



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 3, 2018 12–1:30 p.m.

Santa Clara Valley Water District Headquarters Boardroom
5700 Almaden Expressway
San Jose, CA 95118

A. Call to Order

1. Welcome and Introductions
2. Opportunity for Public Comment (3 minutes)

B. Approval of Minutes

1. Discussion and Approval of September 10, 2018 Meeting Minutes—**Page 2 (Action)**

C. Time Certain at: 12:05 p.m.

Award Presentation for the Student Video Contest

D. Business

1. Update on Amendment to Bylaws Regarding Policy Position – **(Discussion)**
2. Financial Report—**Page 5 (Discussion and Action)**
3. 2019 Membership Dues—**Page 6 (Discussion and Action)**
4. 2019 SCCSDA Budget—**Page 6 (Discussion and Action)**
5. 2019 Proposed Meeting Schedule—**Page 8 (Discussion and Action)**
6. Upcoming Officer Election **(Information)**

E. Partner Agency Reports

1. Local Agency Formation Commission—Neelima Palacherla, Executive Officer
2. League of California Cities—Nancy Hall-Bennett
3. California Special Districts Association—Colleen Haley, Bay Area Network Field Coordinator

F. Santa Clara County Special District Association Member Reports

1. Round Robin

G. Review of Action Items and Adjournment

1. Action Item Review
2. The next meeting is scheduled for: **Monday, March 4, 2019**
3. Adjourn

Officers: Steve Wesolowski, Chair • Stephanie Moreno, Vice-Chair • Tony Estremera, Secretary/Treasurer

Members: Cupertino Sanitary District • El Camino Healthcare District • Guadalupe Coyote Resource Conservation District • Loma Prieta Resource Conservation District • Los Altos Hills County Fire 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 Roads & Airports • Santa Clara Valley Open Space Authority • Santa Clara Valley Transportation Authority • Santa Clara Valley Water District • Saratoga Cemetery District • Saratoga Fire Protection District • South Santa Clara County Fire District • South Santa Clara Valley Memorial District • West Bay Sanitary District • West Valley Sanitation District of Santa Clara County



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B1. Meeting Minutes

Santa Clara County Special Districts Association
Monday, September 10, 2018
12–1:30 p.m.

Meeting Minutes

A. Call to Order

1. **Welcome and Introductions:** Chair Steve Wesolowski called the meeting to order at 12:02 p.m. and declared a quorum was present.
2. **Opportunity for Public Comment:** None

Santa Clara County Special District Association Attendees:

- Cal Fire South Bay Operations: Jim Crawford
- Cupertino Sanitary District: Bill Bosworth
- Guadalupe Coyote Resource Conservation District: Stephanie Moreno
- Los Altos Hills County Fire District: Jeanne Evilsizer
- Midpeninsula Regional Open Space District: Joshua Hugg, Pete Siemens
- Rancho Rinconada Recreation & Park District: Steve Wesolowski
- Santa Clara County Fire Department: Tony Bowden
- Santa Clara Valley Water District: Linda J. LeZotte, Tony Estremera
- Saratoga Fire Protection District: Eugene Zambetti

Other Attendees:

- LAFCO of Santa Clara County: Neelima Palacherla
- California Special Districts Association: Colleen Haley

Santa Clara County Special District Association (support staff): Mita Prakash and Susie Rodriguez

B. Discussion and Approval of Minutes

Stephanie Moreno approved, and Bill Bosworth seconded, to approve the minutes for the June 4, 2018 meeting. This motion carried unanimously.

C. **Guest Speaker:** Chief Tony Bowden, Santa Clara County Fire Department

Chief Bowden began his presentation by introducing himself to the group and highlighting current priorities for the Santa Clara Fire Department which included infrastructure and purchasing new type 1 fire engines. Chief Bowden also presented on September Emergency Preparedness Month, encouraging the special districts to look at their organization's plan and ensure preparation for employees' needs during an emergency event remains a priority.



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Chief Bowden handed off the presentation to Jim Crawford with Cal Fire South Bay Operations. Mr. Crawford shared a presentation on the 2018 Fire Response, which provided an overview of the last 90 days, including weather conditions and fire statistics.

D1. Student Video Contest Update and Discussion

Colleen Haley reported that no videos had been received to date and encouraged districts to continue publicizing the contest to their networks.

D2. Formation of Committee to Discuss Policy Positions

The group discussed creating a committee to take positions on policies that each district could take back to their governing bodies for support. Group determined that SCCSDA quarterly meeting schedule made position taking difficult. Jim Crawford and Stephanie Moreno agreed to work on draft language for the bylaws, for discussion at the next meeting.

D3. Financial Report

The SCCSDA's current balance was \$3,881.97 as of June 30, 2018. The financial report was approved as submitted.

D4. Fall Newsletter Update

No Updates – Articles due October 5, 2018

D5. LAFCO Special District Representative Report

No report

E1. Local Agency Formation Commission—Neelima Palacherla, Executive Director

- No LAFCO August meeting.
- At October 17 meeting, LAFCO to present draft communications and outreach plan, which will be the first of the state for LAFCO to present.
- CAL LAFCO will hold annual conference in October in Yosemite.
- Ms. Palacherla noted a correction to the meeting minutes to note on section E1. Tony Estremera and Yoriko Kishimoto attended May 10, 2018 Independent Special District Selection Committee Meeting to represent SCCSDA on committee. Motion approved.
- Bill Bosworth requested reasoning for bill amount for Cupertino Sanitary District. Ms. Palacherla informed group that state law defines how Districts will be paid by LAFCO and that the Special Districts agreed on payment percentage and that there is a resolution with this information. Ms. Palacherla also mentioned that LAFCO creates a budget every



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year by May and that each district is provided with a staff report which includes percentage for individual districts.

