

**KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A MEETING OF THE
BOARD OF DIRECTORS**

Date of Meeting: October 10, 2012
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/agenda/index.shtml.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office Manager, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

7:30 p.m. **CALL TO ORDER**
Directors: Helmut Blaszczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Leslie Michael

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of September 12, 2012 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #4** (APPROVE)
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2012 (APPROVE)
- CC 6. **APPROVAL OF RESOLUTION 12-11** Authorizing Investment of Monies in the Local Agency Investment Fund (APPROVE)
7. **PRESIDENT'S REPORT**
8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

NEW BUSINESS

9. Resolution 12-10 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions: 20 Kerr Avenue and 240 Yale Avenue, Kensington (ACTION)

10. **BOARD REPORTS**

Informational reports from Board members or staff covering the following assignments:

- a. Finance Committee (Kosel/Blaszczyk)
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel): Fire Prevention Week Open House 10/13/12
- d. Contra Costa County/California Special Districts Assoc. (Harmon): Next County meeting October 15, 2012; Draft 7/16/12 County minutes; CSDA Committee & Expert Team
- e. Diablo Fire Safe Council/Interface (Staff): Annual Recognition 11/4/12

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 14, 2012, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 11/14/12 is Wednesday, 10/31/12 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/7/12 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING

CONSENT CALENDAR

**MINUTES OF THE SEPTEMBER 12, 2012 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel
 Staff: Chief Lance Maples, Manager Brenda Navellier
 Absent: Director Leslie Michael

CALL TO ORDER:

President Kosel called the meeting to order at 7:30 p.m. and noted the Directors and staff that were in attendance.

APPROVAL OF CONSENT ITEMS:

President Kosel called for approval of the consent calendar (items 3, 4, 5, 6 & 7) consisting of approval of the minutes of the August 8, 2012 meeting, approval of the July incident activity report, approval of the August incident activity report, approval of the monthly transmittal #3, and approval of the July/August 2012 monthly financial report. Director Blaschczyk made a motion to accept the consent calendar items as presented. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

Resident Joan Gallegos ask the Board if they had considered solar panels for the Public Safety Building. The Public Safety Building Committee will look into this option.

Resident Anthony Knight asked for and received an explanation of the current EBMUD project taking place on Arlington/Westminster Avenues.

PRESIDENT'S REPORT:

President Kosel announced that Laurence Nagel has applied to be on the Board. Mr. Nagel will be a welcome addition in December though the Board will be sorry to see Director Michael's term end.

Kosel noted two of the articles listed in the fall Fire Plug -- the pharmaceutical drop off on 9/29/12 and the reverse 9-1-1 instructions. Navellier should obtain the sign board for the pharmaceutical drop off. Also, Kosel will be representing KFPD at KIC's annual meeting on 9/22/12.

CHIEF'S REPORT:

Chief Maples reported that the department has been very busy during this fire season. The department recently has responded to the Wye Fire in Lake County and the Ponderosa Fire. Captain Janes, in his role as a communications specialist, was on the Chips Fire for 21 days. Engine 372 is currently at the Scotts Fire in Lake County where they have been hiking and digging 5-1/2 miles of hand line. There have been no gaps in coverage during these out-of-county calls. Personnel volunteer to be assigned to these incident responses. Maples explained the request process for engines to respond to out-of-county incidents. The northern California fire season has been worse than normal to date. There have been no injuries during the seven responses this year.

Tri-City Safety Day took place on Saturday, September 8. There was a canine demonstration and also a Holmatro tool demonstration of cutting up a car. County EMS provided hands only CPR instructions. Also County Haz Mat, Richmond, Albany, EBRPD, ECPD and KPPCSD participated. Sparky the Fire Dog and McGruff the Crime Dog were on hand along with the fire demonstration trailer.

NEW BUSINESS:

Resolution 12-09 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2012-2013: The Board adopted the preliminary budget at their June 2012 Board meeting. Kosel gave an overall review of the budget. Revenue is projected at \$3.1 million and expenditures, including capital, are projected at \$3.4 million. The main reason the expenses are above revenue, is the water system improvements currently taking place on Arlington/Westminster and the next phase that is

tentatively planned for Columbia Ave. Reserve funds for engines, the building and the retirees' trust fund are all being funded. Kosel noted that the El Cerrito contract fee does not reflect that fact that the firefighters forewent their 2% raise. This will be resolved during the annual reconciliation. The District attempts to budget very conservatively so that there are no bad surprises and expenditures came in significantly under budget during FY11-12. Chief Maples explained two items that he has requested for the budget. The first was engine rescue equipment at \$6,000. It is for personal urban search and rescue (USAR) gear for 10 people that have passed USAR training. The department has also applied for a Fireman's Fund grant for this equipment. The second is to increase the Firefighters Quarters/Equipment line item by \$20,000 to purchase two new thermal imagers. The current ones on E65 and 365 are about 11 years old and technology has advanced considerably. The Board agreed these were worthwhile projects that should be left in the budget. Director de Ville made a motion to adopt Resolution 12-09. Resident Anthony Knight asked several questions related to the budget and its procedures, including the El Cerrito contract and the water system improvements that the Board answered. The motion was seconded and passed unanimously.

