



SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

Mailing Address: 5750 Almaden Expressway • San Jose, California 95118 • (408) 265-2600

Santa Clara County Special Districts Association

Monday, December 1, 2014

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 September 8, 2014, Meeting Minutes (**Action**)

C. Time Certain at: 12:10

1. Guest Speaker: Scott Herhold, San Jose Mercury News columnist

D. Old Business

1. Results of request for positions on Measure Q and Propositions 1 and 46

E. New Business

1. Financial Report – Page 5 (**Action**)
2. 2015 Membership Dues (**Discussion and Action**)
3. Invoices and Update of Roster (**Information**)
4. Upcoming Annual Officer Election (**Information**)
5. Calendar Year 2015 Proposed Meeting Dates – Page 5 (**Action**)
6. 2015 Proposed Issues (**Discussion and Action**)

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 (not present)
3. CSDA – Dorothy Holzem, Legislative Representative – **Attachment F3 (Information)**

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: **March 2, 2015**
3. Adjourn

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

B1. Meeting Minutes

Santa Clara County Special Districts Association

September 8, 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
- **League of California Cities:** Jessica Stanfill-Mullin
- **Midpeninsula Regional Open Space District:** Pete Siemens
- **Rancho Rinconada Recreation and Park District:** Steve Wesolowski
- **Santa Clara County Lighting Service:** Ivana Yeung
- **Santa Clara County Roads:** Dan Collen
- **Santa Clara County Open Space Authority:** Sequoia Hall
- **Santa Clara County Special Districts Association:** Rick Callender, Cheryl Togami
- **Santa Clara Valley Water District:** Tony Estremera, Richard Santos
- **South Santa Clara Valley Memorial District:** Christine West
- **Valley Transportation Authority:** Scott Haywood

Guest Speaker: Mike Wasserman, Santa Clara County Board of Supervisors President

- A. Call to Order: Chair Wesolowski called meeting to order.
- B. Discussion and Approval of Minutes: The minutes for the September 8, 2014, regular meeting, were approved, with Cupertino Sanitary District abstaining.
- C. Supervisor Wasserman served in Los Gatos as mayor and on city council for eight years. He is currently the President of the Board of Supervisors. He reviewed our Special Districts list and is familiar with the special districts in the Los Gatos/Saratoga area. He has also been on LAFCO for four years.

The County is involved in many things and the public in general is not familiar with what the County does. Santa Clara County is different than other counties. A newsletter is sent out monthly to 30k subscribers; hears that people learn more from the newsletter than any other source of information.



SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

The County has a \$4B budget; is comprised of 5 districts, each with 360k people. Supervisor Wasserman's district covers 700 square miles.

Given that 98% of the population doesn't know what the County does, Supervisor Wasserman believes that 99% do not know what special districts do. He suggests being as transparent as possible. When people understand where their money goes, they feel better.

D. Old Business:

1. Chair Wesolowski reviewed letter that went to LAFCO regarding Saratoga Fire Protection District (SFD) Special Study Consideration of Involuntary Dissolution and follow up email from SFD's attorney that no further action was being taken on the dissolution of SFD.

E. New Business

1. Financial report approved.

2. Discussion of finances: Treasurer/Secretary Santos discussed that the SCCSDA annual membership dues went from \$150 to \$100 this year. We spend about \$2200 on food. There have been no member requests to use funds for conferences but if a request came in, that could exhaust funds. Treasurer/Secretary Santos just wanted to keep this in mind as we look at the annual dues for 2016.

3. LAFCO Representatives Report: Sequoia Hall gave the LAFCO update. Rancho Rinconada Park & Recreation District and the City of Cupertino issue was resolved and Rancho Rinconada will remain a special district. LAFCO has not made a decision yet on hiring a consultant. There is a new website, SantaClara.lafco.ca.gov. We can pull out our own special district on the website.

F. Partner Agency Reports

Neelima Palacherla of Santa Clara County LAFCO reiterated that they have a new website and that it contains special district profiles and maps.

Jessica Stanfill-Mullen of the League of California Cities stated that their annual conference was last week. They voted to support Proposition 1. Jessica reviewed other pieces of legislation.

