three in the state.

#### Litigation Update: Parkway Tree Removals

Rossmoor Community Services District recently prevailed in the case of RCSD v. Steven Wickser, et al. O.C. Superior Court Case No. 30-2013-00687577-CU-MC-CJC, regarding the removal of a parkway tree located in the District's right-of-way by an adjacent property owner. The judgment requires the defendants to pay a penalty based on the value of the removed tree as calculated by a certified arborist. The court determined that the unlawful removal of the parkway tree constituted a violation of the District's policies. In its ruling, the superior court affirmed the District's authority to regulate trees located in the parkway.

## Spotlight District



# Midway City Sanitary District



The Midway City Sanitary District (MCSD) was organized in 1939 for the purpose of providing sewer and solid waste service to the unincorporated areas of Orange County known as Midway City, Barber City, Westminster Colonies and a small part of the City of Garden Grove.

Currently, MCSD provides solid waste and sewer collection services to over 100,000 people living in the City of Westminster and unincorporated Midway City. It provides service to 19,878 residential units per week and manages 178 miles of sewer mains along with four lift stations.

MCSD rates are among the lowest rates in the county and with no foreseeable increases in the future, will remain among the lowest. MCSD currently averages 72% landfill diversion in its residential solid waste service. It contracts out its commercial solid waste service to both Rainbow and CR&R Environmental.

The District also provides its constituents with a number of services other than solid waste and sewer collections:

- **Large Item Collection Program:** MCSD will pick up two large items pickups per month at no charge.
- **Christmas Tree Recycling:** MCSD will collect all Christmas trees placed by the curb during the day of service free of charge, starting the first week after Christmas and continuing for three weeks.
- **Helping Hands Service:** This program is for the elderly that cannot get the solid waste carts to the curb for weekly service. MCSD will retrieve the carts from the yard, service them and return them where they belong. This service is free of charge.
- **Commercial Organic Recycling Program:** Nearly 500,000 pounds of food waste has been 100% diverted through MCSD's AB341 Program since 2012.
- **Going Green:** MCSD has purchased 10 new Compressed Natural Gas (CNG) solid waste trucks and is installing a CNG fueling station within its yard. Rates will not be raised for this project.
- **Sewer Lateral Assistance Program:** This program is to encourage residential customers to maintain their sewer laterals. The program

will contribute 50% of the cost up to a maximum of \$1,800 and waive and fees to renovate private sewer laterals.

The FY 2014-15 District budget totals \$14.9 million and includes:

- A major investment in the planning and building of a natural gas fueling station at the District facilities and converting all of the District's existing solid waste fleet trucks to natural gas.
- A new Sewer Monitoring SCADA System for the Lift Stations.
- A joint siphon and parallel sewer line project with the County.
- Continued CCTV and cleaning of all of the District's sewer lines.



The Midway City Sanitary District's budget document has received the California Society of Municipal Finance Officers Excellence Award for the last four years.

The Midway City Sanitary District (MCSD) was recognized by the California Association of Sanitation Agencies (CASA), a statewide organization, and given the Organizational Excellence Award for 2013 for "Raising Reserves without Raising Rates". With over 108 represented agencies in attendance, the Midway City Sanitary District was one of only two agencies in the State of California to receive this prestigious award.

In addition, the District has achieved District of Distinction status at the silver level from the California Special District Leadership Foundation and in 2013 received the California Special Districts Association Exceptional Public Outreach & Advocacy Award.



# California Special Districts Finance Corporation

The CSDA Finance Corporation is a non-profit public benefit corporation formed by the California Special Districts Association (CSDA) to provide special districts and other public agencies with affordable, tax-exempt financing for purchases and projects. Its board of directors is composed of managers and directors of special districts from all over the state. Locally, Leslie Keane, from the Orange County Cemetery District, serves as a Board member.

Tax-exempt financing represents one of the lowest-cost funding alternatives available to special districts. Because of the tax-exempt status of special districts, interest payments related to the financing obligations of eligible projects are exempt from state and federal income taxes. The result is that investors (lenders) are willing to accept a lower return on their capital since their interest receipts are not subject to state and federal income taxes.

In addition to being more cost-effective, tax-exempt financing allows a special district to:

- ❖ Retain district reserves for other purposes.
- ❖ Avoid a “phased” approach to constructing projects, as often dictated by pay-as-you-go alternative.
- ❖ Leverage future revenues to fund current capital costs.
- ❖ Preserve balance sheet liquidity and possibly even improve the district’s credit profile.

Over the years, the CSDA Finance Corporation has financed a wide variety of equipment purchases, loan refinancing, property acquisitions and capital improvement projects. Some of these include:

- ❖ Upgrades to water treatment and distribution systems
- ❖ Land acquisitions for parks, cemeteries and many other types of districts
- ❖ Construction of district headquarters and other facilities
- ❖ Installation of solar power systems
- ❖ Purchases of fire engines, ambulances, trucks and other specialized vehicles
- ❖ Refinancing of prior debt

There are no limits to the amount of financing available through the CSDA Finance Corporation. In general, the amount is limited by the district’s budgetary ability to afford the resulting debt service. The length of each loan is dependent upon the “life span” of the asset(s) being financed. Financing terms range from five to thirty years.

Fees are generally quoted in terms of a percentage of the requested loan amount and range from 1.00% to

3.00% depending upon the particular features and circumstances of each loan. Participating agencies save time and money, and avoid the need to gather their own financing team.

For more information on the Finance Corporation visit [www.csdafinance.net](http://www.csdafinance.net) or contact Program Manager Cathrine Lemaire, Program Manager, at 877-924-2732 or [cathrinel@csda.net](mailto:cathrinel@csda.net).