BOARD REPORTS:

Finance Committee: Audit field work for FY11-12 took place during the past two days. The Board will receive the audit in a couple of months.

Education: The Kensington engine lead the Solano Stroll parade this year. Fire prevention week open house will take place on Saturday, October 13th.

CSDA: Currently accepting nominations for Board members.

Correspondence: A thank you note from the Williams family was received.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m. in honor and gratitude for the 343 fallen firefighters of the World Trade Center on 9-11.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on September 12, 2012.

Attest:

Leslie Michael, Board Secretary

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

		KENSINGTON FPD		PY/CY:		
		TRANSMITTAL - APPROVAL		BATCH #:		
		Invoices		DATE :		
				LOCATION #:		
				FILENAME:		
00982	Delta Dental	10/01/12	BE000408120 Oct dental	7840	1061	1,189.07
01169	CalPERS	09/17/12	13834961 med	7840	1061	9,264.06
01406	KFPD	10/04/12	Reimburse revolving fund	7840	2490	13,565.88
01634	Vision Service Plan	09/19/12	001027770001 Oct vision	7840	1061	317.35
02120	City of El Cerrito	10/01/12	Oct fire protection	7840	2328	193,238.52
04152	Mail Stream	09/28/12	514940 newsletter	7840	2490	1,431.09
12420	Meyers Nave	09/24/12	2012080839 legal counsel	7840	2490	2,212.92
	Fire Safety Clearing	09/25/12	3353889 weed abatement	7840	2490	1,575.00
	Oakland Hills Brush Clearing	08/23/12	1824 weed abatement	7840	2490	975.00
	TOTAL					223,768.89

Kensington FPD Approval

Date: / /

Handwritten Signature
 Date: 10/4/12

October 4, 2012

Attachment to Transmittal 1012

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

INVOICE DATE	DESCRIPTION	AMOUNT
9/4/2012	Office Depot - office supplies	151.00
9/9/2012	Rusell - July & August accounting	471.25
9/9/2012	Nextel - telephone	65.05
9/17/2012	Payroll - 9/1-9/15/12	2,565.66
9/17/2012	Withholding payroll taxes 9/1- 9/15/12	944.94
9/17/2012	Payroll processing	50.39
9/12/2012	Contra Costa County - IT charges	10.86
9/5/2012	AT&T - telephone	306.96
9/30/2012	SCIF - workers comp	303.78
9/13/2012	Mechanics Bank - Tri-City	342.11
9/18/2012	Pagepoint - website updates	18.75
10/1/2012	Stericycle - medical waste	876.92
8/29/2012	CA Diesel - generator repair	960.00
9/21/2012	Alliance Graphics - tshirts	822.15
10/2/2012	Payroll - 9/16-9/31/12	2,474.86
10/2/2012	Withholding payroll taxes 9/16- 9/31/12	897.29
10/2/2012	Payroll processing	50.39
8/26/2012	Canepa - landscape maint.	120.00
8/30/2012	UBS - janitorial	99.66
9/4/2012	PG&E - electric	1,327.06
9/10/2012	ICMA - deferred comp	706.80
	Total	13,565.88

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.

Kensington Fire Protection District
Balance Sheet
As of September 13, 2012

	Sep 13, 12
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,335.59
General Fund	497,225.53
Special Tax Fund	18,001.35
Capital Fund	5,035.77
Total Checking/Savings	526,798.24
Accounts Receivable	
Accounts Receivable	2,038.14
Advance on Taxes	2,674,063.48
Advance on Supplemental Taxes	20,282.15
Total Accounts Receivable	2,696,383.77
Other Current Assets	
Prepaid Services - EC	1,971,228.95
Prepaid CERBT - Retiree Trust	1,103,211.65
Investments	
Capital Replacement Funds	776,422.00
Fire Protect. Contract Reserves	2,260,942.00
Investments - Other	-481,596.52
Total Investments	2,555,767.48
Total Other Current Assets	5,630,208.08
Total Current Assets	8,853,390.09
Fixed Assets	
Equipment	906,247.17
Accumulated Depreciation-Equip	-559,135.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-629,470.00
Total Fixed Assets	1,720,748.47
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Total Other Assets	218,628.00
TOTAL ASSETS	10,792,766.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	293,280.32
Total Accounts Payable	293,280.32
Other Current Liabilities	
Surety Bond Claim Held	176,000.00
El Cerrito Service Contract Pay	1,971,228.95
Wages & PR Taxes Payable	2,568.54
Total Other Current Liabilities	2,149,797.49
Total Current Liabilities	2,443,077.81
Total Liabilities	2,443,077.81