Dorothy Holzem of CSDA reviewed legislative positions. They oppose Prop 46.

G. SCCSDA Member Reports



SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

Rancho Rinconada Recreation and Park District is a 2 acre special district that teaches people to swim. They are working towards their transparency certification but it will take a while.

Midpeninsula Regional Open Space District's Measure AA passed in June. Now this agency has the funding to accomplish projects in its vision plan. The challenge is it needs to reposition staff to do the work. They are looking to get the public involved to set priorities via workshops and public meetings.

GCRCD has a new executive director.

South Santa Clara Valley Memorial District has a long way to go in getting policies and procedures together and is working towards transparency.

El Camino Healthcare District is starting its grant cycle \$5.5M to community non-profits. Applicant has to be an agency or non-profit primarily in their region.

The Santa Clara Valley Water District has been busy with everything from the water bond to reduction of water. The County is at 11% water conservation and needs to get to 20%. The District has been expending budget to educate the public. The Advanced Water Purification Center had a grand opening.

The County Roads Department is conducting a mobility study.

Valley Transportation Authority does not have a ballot measure but may potentially have one in the next couple of years. Levi's Stadium has been keeping them busy.

Santa Clara County Lighting Service is working towards transparency; working on website and will update at next meeting.

Santa Clara County Open Space District mentioned that Measure Q is on the November ballot. The measure is receiving wide support. They requested that the board take a position on Measure Q. Board voted to have an email vote on Measure Q, Prop 1 and Prop 46.

West Valley Sanitation District had nothing to report.

H. Action Item Review

ACTIONS:

1. Letter to members for positions on Measure Q and Props 1 and 46.
2. Add membership dues to next agenda.



SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION

E2. Financial Statement

Balance as of 8/26/14	\$3,087.69
Expenses	
Check #1013—Lunch Stop, Sept. meeting	\$537.37
BALANCE AS OF 10/27/14	\$2,550.32

E4. Proposed Meeting Dates for Calendar Year 2015

March 2, 2015

June 1, 2015

September 14, 2015

December 7, 2015



GRASSROOTS ACTION BRIEF

NOVEMBER 2014 EDITION

Each section of this packet covers a CSDA long-range policy priority, focusing on pressing legislative and regulatory issues at the State Capitol. “Action Items” on each page note how you can directly support advocacy efforts. We encourage you to get involved. Visit the Grassroots Action Center at csda.net today to Take Action!

Inside This Issue

- Revenue, Finances and Taxation.....2**
 - Stockton Bankruptcy Ruling
 - \$2 Billion in Property Taxes Protected
- Governance & Accountability.....3**
 - New Mandated Website Content
 - Electronic Record Request Compliance
- Human Resources & Personnel.....4**
 - “Healthy Workplaces, Healthy Families Act” Paid Sick Leave Law
 - Prop 46 - MICRA Ballot Measure Fails Passage
- Infrastructure Innovation & Investment.....5**
 - New Public Works Requirements
 - Cap-and-Trade Auction Revenue
 - Prop 1 – Water Bond
- How to Get Involved.....6**
- Model Policies for Adopting Positions on Legislation.....7**
- Grassroots Mobilization Survey.....8**
- Action List.....9**

Your CSDA Advocacy and Public Affairs Team

Kyle Packham, advocacy & public affairs director, kylep@csda.net
Dorothy Holzem, legislative representative, dorothyh@csda.net
Christina Lokke, legislative representative, christinal@csda.net
Jimmy MacDonald, legislative analyst, jimmym@csda.net
Miryam M. Barajas, public affairs specialist, miryamb@csda.net
Jess Lima, legislative assistant, jessi@csda.net

REVENUE, FINANCES AND TAXATION

CSDA's long range policy goal is to "Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies."

TAKE ACTION!

- Contact Kyle Packham at kylep@csda.net to request a copy of CSDA's RDA Internal Memo regarding the return of property tax increment.
- Visit www.sco.ca.gov to find a detailed report of the pre-2004 mandate payments for each agency.

Bankruptcy Court Approves Stockton Adjustment Plan

U.S. Bankruptcy Court Judge Klein approved the City of Stockton's proposed adjustment plan nearly two years after the city filed for Chapter 9 Bankruptcy. The case addressed two important questions: first, whether CalPERS obligations have equal footing amongst creditors; second, whether local agencies have the ability to invalidate their CalPERS liabilities through bankruptcy proceedings.

