

AGENDA
**FOR THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
TO BE HELD February 20, 2024**

The regular meeting of the Governing Board will be held commencing at 5:30 p.m. The location of the meeting is at 5300 Sixth Street, Carpinteria, CA.

The public is encouraged to participate in one of the following ways:

1. Submitting a Written Comment. If you wish to submit a written comment, please email your comment to the Board Clerk at kimg@carpsan.com by **3:00 P.M. on the day of the meeting**. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations.
2. Attend the in-person meeting at the Carpinteria Sanitary District Board room.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. BOARD APPROVAL OF AGENDA AS [SUBMITTED] [MODIFIED]
Board President asks the Board, public, staff, and legal counsel if there are any additions and/or modifications to the Agenda.

IV. APPROVAL OF MINUTES AS [SUBMITTED] [MODIFIED]
January 16, 2024

V. PUBLIC FORUM
The public may address the Governing Board on items of interest to the public which are not already on this evening's agenda and are within the subject matter jurisdiction of the Board. The time allotted for this discussion shall be pursuant to Board Bylaws.

VI. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. General Manager's Status Report (Pages 1-2)

Description: General Manager to review his written report regarding the following issues:

- Staff Updates
- Winter Storm Events
- Belt Filter Press Project Status
- Caselle Accounting Software Transition Update
- CASA Conference Report

- Operations Update

2. Draft Pension Liability Management Policy (Pages 3-15)

Description: The Board to receive an overview presentation on its CalPERS retirement program and associated unfunded actuarial liability.

Staff Recommendation: None. Information only.

3. Direct Payment Dental/Vision Plan Modifications (Pages 16-19)

Description: The Board to review and consider approval of proposed changes to the District's Direct Payment Dental/Vision Plan.

Staff Recommendation: Staff recommends that the Board approve the updated Direct Payment Dental/Vision Plan as proposed and to be effective upon approval.

4. Board Workshop Planning (Page 20)

Description: The Board to discuss and provide direction to staff regarding a strategic planning workshop.

Staff Recommendation: None. Board discussion and staff direction.

5. California Special Districts Association Board of Directors – Call for Nominations (Pages 21-26)

Description: The Board to consider the call for nominations for a vacancy on the CSDA Coastal Network (Seat A).

Staff Recommendation: None. Board decision.

6. Carpinteria Advanced Purification Project (CAPP) Update

Description: The Board will receive an update status report on the Carpinteria Advanced Purification Project being pursued in conjunction with the Carpinteria Valley Water District. Information on current activities and future tasks or milestones will be presented.

Staff Recommendation: None. Board decision.

VII. BOARD ITEMS

D. COMMITTEE REPORTS

Description: Verbal reports by the committee chairperson(s) of the following committees:

- Standing Finance Committee
- Standing Personnel Committee
- Standing Public Relations Committee
- Standing Utilities Committee
- Standing Recycled Water Committee
- Ad-Hoc Summerland Sanitary Coordination Committee

E. GENERAL ITEMS

1. SBCSDA (Santa Barbara – California Special Districts Association) Report
2. Board Member Vacation Dates
3. Future Agenda Items

VIII. ADJOURNMENT

FURTHER INFORMATION AVAILABLE

A staff report providing more detailed information is available for most agenda items and may be reviewed in the District office during regular hours (Monday - Friday from 8:00 a.m. to 12:00 p.m. and/or 1:00 p.m. to 5:00 p.m.). Copies of individual reports may be requested at this office. Call (805) 684-7214 extension 110 for more information.

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact the District's Board Secretary at (805) 684-7214, extension 111, at least 48 hours prior to the start of the meeting.

Next Ordinance Available.....#20
Next Resolution Available.....R-368
Posting Date.....2/16/24

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
January 16, 2024**

These are the **minutes** of the **regular** meeting of the Governing Board of the Carpinteria Sanitary District in the City of Carpinteria, County of Santa Barbara, and State of California.

The Governing Board of the Carpinteria Sanitary District held a regular meeting on **January 16, 2024**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

The agenda notice for this meeting, including instructions for the public to provide comments, was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting.

I. CALL TO ORDER

President Modugno called the meeting to order at 5:30 p.m. and noted that Legal Counsel was absent and all Directors were present at tonight's meeting.

Directors Present: Mike Modugno – President
 Michael Damron – President Pro-Term
 Gerry Velasco – Secretary
 Debbie Murphy – Secretary Pro-Tem
 Lin Graf – Treasurer

Staff Present: Craig Murray – General Manager
 Kim Garcia – Board Clerk

Legal Counsel
Present: None.

Public Present: None.

II. PLEDGE OF ALLEGIANCE

President Modugno led the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Modugno asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. BOARD APPROVAL OF MINUTES OF THE MEETING OF December 19, 2023

Director Murphy made a motion, seconded by Director Damron that the Board approve the minutes of the December 19, 2023 Regular Board meeting as presented. The motion carried by the following vote:

AYES:	4	Graf, Murphy, Damron, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	1	Velasco

V. PUBLIC FORUM

None

VI. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. Annual Board Reorganization

President Modugno said this was the time the Board established officers, meeting place, meeting time and other housekeeping functions required annually by law.

After Board discussion, the following determinations were made:

BOARD AND COMMITTEE DETERMINATIONS:

Director Damron as President.

Director Velasco as President Pro-Tem.

Director Murphy as Secretary.

Director Graf as Secretary Pro-Tem.