Kensington Fire Protection District

Balance Sheet

As of September 13, 2012

	<u>Sep 13, 12</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,169,135.49
Net Income	1,967,934.00
Total Equity	<u>8,349,688.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,792,766.56</u></u>

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through September 13, 2012

	Jul 1 - Sep 13, 12	Jul 1 - Sep 13, 11	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,674,063.48	2,659,657.83	14,405.65	0.5%
Lease Agreement	15,298.00	14,852.50	445.50	3.0%
Salary Reimbursement Agreement	7,768.74	7,660.24	108.50	1.4%
Total Income	2,697,130.22	2,682,170.57	14,959.65	0.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,176.70	364.37	31.0%
Contra Costa County Expenses	48.37	48.76	-0.39	-0.8%
EI Cerrito Contract Fee	394,245.78	376,823.59	17,422.19	4.6%
Water System Improvements	280,000.00	0.00	280,000.00	100.0%
Risk Management Insurance	10,200.00	9,835.00	365.00	3.7%
Professional Fees				
Accounting	601.25	260.00	341.25	131.3%
Legal Fees	127.90	0.00	127.90	100.0%
Total Professional Fees	729.15	260.00	469.15	180.4%
Wildland Vegetation Mgmt	2,520.00	1,785.00	735.00	41.2%
Total OUTSIDE PROFESSIONAL SERVIC...	689,284.37	389,929.05	299,355.32	76.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	12,047.49	14,812.50	-2,765.01	-18.7%
Delta Dental	1,541.25	2,038.74	-497.49	-24.4%
Vision Care	420.00	575.49	-155.49	-27.0%
Total RETIREE MEDICAL BENEFITS	14,008.74	17,426.73	-3,417.99	-19.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	959.39	1,106.70	-147.31	-13.3%
Comm. Pharmaceutical Drop-Off	0.00	801.95	-801.95	-100.0%
Vial of Life Program	5.46	0.00	5.46	100.0%
Total COMMUNITY SERVICE ACTIVITIES	964.85	1,908.65	-943.80	-49.5%
DISTRICT ACTIVITIES				
Firefighters' Expenses	3,160.61	0.00	3,160.61	100.0%
Professional Development	0.00	2,272.98	-2,272.98	-100.0%
Building Maintenance				
Janitorial Service	199.32	99.66	99.66	100.0%
Medical Waste Disposal	1,107.46	800.78	306.68	38.3%
Building alarm	100.00	0.00	100.00	100.0%
Gardening service	240.00	0.00	240.00	100.0%
Miscellaneous Maint.	779.86	1,474.53	-694.67	-47.1%
Total Building Maintenance	2,426.64	2,374.97	51.67	2.2%
Building Utilities/Service				
Garbage	275.56	266.80	8.76	3.3%
Gas and Electric	1,913.53	1,320.34	593.19	44.9%
Water/Sewer	124.60	221.34	-96.74	-43.7%
Total Building Utilities/Service	2,313.69	1,808.48	505.21	27.9%
Memberships	50.00	50.00	0.00	0.0%
Office				
Office Expense	51.37	149.65	-98.28	-65.7%
Office Supplies	329.73	70.48	259.25	367.8%
Telephone	935.25	776.49	158.76	20.5%
Total Office	1,316.35	996.62	319.73	32.1%
Total DISTRICT ACTIVITIES	9,267.29	7,503.05	1,764.24	23.5%
Staff				
Wages	12,272.00	12,033.00	239.00	2.0%
Overtime Wages	159.29	364.44	-205.15	-56.3%
Medical/dental ins compensation	1,060.00	1,020.00	40.00	3.9%
Retirement Contribution	613.60	601.64	11.96	2.0%
Payroll Taxes	951.02	948.40	2.62	0.3%
Workers Compensation/Life Ins	413.50	415.58	-2.08	-0.5%
Payroll Processing	201.56	191.96	9.60	5.0%
Total Staff	15,670.97	15,575.02	95.95	0.6%
Total Expense	729,196.22	432,342.50	296,853.72	68.7%
Net Ordinary Income	1,967,934.00	2,249,828.07	-281,894.07	-12.5%
Other Income/Expense				
Other Income				
Transfers In - General	690.61	1,549.85	-859.24	-55.4%
Total Other Income	690.61	1,549.85	-859.24	-55.4%
Other Expense				
Transfers Out - Capital	690.61	1,549.85	-859.24	-55.4%
Total Other Expense	690.61	1,549.85	-859.24	-55.4%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,967,934.00	2,249,828.07	-281,894.07	-12.5%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through August 2012