The final ruling came almost one month after a previous hearing in which Judge Klein stated that CalPERS does not deserve special protection. However, the main question pending in the Stockton case was if the adjustment plan to pay down debts was arrived through a good faith effort and in the best interest of creditors.

Stockton's plan includes full repayment to the state pension system while two Franklin Resources funds will receive 1 percent of the unsecured portion of the \$36 million owed and full payment on its \$4 million secured claim. Franklin Resources, a Stockton creditor, brought suit against the city on the grounds that CalPERS should not receive special consideration in the adjustment plan.

\$100 Million in Local Mandates Reimbursed

Special districts eligible for pre-2004 state mandate reimbursement should now be receiving payment issued from the State Controller's Offices. Payments will be based on a proportionate allocation of the total amount owed to all local governments. Agencies may be asked to provide proof of property tax allocation prior to payments being made, based on a recently adopted Commission on State Mandates determination.

CSDA joined its county ally, the California Counties Association of California, in lobbying Governor Brown to include repayment of the \$900 million in mandate reimbursements owed to local governments since pre-2004. In June, the governor signed FY 2014-15 State Budget which appropriated \$100 million for reimbursement to local agencies statewide. The budget commits to paying down the remaining \$800 million owed if state revenues exceed projections.

\$2 Billion in Property Taxes Protected

CSDA established strict policy principles to prevent any resurrection of property tax increment financing without the consent of special districts and other affected taxing entities. CSDA has successfully blocked legislation and ballot initiatives to revive these old policies or to unreasonably slow the restoration of property taxes to core local services. This year, CSDA actively opposed AB 2493 (Bloom) because it would have allowed 39 former RDAs to issue \$750 million in bonds for projects not under contract before the 2011 RDA dissolution date. Approximately \$2 billion in property taxes would have been diverted from special districts and other local agencies to pay for these bonds. However, as important as defending these efforts, CSDA strongly supported the replacement of RDAs with a new, accountable and collaborative tool through other budgets and successful legislative proposals.

GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy goal is to "Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner and encourage best practices that avoid burdensome, costly, or redundant requirements that seek a one-size-fits all approach."

TAKE ACTION!

•Visit the Grassroots Action Center to access the latest information on advocacy efforts.

•Visit the Special District Transparency Portal at <http://transparency.cafwd.org/portal/> to review your district's page.

•Visit the Special District Leadership Foundation at www.sdlf.org for a check-list of good governance and best practices related to transparency and public engagement.

New Law Requires Changes to District Websites

Beginning January 1, 2015, a new law takes effect that will require a local agency that maintains a website to update their online content as follows:

- Provide a link to the State Controller's Officer public officials compensation online database (publicpay.ca.gov); or
- Post the financial compensation data for the local agency's officials, as reported to the State Controller's Office, on the local agency website.

The new requirements were created by Assembly Bill 2040 (Garcia) and apply to special districts, cities, and counties. CSDA opposed earlier versions of the bill that would have required each local agency to create individual online databases, updated continuously with compensation data that included salary, benefits, and reimbursement information for elected officials, staff, and consultants. The current version will require a one-time update to link local agency websites to an existing, state maintained database.

Compliance With Salary and Pension Public Records Requests

The Public Records Act (PRA) was enacted nearly 50 years ago and since that time technology has made major advances in data and information sharing. Here are some important requirements and helpful best practices to remember when processing electronic record requests under the PRA:

- While agencies may charge for physical photocopies of a public record, the requestor may not be charged for electronic copies of an electronic document. In addition, there is no fee authority associated with sending that electronic document.
- Public agencies have no duty to create an electronic record in a format that does not already exist, for example, if the requestor specifies he or she wants the data in an Excel spreadsheet.
- State law allows public agencies to pass on the cost of constructing a record, if one does not already exist, including computer programming and computer services, if the public agency is required to extract or compile electronic data and/or conduct computer programming to produce the record.