- Jim Crawford inquired about LAFCO’s actions on the affordable housing crisis. Ms. Palacherla noted LAFCO is thinking ahead to location of future housing and understanding of how it would affect environment. Some constraints include funding and permitting. Have looked ahead to developments projected in the next 20 years and how those can be done without disturbing resources and are addressing climate change.
- At this point, a correction to the June 4, 2018 meeting minutes was requested by Mr. Crawford to note under section A2. Cal Fire South Bay Operations: Jim Crawford. Motion approved.

E2. League of California Cities—Nancy Hall-Bennett was not in attendance.

E3. California Special Districts Association —Colleen Haley, Bay Area Network Field Coordinator

- Grass roots RDA 2.0 article will be asking Districts for position letters to oppose and provide legislation position template forms

F. Santa Clara County Special District Association Member Reports

SCCSDA members shared updates.

G1. Action Item Review

Continue publicizing Student Contest and discussion of draft Bylaws amendment for policy support.

G2. Next Meeting

The next meeting is scheduled for December 3, 2018, from 12–1:30 p.m.

G3. Adjournment

The meeting was adjourned at 1:35 p.m.



D2. Financial Report

Balance as of 06/30/2018	\$3,881.97
Expenses	
Lunch Stop, September Meeting	\$235.05
Balance on hand as of 10/31/2018	<u>\$3,646.92</u>

Item D3 and D4: 2019 SCCSDA Budget and 2019 Membership Dues
Santa Clara County Special Districts Association (projected 2019 budget)

Starting date

Jan-19

	Beginning	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
1 Cash on hand (beginning of month)	2,911	2,911	4,895	4,879	4,603	4,587	4,571	4,295	3,921	3,905	3,629	2,913	2,897	
2														
3 CASH RECEIPTS														
4 Dues of \$100 and 20 paid memberships		2,000												2,000
5 TOTAL CASH RECEIPTS		2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
6 Total cash available	2,911	4,911	4,895	4,879	4,603	4,587	4,571	4,295	3,921	3,905	3,629	2,913	2,897	
7														
8 CASH PAID OUT														
9 Lunches for Meetings				260			260			260			260	1,040
10 Go Daddy Website and Email (triennial)														0
11 Constant Contact (annual)							358							358
12 Conference & Event Fees										700				700
13 Mileage and Travel Reimbursement														0
14 Banking Expenses		16	16	16	16	16	16	16	16	16	16	16	16	192
15														0
16 Miscellaneous														0
17 SUBTOTAL		16	16	276	16	16	276	374	16	276	716	16	276	2,290
18														0
19														0
20														0
21														0
22														0
23 TOTAL CASH PAID OUT		16	16	276	16	16	276	374	16	276	716	16	276	2,290
24 Cash on hand (end of month)	2,911	4,895	4,879	4,603	4,587	4,571	4,295	3,921	3,905	3,629	2,913	2,897	2,621	

	Beginning	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
25 Cash on hand (beginning of month)	2,911	2,911	5,395	5,379	5,103	5,087	5,071	4,795	4,421	4,405	4,129	3,413	3,397	
26														
27 CASH RECEIPTS														
28 Dues of \$125 and 20 paid memberships		2,500												2,500
29 TOTAL CASH RECEIPTS		2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
30 Total cash available	2,911	5,411	5,395	5,379	5,103	5,087	5,071	4,795	4,421	4,405	4,129	3,413	3,397	
31														
32 CASH PAID OUT														
33 Lunches for Meetings				260			260			260			260	1,040
34 Go Daddy Website and Email (triennial)														0
35 Constant Contact (annual)							358							358
36 Conference & Event Fees										700				700
37 Mileage and Travel Reimbursement														0
38 Banking Expenses		16	16	16	16	16	16	16	16	16	16	16	16	192
39														0
40 Miscellaneous														0
41 SUBTOTAL		16	16	276	16	16	276	374	16	276	716	16	276	2,290
42														0
43														0
44														0
45														0
46														0
47 TOTAL CASH PAID OUT		16	16	276	16	16	276	374	16	276	716	16	276	2,290
48 Cash on hand (end of month)	2,911	5,395	5,379	5,103	5,087	5,071	4,795	4,421	4,405	4,129	3,413	3,397	3,121	

Beginning	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
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	Beginning	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
49 Cash on hand (beginning of month)	2,911	2,911	5,895	5,879	5,603	5,587	5,571	5,295	4,921	4,905	4,629	3,913	3,897	
50														
51 CASH RECEIPTS														
52 Dues of \$150 and 20 paid memberships		3,000												3,000
53 TOTAL CASH RECEIPTS		3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
54 Total cash available	2,911	5,911	5,895	5,879	5,603	5,587	5,571	5,295	4,921	4,905	4,629	3,913	3,897	
55														
56 CASH PAID OUT														
57 Lunches for Meetings				260			260			260			260	1,040
58 Go Daddy Website and Email (triennial)														0
59 Constant Contact (annual)							358							358
60 Conference & Event Fees										700				700
61 Mileage and Travel Reimbursement														0
62 Banking Expenses		16	16	16	16	16	16	16	16	16	16	16	16	192
63														0
64 Miscellaneous														0
65 SUBTOTAL		16	16	276	16	16	276	374	16	276	716	16	276	2,290
66														0
67														0
68														0
69														0
70														0
71 TOTAL CASH PAID OUT		16	16	276	16	16	276	374	16	276	716	16	276	2,290
72 Cash on hand (end of month)	2,911	5,895	5,879	5,603	5,587	5,571	5,295	4,921	4,905	4,629	3,913	3,897	3,621	



D6. 2019 Meeting Schedule

March 4, 2019
June 3, 2019
September 9, 2019
December 2, 2019