	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,674,063.48	2,670,000.00	4,063.48	100.2%
Special Taxes	0.00	200,395.00	-200,395.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	15,298.00	15,297.50	0.50	100.0%
Interest Income	0.00	0.00	0.00	0.0%
Salary Reimbursement Agreement	7,768.74	7,759.84	8.90	100.1%
Total Income	2,697,130.22	2,893,452.34	-196,322.12	93.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,500.00	41.07	102.7%
Contra Costa County Expenses	48.37	50.00	-1.63	96.7%
El Cerrito Contract Fee	394,245.78	394,245.84	-0.06	100.0%
Water System Improvements	280,000.00	280,000.00	0.00	100.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Risk Management Insurance	10,200.00	12,600.00	-2,400.00	81.0%
Professional Fees				
Accounting	130.00	900.00	-770.00	14.4%
Actuarial Valuation	0.00	0.00	0.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	127.90	5,000.00	-4,872.10	2.6%
Total Professional Fees	257.90	5,900.00	-5,642.10	4.4%
Wildland Vegetation Mgmt	0.00	2,000.00	-2,000.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	686,293.12	696,295.84	-10,002.72	98.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	12,047.49	8,031.66	4,015.83	150.0%
Delta Dental	1,027.50	1,027.50	0.00	100.0%
Vision Care	420.00	280.00	140.00	150.0%
Total RETIREE MEDICAL BENEFITS	13,494.99	9,339.16	4,155.83	144.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	774.01	2,166.66	-1,392.65	35.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	5.46	66.66	-61.20	8.2%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	779.47	2,233.32	-1,453.85	34.9%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	0.00	833.34	-833.34	0.0%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	0.00	916.66	-916.66	0.0%
Building Maintenance				
Janitorial Service	99.66	250.00	-150.34	39.9%
Medical Waste Disposal	553.73	1,193.34	-639.61	46.4%
Building alarm	100.00	0.00	100.00	100.0%
Gardening service	120.00	291.66	-171.66	41.1%
Miscellaneous Maint.	203.50	2,000.00	-1,796.50	10.2%
Total Building Maintenance	1,076.89	3,735.00	-2,658.11	28.8%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	1,250.00	1,231.66	18.34	101.5%
Water/Sewer	124.60	250.00	-125.40	49.8%
Total Building Utilities/Service	1,374.60	1,481.66	-107.06	92.8%
Election	0.00	0.00	0.00	0.0%
Memberships	50.00	50.00	0.00	100.0%
Office				
Office Expense	51.37	625.00	-573.63	8.2%
Office Supplies	178.73	375.00	-196.27	47.7%
Telephone	792.72	848.34	-55.62	93.4%
Total Office	1,022.82	1,848.34	-825.52	55.3%
Total DISTRICT ACTIVITIES	3,524.31	8,865.00	-5,340.69	39.8%
Staff				
Wages	12,272.00	12,273.34	-1.34	100.0%
Overtime Wages	159.29	637.50	-478.21	25.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,060.00	1,060.00	0.00	100.0%
Retirement Contribution	613.60	613.34	0.26	100.0%
Payroll Taxes	951.02	1,106.34	-155.32	86.0%
Workers Compensation/Life Ins	413.50	255.00	158.50	162.2%
Payroll Processing	151.17	215.00	-63.83	70.3%
Total Staff	15,620.58	16,160.52	-539.94	96.7%

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through August 2012

	Jul - Aug 12	Budget	\$ Over Budget	% of Budget
Contingency	0.00	0.00	0.00	0.0%
General	0.00	3,333.34	-3,333.34	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	3,333.34	-3,333.34	0.0%
Total Expense	719,712.47	736,227.18	-16,514.71	97.8%
Net Ordinary Income	1,977,417.75	2,157,225.16	-179,807.41	91.7%
Other Income/Expense				
Other Income	690.61			
Transfers In - General	690.61			
Total Other Income	690.61			
Other Expense	690.61			
Transfers Out - Capital	690.61			
Total Other Expense	690.61			
Net Other Income	0.00			
Net Income	1,977,417.75	2,157,225.16	-179,807.41	91.7%