One-Year Anniversary of Transparency Portal

The California Forward Special District Transparency Portal turns one-year old this month and continues to serve as a tool to promote an open dialogue about special district finances. The online portal allows users to search and view background information and visualizations of financial data on more than 1,100 special districts throughout the state. In addition, it features glossaries and other background information, including what kinds of special districts operate in California, their history and how they are funded to encourage informed discussions. Special districts also have the opportunity to personalize their page with district specific background information.

The portal is the result of collaboration between CSDA and CAFwd and relies upon publicly available data, as reported annually to the State Controller's Office by individual agencies.

HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy goal is to "Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented."

TAKE ACTION!

•Visit the Grassroots Action Center for the FAQ on "Healthy Workplaces, Healthy Families Act" to make sure your district sick leave policy will be in compliance.

Paid Sick Leave Law Takes Effect July 1, 2015

Governor Brown signed into law the "Healthy Workplaces, Healthy Families Act of 2014" (AB 1522, Gonzalez), which requires employers to provide up to 3 days of paid sick leave each year to all workers, including part-time, seasonal or temporary employees. All employers, including special districts, are subject to the new law beginning July 1, 2015, with limited exceptions.

The law allows employees to accrue paid sick leave after 30 days of employment at a rate of 1 hour paid leave for every 30 hours worked. Paid sick leave may be used following 90 days of employment in a 12 month period. Time may be used for the "diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member." In addition, it may be used by an employee who requires time off for court proceedings or other judicial matters for victims of domestic violence, sexual assault, or stalking.

Employers will not have to change their leave time policies if they make available an amount of leave that may be used for the same purposes and under the same conditions as specified in the statute. Employers will have to notify employees of the paid leave policies and track employees time, including providing it on itemized wage statements, and then maintain those records for three years following separation of the employee. Agencies should begin updating their policies now to ensure compliance with the new requirements. CSDA has developed a FAQ sheet that will be updated as questions come in.

CSDA Opposed Prop 46 Fails Passage

Proposition 46 failed passage, ending the current threat to the monetary cap on medical malpractice awards for non-economic damages. Prop 46 sought to erode the existing Medical Injury Compensation Reform Act (MICRA) limit on "pain and suffering" awards. Currently, these awards are capped at \$250,000, with unlimited awards available for economic damages and medical treatment. Prop 46 would have increased the non-economic award to over \$1 million, with annual adjustments for inflation. Attorney contingency fees would also have increased proportionate to the award total. Prop 46 was sponsored by the Consumer Attorneys of California and will likely not be their last attempt to change MICRA's limits, either through legislation or future ballot measures.

CSDA formally opposed Prop 46 on the grounds that public agency employers would have faced higher costs to provide healthcare benefits for employees and their families, increased workers' compensation payments, potentially additional leave time requests, and reopened contract agreements with represented labor.

MICRA was enacted in 1975 to address medical liability insurance costs that were forcing community clinics, health centers and doctors out of practice. Many physicians, particularly those in rural areas or in high-risk specialties such as obstetrics and neurosurgery, stopped medical practice because they were unable to obtain medical liability insurance or could not afford the cost.

INFRASTRUCTURE INNOVATION AND INVESTMENT

CSDA's long range policy goal is to "Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services."

TAKE ACTION!

•Subscribe to CSDA's blog for updates on cap-and-trade funding opportunities.

New Public Works Requirements

The state budget signed in June includes a new requirement for awarding agencies to provide notice to the Department of Industrial Relations (DIR) of all public works projects within five days of the award. Agencies must file electronically using the Department's PWC-100 form. This new requirement is one component of the revamping of the state's Compliance Monitoring Unit and Labor Compliance Program requirements. The new program for the Department's monitoring and enforcement of prevailing wage laws will cover all public works projects in California.

Other new changes include requiring contractors and subcontractors to annually register with the DIR and pay a \$300 fee in order to bid for and work on public works projects.

Awarding agencies can only use registered contractors and subcontractors on projects with bids due after March 1, 2015 or awarded on or after April 1, 2015. All bid invitations and documents must include a notice of the registration requirements. For more information, visit DIR's website at www.dir.ca.gov/dlse/dlsepublicworks.html.