## Future California Special Districts Events

**Introduction to Good Governance Principles  
MWDOC Board Room, Fountain Valley  
January 22, 2015**

**Special District Leadership Academy Conference  
Embassy Suites, Napa  
January 25 - 28, 2015**

**Board Secretary/Clerk Conference  
Embassy Suites, San Diego  
February 11 - 13, 2015**

### Upcoming Webinars

- Harassment Prevention, 1/14
- Annual Employment Law Update, 1/21
- Rules of Order Made Easy, 1/29
- Essential Guide to the Brown Act, 2/10
- Understanding Board member and District Liability, 2/18
- Must Have Communication Protocols, 2/24
- Introduction to Special District Finance, 2/26
- Required Ethics Compliance Training, 3/4
- How to Comply with the Public Record Act, 3/10
- Fraud Detection/Prevention, 3/19
- Legislative Round-Up, 3/26

## 2015 CA Legislative Calendar

<b>Jan 1</b>	Most prior session statutes take effect
<b>Jan 5</b>	Legislature reconvenes
<b>Jan 9</b>	Governor plans to submit budget
<b>Feb 27</b>	Last day for bills to be introduced
<b>May 1</b>	Last day for policy committees to report out fiscal bills
<b>May 15</b>	Last day for policy committees to report out non-fiscal bills
<b>June 5</b>	Last day for bills to be passed out of their house of origin
<b>June 15</b>	Budget must be passed by midnight
<b>July 17</b>	Last day for policy committees to meet and report out bills
<b>Aug 28</b>	Last day for fiscal committees to meet and report out bills to the floor
<b>Sept 11</b>	Last day for each house to pass bills



## Send us your District News and Press Releases!

Please send your district news releases to ISDOC Secretary Leslie Keane (l.keane@orccd.com) and keep us informed of all the exciting things your special district is doing. We welcome your contributions to our newsletter!

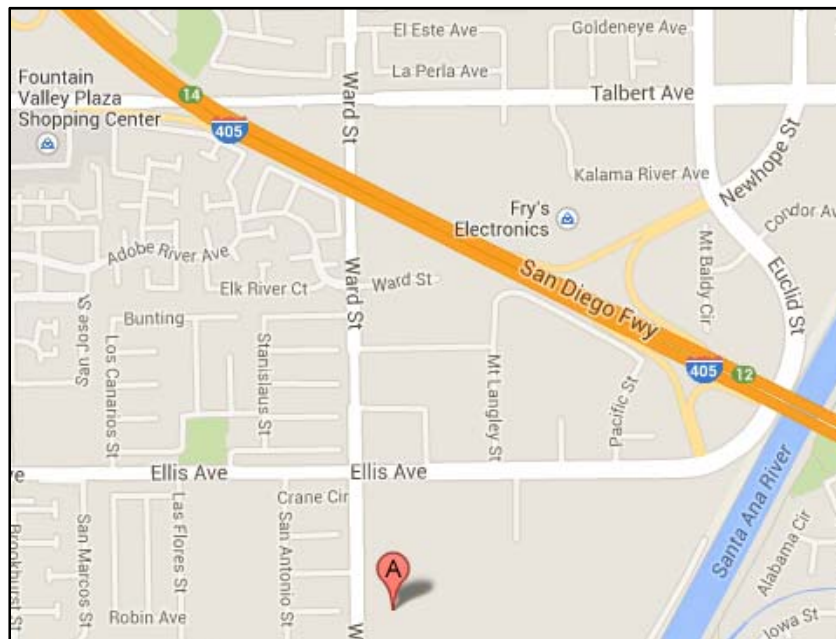
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### Mark your calendars with our future Meeting Dates:

**Executive Committee: First Tuesday of the Month, 7:30 a.m.**  
**General Membership: January 29 \* April 30, 11:30 a.m.**

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### We meet at the MWDOC/OCWD Offices 18700 Ward Street, Fountain Valley, CA



#### **ISDOC Executive Committee**

President: Mike Scheafer (CMSD) ~ First Vice President: Jim Fisler (Mesa WD)  
Second Vice President: Sandra Jacobs (SMWD) ~ Third Vice President: Vacant  
Treasurer: Joan Finnegan (MWDOC) ~ Secretary: Leslie Keane (OCCD)  
Newsletter Editor: Leslie Keane (OCCD) ~ Staff: Heather Baez (MWDOC)

#### **Representatives to Regional Organizations:**

LAFCO: John Withers (IRWD), Charley Wilson (SMWD), Jim Fisler (CMWD)  
OCCOG: Phil Anthony (OCWD), Joan Finnegan (MWDOC)  
OC Operational Area: Kelly Hubbard (MWDOC), Susan Hinman (MWDOC), Joan Finnegan (MWDOC)



# SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

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## E5. Election costs for Special Districts

As reported at the December 1, 2014, meeting:

Midpeninsula Regional Open Space District: \$80k in election costs for a board member to run unopposed.

South Santa Clara Valley Memorial District: \$218k in election costs in 2013.

Election costs:

County wide general and primary elections are cost efficient as compared to special elections. With general and primary elections, there is a fixed fee per registered voter and a shared cost for legal publications, voter info, and printing costs. With special elections, the actual costs of the election are charged to the District holding the election.

In November 2014, the County initiated an investigation of moving to an all vote-by-mail system. In December 2014, the Office of the Registrar of Voters (ROV) reported on the cost of postage for vote by mail ballots to the Finance and Government Operations Committee. The Committee requested additional information related to the savings associated with eliminating polling places while funding the cost of postage for vote by mail ballots.

SCCSDA support staff is waiting for an update from the ROV on the status of this issue.