RESOLUTION 12-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Kensington Fire Protection District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Kensington Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District does hereby authorize the deposit and withdrawal of Kensington Fire Protection District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED that the Kensington Fire Protection District officers of their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Janice E. Kosel
President

Helmut Blaschczyk
Finance Committee

Brenda J. Navellier
Manager

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 10th day of October 2012 by the following vote of the Board:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:

Janice E. Kosel, President

ATTEST:

Leslie Michael, Secretary

NEW BUSINESS

AGENDA BILL

Subject: Hearing on report of costs to the Board of Directors regarding abatement of public nuisances at 20 Kerr Avenue and 240 Yale Avenue pursuant to Health and Safety Code 14875 et seq and Government Code Sections 39560 et seq

Initiated by: Michael J. Bond, Fire Marshal
David Ciappara, Fire Prevention Officer

BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of two declared public nuisances located at 20 Kerr Avenue and 240 Yale Avenue. The purpose of the program is to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement.

The property owners of the subject properties identified in Exhibit A; however, failed to abate the declared fire hazards on the subject properties, and the Board has followed statutory procedure to remove the hazardous conditions. The procedure is specified in the August 2012 staff report and in Resolution No. 12-08 which specifically declared the subject properties by exhibit a public nuisance at the August 8, 2012 Board of Directors meeting. The subject properties were declared a public nuisance following a lengthy period of repeated attempts to contact the subject property owners by mail, posting of the properties, and property visits. The property owner of 20 Kerr Avenue never contacted the Fire Department, nor abated the non-compliant conditions that continued to exist. The property owner of 240 Yale Avenue contacted the Fire Department, requested and was given an extension to abate the non-compliant conditions, and did not abate the non-complaint conditions as agreed upon by September 15, 2012.

Pursuant to Health and Safety Code Section 14900 the property owners were given the opportunity to object to the subject properties being designated public nuisances. The property owners were not present at the August 8, 2012 Board of Directors meeting and never spoke in objection of the properties' declaration as public nuisances. The Board of Directors ordered the abatement of the nuisance at the subject properties in Resolution No. 12-08.

The subject properties were abated of the existing nuisance condition on August 23, 2012 (20 Kerr Avenue) and September 25, 2012 (240 Yale Avenue) under the supervision of the Fire Prevention Officer. Contractors from Otterstad's Brush Clearing Service (20 Kerr Avenue) and Fire Safety Clearing (240 Yale Avenue) performed abatement clearance procedures.

Notice has been sent to the subject properties owners identified in Exhibit A informing them of the costs associated with abatement, administrative costs, pending county lien fees, and of the hearing before the Board of Directors on October 10, 2012. Additionally, the notice allows the subject property owners to remit payment to the District for abatement costs and administrative fees prior to the close of business on October 10, 2012 to avoid the pending lien of the subject property.

ANALYSIS/DISCUSSION

The fire hazard abatement procedure provides ample due process for the affected property owners. In the case of the subject properties, due process has been far above and beyond that required by statute with an additional notice and posting ordering of abatement. Moreover, the subject properties were given more than ample time to bring the properties into compliance. This included an extension to the standard time allotted for compliance through the abatement process granted to one of the subject properties' owners upon his request. The most important part of the procedure is that each property owner is individually given the opportunity to contest whether their property constituted a public nuisance and fire hazard at a public hearing before the Board of Directors. Again, this important component was extended to the subject property owners by allowing a hearing for existing hazards on the property. At the conclusion of this hearing on August 8, 2012, the subject property owners did not voluntarily abate the nuisance, nor produce an acceptable work plan to abate the nuisance over a period of time.

Given these unfortunate circumstances, the Board of Directors directed Fire Department staff to abate the conditions. This matter now appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the subject properties identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed regarding the subject properties at issue. Resolution No. 12-10 provides for confirmation of the report of costs for the subject properties identified in Exhibit A. Once confirmed by the Board of Directors, the costs of the abatement will be forwarded to the County Assessor for assessment on the subject properties, and liens will be recorded for the subject properties with the County Recorder.

OPTION ANALYSIS

At the conclusion of the hearing, the Board of Directors may:

Option No. 1: Adopt Resolution 12-10, with Exhibit A as presented.

Option No. 2: Adopt Resolution 12-10, with Exhibit A as amended.