Cap-and-Trade Auction Revenue for Special Districts

California's cap-and-trade program is one component of the state's efforts to reduce statewide greenhouse gas emissions to 1990 levels by 2020, as mandated by AB 32 (2006). The California Air Resources Board (ARB) holds regular auctions of pollution allowances for covered entities, which in turn raises revenue that must be used to further the purposes of AB 32. The state has raised over \$800 million in the two years since the beginning of the program. This year the Legislature and Governor Jerry Brown came to an agreement for the first time on both a short term and long term investment plan. This expenditure plan allocates \$872 million for FY 2014-15 and specifies permanent, ongoing funding allocations for the state high-speed project and transit, affordable housing and sustainable communities strategies projects. Special districts will be eligible for some of the funding, depending on the specific program and the services provided by the district. Various state agencies and departments are responsible for the approximately 15 different programs, with each one going through its own development and implementation process. Subscribe to CSDA's blog for updates and visit ARB's website for updated information on the status of each program

(<http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/ggrfprogrampage.htm>).

CSDA Supported Prop 1 Gains Passage

Proposition 1 passed with over 66 percent of the vote, authorizing \$7.12 billion dollars in general obligation bonds for state water infrastructure projects. The Water Bond was amended by the Legislature this year, altering many of the bond provisions that were first put into place in 2009.

The bond will provide financing for water use efficiency and recycling, groundwater cleanup and management and \$2.7 billion for additional water storage. It will invest in safe drinking water, particularly in disadvantaged communities, and provides for watershed restoration and increased flows in some of California's most important rivers and streams.

How to Get Involved

CSDA Legislative Committee

The Committee plays a key role in establishing priorities and positions on legislation each legislative session. CSDA members or business affiliates may apply to join. Contact Jess Lima at jessl@csda.net for more information.

CSDA Legislative Distribution List

Participants are copied on email correspondence sent to the CSDA Legislative Committee. Members have the opportunity to give feedback on issues before the Legislature. This is a great way to stay informed of CSDA's legislative efforts without the time and travel commitment of serving as a member of the Legislative Committee. Contact Jess Lima at jessl@csda.net for more information.

Grassroots Mobilization Survey

Join CSDA in grassroots advocacy efforts by sharing with us your personal legislative relationships and willingness to reach out to them when priority legislation is introduced impacting your district's delivery of core local services. By answering CSDA's Grassroots Mobilization Survey on page 8 of this packet, you are helping CSDA strengthen advocacy efforts on behalf of all special districts. One voice at one district may be able to reach one legislator, but to be successful we must reach all 120 legislators.

Expert Feedback Teams

CSDA utilizes seven teams to provide invaluable expertise to CSDA advocacy staff. The teams are comprised of district staff, management, directors and business affiliates who work within specified disciplines. When a need for feedback arises on a particular policy matter, CSDA advocacy staff sends an email to an expert feedback team asking for input. Team members reply with their thoughts, opinions and experiences. Teams include: Budget, Finance and Taxation; Environment; Formation and Reorganization; Human Resources and Personnel; Governance; Public Works and Contracting; and Legal. Contact Jess Lima at jessl@csda.net for more information.

Special Districts Legislative Days, May 19-20, 2015

Special Districts Legislative Days (SDLD) is the premier advocacy event for special district leaders. SDLD provides attendees with the opportunity to hear from and interact with statewide policy makers and legislators. The 2015 event will be held in Sacramento on May 19-20. Visit www.csda.net/sdld to register and obtain more information.

Your Tools

In addition to the many ways you can be involved with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach:

CSDA e-News

A weekly electronic newsletter detailing the most important legislative and regulatory issues affecting special districts.

Advocacy Alerts

An email with an urgent call to action on legislative issues with information on how to join statewide efforts.

CSDA Blog

Engage in an interactive forum on the hottest issues, including breaking news from CSDA's legislative representatives. Subscribe to receive real-time, daily, or weekly alerts on new blog posts. csda.net/advocacy/blog

Bill Tracking

The CSDA website contains many useful tools for your district, including bill reports, information on your legislator, assistance with setting up a meeting with your legislator, helpful guides and more!

Grassroots Action Center

An online destination where you can find the most pressing issues facing special districts, including how your district can join ongoing advocacy efforts.

