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California Special Districts Association
Districts Stronger Together

MEMORANDUM

DATE: August 14, 2013

TO: CSDA Members (Board and Staff)

FROM: Stanley Caldwell, CSDA President
Neil McCormick, Executive Director

SUBJECT: 2014 CSDA Committee & Expert Feedback Team Participation

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CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. *CSDA does not reimburse for committee related travel expenses*.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA legislative staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and on rare occasions they may be contacted by phone.

Please return the attached form by **October 18, 2013 by 5:00 p.m**. The selection and ratification of CSDA's 2014 committees will take place in November and selected participants will be notified by the end of November 2013. Committee participation begins in January 2014.

Thank you for your continued support of CSDA!

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Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
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CSDA Finance Corporation
1121 I Street, Suite 200
Sacramento, CA 95814
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2014 COMMITTEE AND EXPERT FEEDBACK TEAM INTEREST FORM

Please make additional copies for each participant.
Please Use Actual Contact Information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

District Address: _____

Personal Address: _____

Telephone:(District) _____ (Contact): _____

Fax (District): _____ (Contact): _____

E-mail: _____

COMMITTEES: We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on? _____ (maximum 3)

NOTE: All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee**: Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: Meets with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Education Committee**: Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee**: Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee**: Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Membership & Recruitment Committee**: Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited)**: Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special District Legislative Days (May 20-21) and Annual Conference (September 29-October 2) is expected if you serve on this committee. All selected 2014 members will be invited to join the 2013 committee members and CSDA staff for a legislative planning session on November 15, 2013.

Each Legislative Committee member will be assigned to 1 to 2 working groups. Please rank from 1 to 6 which working groups you are interested in participating in:

_____ Budget, Finance & Taxation Working Group
_____ Environmental Sustainability Working Group
_____ Formation & Reorganization Working Group
_____ Human Resources & Personnel Working Group
_____ Public Works & Contracting Working Group
_____ Transparency & Accountability Working Group

I am interested in participating on ___ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list may provide input by responding to the legislative staff by email. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts we 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 CSDA's Expert Feedback Team.

_____ **Budget, Finance & Taxation**: Assessments; Bankruptcy; Bonds; Mandates; Mello-Roos; Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

_____ **Environmental Sustainability**: CEQA; Greenhouse Gas Emissions; Renewable Energy; SB 375

_____ **Formation & Reorganization**: Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

_____ **Human Resources & Personnel**: Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

_____ **Legal**: General legal matters affecting special districts

_____ **Public Works & Contracting**: Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

_____ **Transparency & Accountability**: Audits; Brown Act; Ethics; Governance; Public Records Act; Political Reform Act; Reporting to State Controller

Committee and Expert Feedback Team participation is open to both Board members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

***Either the District/Company General Manager or Board President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@csda.net no later than 5:00 p.m. on **Friday, October 18, 2013**