Option No. 3: Not adopt Resolution 12-10, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject property.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the District has paid the contractors a total of \$2,550.00 for their work. The administrative costs of \$1,260.00 include: (1) Fire Department investigation, (2) boundary determination (3) supervision of contract labor (4) preparation of documents for Board of Directors meetings/hearings, and (5) submittal of records/liens to the County. Additionally, legal fees for investigation into the legality and necessity of an abatement warrant for 240 Yale Avenue totaled \$2,212.92. In order for the District to recover fully the direct and indirect costs of \$6,022.92 already incurred for the abatement work performed, administrative fees, and legal consultation, the Board of Directors should confirm the staff report on the costs of abatement at this time so that these costs can be immediately forwarded to the County for collection from the property owners.

LEGAL CONSIDERATIONS

The Kensington Fire Protection District attorney has reviewed and approved the process.

RECOMMENDATION

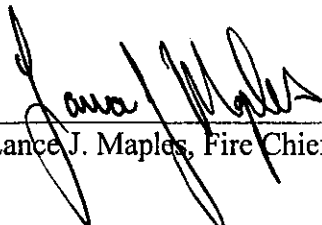
Staff recommends that the Kensington Fire Protection District Board of Directors adopt Resolution No. 12-10, with attached Exhibit B amended, as may be appropriate, based upon information received at the public hearing.

ATTACHMENTS

Exhibit A – List of Abated Kensington Properties

Exhibit B1 through B2 – Contractors' Invoice and Computations of Costs

Reviewed by:



Lance J. Maples, Fire Chief

RESOLUTION 12-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 et. Seq. provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, liter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, at the conclusion of the August 8, 2012 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 12-08, to remove the public nuisance conditions on those properties deemed by the Board to constitute public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified as 20 Kerr Avenue, APN 572 021 0011 and 240 Yale Avenue, APN 570 071 0048 ("properties in question"); and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the properties in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on October 10, 2012 at which objections were heard regarding the report and the assessment of the abatement costs for the properties identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owners of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject properties for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the properties prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the properties in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owners, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the properties in

question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the properties in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the properties in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 10th Day of October 2012, by the following vote of the Board:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:

Janice Kosel, President

ATTEST:

Leslie Michael, Secretary

Attachments: Exhibits A and B

EXHIBIT A

Kensington
List of Real Abated Properties
10-10-2012

<u>APN</u>	<u>Street Address</u>
5720210011	20 KERR AVENUE
5700710048	240 YALE AVENUE

**Oakland Hills
Brush Clearing**

6114 La Salle Ave #235
Oakland, CA 94611
(510) 339-9991

Invoice

Date	Invoice #
8/23/2012	1824

Bill To
Kensington Fire Protection District 217 Arlington Avenue Kensington, Ca 94707

Description	Amount
lot at #20 Kerr Way Fire-prevention weed and berry vine clearing. Clearing of dead brush, small brush growth and limbing of low branches. On-site processing of all brush. Removing ivy from tree trunks.	975.00
Thank you for your business.	Total \$975.00

EXHIBIT B-1 page 2

**REPORT ON ABATEMENT OF FIRE HAZARDS
KENSINGTON FIRE PROTECTION DISTRICT**

Property:

Parcel Number: 5720210011
Property Address: 20 Kerr Ave. Kensington, CA 94707
Contact Address: 127 Arlington Ave. Kensington, CA 94707

Owner' Name: Khorsandi, Khosrow & Irandokt

Abatement Work Performed:

Description: Fire prevention weed and berry vine clearing;
clearing of dead brush, small brush growth,
limbing of low tree branches, and removal of ivy from tree
trunks ; on-site processing of all brush..

Date Work Performed: August 23, 2012

Work Performed By: Oakland Hills Brush Clearing
6114 La Salle Ave. # 235.
Oakland, Ca. 94611
510- 339-9991

Contracted Costs..... \$975.00

Administrative Costs: Fire District Investigation,
Boundary Determination, and Supervision
1Hr 30 min. X \$168.00 \$252.00

Fire District Administration Fees
2 Hrs. X \$168.00.....\$336.00

Property Tax collection fee N/C

County Recording and
Administration fees N/C

TOTAL ABATEMENT COST: \$1563.00

Certified by: Michael J. Bond Date: 9-28-12
Michael Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT ADMINISTRATIVE COST WORK SHEET

20 Kerr Ave.

6/18/2012 - Initial inspection and notice.....	15 min @ \$168.00 hr.....	\$42.00
7/23/2012 - Reinspection	15 min @ 168.00 hr.....	42.00
7/30/2012 - Office work for Fire District Board Meeting.....	30 min @ 168.00.....	84.00
8/14/2012 - Reinspection and notice.....	15 min @ 168.00.....	42.00
8/22/2012 - Vendor bid inspection.....	30 min @ 168.00 hr.....	84.00
8/23/2012 - Vendor observation / inspection.....	15 min @ 168.00 hr.....	42.00
10/1/2012 - Office work for Fire District Board Meeting...	30 min @ 168.00 hr...	84.00
10/28/2012 - County Record Abatement Martinez.....	60 min @ 168.00 hr.....	168.00
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$588.00

FIRE SAFETY CLEARING
510-541-2130

SEPT. 25, 2012

INVOICE# 3353889
LOCATION: 240 Yale St.
Kensington, CA.