Social Media

Stay connected to the special district community. Follow @specialdistrict on Twitter and "like" CSDA's Facebook page facebook.com/specialdistrict

MODEL POLICIES FOR ADOPTING POSITIONS ON LEGISLATION

Throughout the year, CSDA sends out Legislative Alerts on specific bills or issues that significantly impact special districts. Likewise, a special district may choose to take a position on a piece of legislation that specifically impacts its services.

Formally registering your district's position on legislation is a fundamental step in order to impact policy decisions made in Sacramento.

Establishing a District Policy

Response time is important once CSDA sends out a Call to Action. CSDA may ask that districts send in a letter when a bill is set to be heard. Having a process in place for adopting a position on legislation will shorten response time and ensure that your district's voice is heard.

In setting a policy on how your district adopts positions on bills, the process should specify who is authorized to sign the position letter. CSDA typically provides sample template letters on Call to Action bills. Districts simply need to add brief information about what their district does and how the bill will specifically impact their district.

Provided are four different model policies. Districts may choose to adopt one of the four model policies or some variation:

Model Policy One: The General Manager or Designated Employee Adopt all Bill Positions. This option is less formal, less procedural but more time efficient. Policy adoption basic steps: (1) Identify bill through CSDA Call to Action; (2) Review bill and determine impact of the bill on your district; (3) Draft letter or use CSDA sample template letter; (4) Include facts, stats, examples and cost estimates when possible; (5) Designated district employee/official signs letter and provides copies to the board of directors/trustees, per district's policies.

Model Policy Two: The General Manager along with the Board President Adopt Bill Positions. For districts that favor the expediency of model policy one, but would prefer the governing board to have some input on bill positions, model policy two may be appropriate. This policy allows the general manager to adopt bill positions, but only with the approval of the board president. Policy adoption basic steps: (1) Identify bill through CSDA Call to Action; (2) Review bill and determine impact of the bill on your district; (3) Draft letter or use CSDA sample template letter; (4) Include facts, stats, examples and cost estimates when possible; (5) General manager and Board President, or one official with the consent of the other, signs letter and provides copies to the board of directors/trustees, per district's policies.

Model Policy Three: The Board of Directors/Trustees Adopt All Bill Positions. This option provides the greatest oversight, yet, it is less responsive to significant, spontaneous changes in the Legislature. Policy adoption basic steps: (1) Identify bill through CSDA Call to Action; (2) Review bill and determine impact of the bill on your district; (3) The general manager or legislative staff adds bill to the agenda for the next board meeting; (4) The board of directors/trustees vote to adopt a position on the bill; (5) Draft letter or use CSDA sample template letter; (6) Include facts, stats, examples and cost estimates when possible; (7) Designated district employee/official signs letter and provides copies to the board of directors/trustees, per district's policies.

Model Policy Four: General Manager Adopts Bill Positions Consistent With Policy Principles Set by Board of Directors/Trustees. This policy gives staff the flexibility to adopt positions on legislation while allowing the board of directors/trustees to set policy principles to guide staff's action on bills. The board of directors/trustees pre-establishes various policy principles and, as long as the bill position fits within these principles, staff is authorized to take a position without board approval. For example, a district may adopt a policy principle that says the district will oppose any property tax redistribution formula that is not fair and equitable. A bill that proposes to change the property tax formula to shift dollars away from special districts would warrant an oppose position as this fits within the scope of the policy principle. If a policy principle is nonexistent or does not provide clear guidance, then the bill position shall be brought before the board of directors/trustees for a vote.

In cases where the bill fits within the established policy principles, follow the steps provided in model policy one. In cases where the bill does not fit within the policy principles, follow the steps provided in model policy three.

Staff should regularly review district policy principles and bring additional and amended principle recommendations before the board of directors/trustees for review and approval.

Use CSDA as a Resource

As noted above, CSDA provides template letters to districts when a Call to Action is sent out. For information on writing a support/opposition letter on a bill of interest and keys to successful letter writing, please see the CSDA Grassroots Advocacy Guide or by calling toll-free 877.924.2732.