Backyard Clean-up
Limb up trees, Clear hazardous growth
Remove fallen deck

TOTAL DUE.....\$1575.00

Please make check payable to:
Teo Carlone
1224 Masonic Ave.
Berkeley, CA. 94706

Thanks for the work. Hope everything looks O.K.

EXHIBIT B-2 page 2

**REPORT ON ABATEMENT OF FIRE HAZARDS
KENSINGTON FIRE PROTECTION DISTRICT**

Property:

Parcel Number: 5700710048
Property Address: 240 Yale Ave. Kensington, CA 94708
Contact Address: 240 Yale Ave. Kensington, CA 94708

Owner' Name: Strnad, Stanley

Abatement Work Performed:

Description: Backyard clean-up including clearing hazardous growth, limb-up of trees, and removal of fallen deck

Date Work Performed: September 25, 2012

Work Performed By: Fire Safety Clearing
c/o Teo Carlone
1224 Masonic Ave.
Berkeley, CA 94706

Contracted Costs..... \$1,575.00

Administrative Costs: Fire District Investigation,
Boundary Determination, and Supervision
2Hr. X \$168.00 \$336.00

Fire District Administration Fees
2 Hrs. X \$168.00\$336.00

Legal Fees\$2,212.92

Property Tax collection fee N/C

County Recording and
Administration fees N/C

TOTAL ABATEMENT COST: \$4,459.92

Certified by: Michael J. Bond Date: 9-28-12
Michael Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT ADMINISTRATIVE COST WORK SHEET

240 Yale Ave.

6/18/2012 - Initial inspection and notice.....	15 min @ \$168.00 hr.....	\$42.00
7/23/2012 - Reinspection	15 min @ 168.00 hr.....	42.00
7/30/2012 - Office work for Fire District Board Meeting.....	30 min @ 168.00.....	84.00
8/14/2012 - Reinspection and notice.....	15 min @ 168.00.....	42.00
9/13/2012 - Vendor bid inspection.....	60 min @ 168.00 hr.....	168.00
9/25/2012 - Vendor observation / inspection.....	15 min @ 168.00 hr.....	42.00
10/1/2012 - Office work for Fire District Board Meeting...	30 min @ 168.00 hr...	84.00
10/28/2012 - County Record Abatement Martinez.....	60 min @ 168.00 hr.....	168.00
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$672.00

BOARD REPORTS

CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

July 16, 2012

MINUTES

The quarterly meeting of the Contra Costa Special Districts Association was held on Monday, July 16, 2012, at Central Contra Costa Sanitary District, Martinez. In the absence of Chairperson Bette Boatman, Mark Cornelius served as Acting Chair and led the meeting with 25 members in attendance, representing 17 special districts. Also present were a number of Public Employees Union, Local One Representatives.

Call to Order

Acting Chairperson Cornelius called the meeting to order at 10:10 a.m. and upon request, allowed Public Employees Union, Local One's Representative Scott Brown to address the audience. Mr. Brown described the negotiations process between the Union and the West County Wastewater District. He stated that negotiations are at a standstill and that the suggestion of mediation has been denied by the District. He noted that the Union will make this matter public until such time as the two entities meet to negotiate the labor contracts.

Acting Chair Cornelius excused Mr. Brown and the Union representatives. The meeting continued with introductions and comments from District members present, with each representative giving an update on their respective agencies.

Adoption of Agenda

There were no changes to the agenda.

Approval of Minutes

The minutes of the April 16, 2012 meeting were approved.

Guest Speaker

Acting Chair Cornelius introduced the meeting's Guest Speaker Fire Chief Randall Bradley of the Moraga-Orinda Fire Protection District. Chief Bradley made a presentation entitled: "Fire District Consolidations... The Grand Jury Report".

He described the efforts in considering consolidation of the Contra Costa County Fire Agency. He explained the need for consolidation, which is basically due to revenues being severely depleted by lower property taxes. He further noted that each community values their fire services differently, with some valuing their fire service as the highest priority, while others valuing it less than police and schools. He concluded by stating that Contra Costa County should re-evaluate current service models to identify options that are sustainable and that maintain service levels. Consolidations may be part of the solution, but community values, equity, local control and service level maintenance must be considered prior to arbitrarily pursuing any consolidation model.

Upon completing his report, he answered questions from the floor.

Approval of Chapter's Affiliation Agreement with Statewide CSDA

A vote on the Affiliation Agreement with California Special Districts Association, previously e-mailed to the Chapter's members was taken and was unanimously approved.

COMMITTEE UPDATES

LAFCO Representative Report

Dwight Meadows, Contra Costa Resource Conservation District, presented a summary of the items being considered by LAFCO. He noted the changes of the LAFCO Board due to the death of Supervisor Gayle Uilkema and that LAFCO is currently working on MSRs for library services and the dissolution of the Mt. Diablo Health Care District and the Rollingwood Park and Recreation District.

Legislative Committee Report

Stan Caldwell, Mt. View Sanitary, introduced Eric Pruehler from East Bay Regional Park District to describe a number of legislative bills being introduced. California Special Districts Association is working on different items such pension reform. He especially noted California Forward's Prop 31, the reorganization of how special districts budget, which includes a community wide strategic action plan that will allow County Supervisors to call together vested agencies in a county to essentially exempt themselves from state law.

East Bay Regional Park District- Park Advisory Committee Report

In the absence of E. Shalaby, West County Wastewater District, the minutes of the April 23, 2012 East Bay Regional Park District Advisory Committee meeting were distributed.

Finance Committee

Acting Chair/Treasurer Mark Cornelius presented the CCSDA Revenue and Expense Summary Report for the period of April through June 2012. The Bank account balances as of June 30, 2012 were:

Savings Account -	\$8,262.35
Checking Account	\$ 582.62
Total Balance	\$8,844.97

California Special Districts Association Activities Update

Sherry Sterrett, Pleasant Hill Recreation & Park District, described the agenda items being presented at the upcoming CSDA Board Meeting. She invited everyone to attend the CSDA Annual Conference September 24-27.

Stan Caldwell, Mt. View Sanitary, noted that as the CSDA Contra Costa Special Districts Association Newsletter editor, he asked for a volunteer to review and edit the newsletter.

Other Business

The next CCSDA meeting will be held Monday, October 15, 2012, at 10:00 a.m. at the Central Contra Costa Sanitary District, Multipurpose Room, Martinez.

Adjournment

There being no further business, Acting Chair Cornelius adjourned the meeting at the hour of 11:31 a.m.

Respectfully submitted,

Maria L. Sena

DRAFT



**California Special
Districts Association**
Districts Stronger Together

MEMORANDUM

DATE: September 11, 2012
TO: CSDA Members (Board and Staff)
FROM: Dewey Ausmus, CSDA President
Neil McCormick, Executive Director
SUBJECT: 2013 CSDA Committee & Expert Team Participation

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 committee 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 active 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 their 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 **Friday, October 19, 2012 at 5:00 p.m.** The selection and ratification of CSDA's 2013 committees will take place in November and selected participants will be notified by the end of November 2012. Committee participation begins in January, 2013.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
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 CSDA Finance Corporation
1112 I Street, Suite 300 1121 I Street, Suite 200
Sacramento, CA 95814 Sacramento, CA 95814
Toll Free: 800-537-7790 Toll Free: 877-924-CSDA (2732)
Fax: 916-231-4111 Fax: 916-442-7889



**California Special
Districts Association**

Districts Stronger Together

**2013 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: _____

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.

COMMITTEES:

_____ **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.

_____ **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 and once at the Annual Conference in Monterey. Attending CSDA's Special District Legislative Days (May 14-15) is expected if you serve on this committee. All selected 2013 members will be invited to join the 2012 committee members and CSDA staff for a legislative planning session on November 16, 2012.

_____ **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 but wish to receive legislative communications emailed to the Legislative Committee and Legislative Distribution List.

_____ **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.

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 of the areas below, please join CSDA's Expert Feedback Team.

_____ **Budget, Finance & Taxation:** Audits; Bankruptcy; Bonds; Property Tax Allocations; Public Financing; Prop 218; Redevelopment

_____ **CEQA:** The state legislature is expected to take up proposals next year to reform the California Environmental Quality Act; this team will provide critical insight on such proposals

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

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

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

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

_____ **Public Works & Contracting:** Basic Contracting; Bidding; Design-Build; Indemnification; Public Private Partnerships; Retention

_____ **Transparency & Accountability:** Brown Act; Ethics; 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, 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@cdda.net no later than 5:00 p.m. on **Friday, October 19, 2012.**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cdda.net