GRASSROOTS MOBILIZATION SURVEY

At CSDA, we strive to bring a unified special district voice to the State Capitol. Join CSDA in grassroots advocacy efforts by sharing with us your personal legislative relationships and willingness to reach out to them when priority legislation is introduced impacting your district's delivery of core local services. By answering CSDA's Grassroots Mobilization Survey, you are helping CSDA strengthen advocacy efforts on behalf of all special districts. One voice at one district may be able to reach one legislator, but to be successful we must reach all 120 legislators.

Thank you for your time and assistance in answering this survey. Please list the personal legislative contacts you have and your comfort level engaging in advocacy efforts. Your answers will be kept confidential. Please feel free to use the back should you need more space.

Your Full Name: _____ District Name: _____

How willing would you be to contact your personal legislative contacts regarding an issue of significant importance to special districts? Weak 1 2 3 4 5 Strong

Please add the names of state legislators with whom you are acquainted, and rate the strength/closeness of your relationship.

_____ Weak 1 2 3 4 5 Strong
_____ Weak 1 2 3 4 5 Strong
_____ Weak 1 2 3 4 5 Strong
_____ Weak 1 2 3 4 5 Strong
_____ Weak 1 2 3 4 5 Strong

Use this matrix as a guide:

- 1) I've met the legislator in person
- 2) I've had multiple direct interactions with the legislator
- 3) The legislator knows me and would recognize me by name/face
- 4) The legislator and I are well-acquainted; we have had many personal interactions over the course of many years
- 5) The legislator is a friend or close personal acquaintance and would return my message personally

Comments:

Please submit your completed survey to any CSDA staff, or email to Miryam Mora Barajas at miryamb@csda.net.
You can also fax to 916-442-7889.



**California Special
Districts Association**
Districts Stronger Together



GRASSROOTS ACTION BRIEF

Take Action!

- Ensure your local paid leave time policies meet the requirements of the “Healthy Workplaces, Healthy Families Act of 2014”
- Visit transparency.cafwd.org/portal to ensure your district and public financial data is captured
- Complete and send your Grassroots Mobilization Survey
- Establish Policy Adoption Procedure

Be Recognized

- Visit sdlf.org to learn about SDLF Certificate Programs
- Apply for SDLF’s District Transparency Certificate of Excellence

Get the Facts

- Request a copy of the CSDA memo on the return of property tax increment to local districts
- Subscribe to CSDA’s Blog to receive real-time, daily, or weekly updates. Online subscription available at: www.csdanet.net/advocacy/blog

Share

- Follow us on Twitter @specialdistrict
- Like us on Facebook.com/specialdistrict



**California Special
Districts Association**
Districts Stronger Together

Summary of CSDA Legislative Statistics

TOTAL NUMBER OF BILLS:

- Reviewed 2,260 bills
- Actively tracked 180 bills
- Directly lobbied on 95 bills

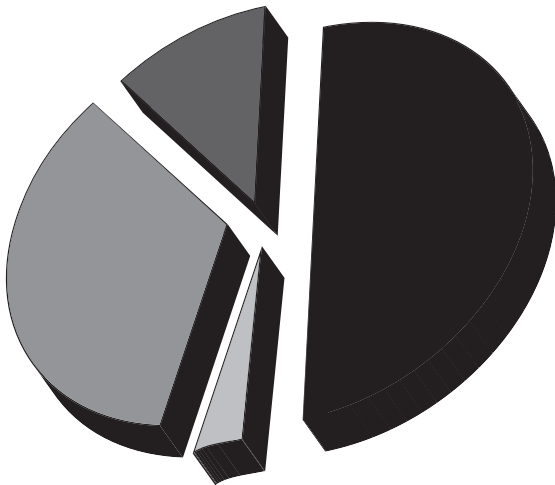
SAFEGUARDING LOCAL REVENUE:

The veto or failed passage of 13 of CSDA's opposed bills prevented over \$215 million new annual costs to special districts.

The enactment of 6 of CSDA's supported bills result in significant new savings and/or new revenue opportunities.

46 Bills Supported

- 23 - Signed into law
- 2 - Amended to remove support
- 16 - Failed passage
- 5 - Vetoed



49 Bills Opposed

- 6 - Signed into law
- 10 - Amended to address concerns
- 24 - Failed passage
- 9 - Vetoed