Director Modugno as Treasurer.

Finance Committee: **Chair** - Director Modugno; **Member** – Director Damron

Personnel Committee: **Chair** - Director Velasco; **Member** – Director Graf

Public Relations Committee: **Chair** - Director Murphy; **Member** – Director Modugno

Local Utilities Committee: **Chair** - Director Graf; **Member** – Director Murphy

Recycled Water Committee: **Chair** - Director Velasco; **Member** – Director Modugno

Coastal Districts Financing Authority: **Member** - Director Damron; **Member** – Director Velasco

Summerland Sanitary Coordination Ad-Hoc Committee: **Chair** – Graf; **Member** - Murphy

The Board discussed and affirmed/reaffirmed the following:

- The Board reaffirms Karl H. Berger as Legal Counsel.
- The Board reaffirms Craig Murray, P.E. as General Manager.
- The Board affirms 5300 Sixth Street as the place of regular meetings of the Board.
- The Board affirms the first and third Tuesday of each month as the days of the regular meetings of the Board, unless the first and third Tuesday falls on a national holiday.
- The Board affirms 5:30 p.m. as the time of the regular meetings of the Board.
- The Board reaffirms that Section 54956 and 54956.5 of the Government Code are designated as the manner by which special and emergency meetings respectively shall be called.
- The Board reaffirms compensation to Directors as established by Board Resolution for attendance at regular, special or adjourned meetings of the Board of Directors, for committee meetings, seminars, conferences and other meetings as established by Board Resolution.

Director Graf made a motion, seconded by Director Velasco that the Board approve the Board and Committee determinations and that the Board approve and adopt the organizational provisions as presented in this staff report and orders the Secretary to file a Statement of Facts with the Secretary of State and the County Clerk Recorder's Office. The motion carried by the following vote:

AYES:	5	Graf, Damron, Murphy, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

2. General Manager's Status Report

General Manager reviewed his written report regarding the following items:

- Quarterly Incident Report
- SAMA Meeting Report
- Caselle Accounting Software Transition Update
- CalPERS UAL Management
- Operations Update

3. FY 2023/24 Mid-Year Budget Adjustment

General Manager reviewed his staff report related to the FY 2023/24 mid-year budget adjustment. Proposed changes include receipt of additional grant revenue totaling \$210,000 and increased expenses for electricity, polymer and outfall repair and maintenance totaling \$277,000. If approved, the net mid-year budget would be increased by \$67,000.

Director Modugno made a motion, seconded by Director Graf that the Board approve the mid-year budget adjustment. The motion carried by the following vote:

AYES:	5	Graf, Damron, Murphy, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

4. Santa Barbara LAFCO – Mailed Ballot Elections **Regular Special District Member Selection**

General Manager reviewed his staff report related to the Santa Barbara LAFCO – mailed ballot elections for a regular special district member selection.

Director Damron made a motion, seconded by Director Murphy that the Board cast their vote for Craig Geyer. The motion carried by the following vote:

AYES:	5	Graf, Damron, Murphy, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

5. Carpinteria Advanced Purification Project

General Manager provided an update related to the Carpinteria Advanced Purification Project.

No Board action was taken on this item.

VII. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Per Government Code Section 54957. Title: General Manager

President Damron led the Board into the above referenced closed session item at 6:10 p.m.

VIII. RECONVENE OPEN SESSION

A. CLOSED SESSION REPORT

President Damron reconvened the open session at 6:21 p.m. and said that there was no action to report on the closed session item.

IX. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

President Damron reported on the meeting held 1/11/2024.

Standing Personnel Committee

None.

Standing Public Relations Committee

None.

Standing Utilities Committee

None

B. GENERAL ITEMS

SBCSDA (Santa Barbara California Special Districts Association) Report

None

CSRMA Report

None.

Board Member Vacation Dates

Director Murphy - October

Future Agenda Items

None

X. ADJOURNMENT

There being no further items to discuss, the meeting adjourned at 6:23 p.m.

Mike Damron
President

Gerald Velasco
President Pro-Tem

Debbie Murphy
Secretary

Lin Graf
Secretary Pro-Tem

Mike Modugno
Treasurer



Carpinteria Sanitary District

Board of Directors Meeting
General Manager's Status Report

TO: Board of Directors

FROM: Craig Murray, P.E. – General Manager

SUBJECT: General Manager's Status Report

DATE: February 20, 2024

Staff Updates. Nick Razo passed the Grade 1 Collection System Maintenance technical certification exam through CWEA. Congratulations Nick!

Winter Storm Events. A series of winter storms in early February impacted District operations, but overall we did not see damaging flows in Carpinteria Creek and our remote pump stations were able to convey elevated flows without auxiliary pumping. Two problems that were coincidental to the rain events kept operations staff busy. One of the pumps at Lift Station No. 2 had a catastrophic seal failure just before the storm in early February, requiring staff to set up a trailer mounted pump with automated controls. This system performed well and remains in place while staff is pursuing repair and/or replacement of the damaged pump.

On Sunday February 4th a Smart Cover alarm notified staff of a potential pipeline blockage on Via Real near the Polo Club. It was subsequently determined that a CIPP segment liner within a lined 8" diameter pipe had delaminated and was fully blocking flow. District staff responded during protracted heavy rain. In response to some equipment challenges, we enlisted help from the Montecito Sanitary District and they responded immediately to assist. Flow was partially restored overnight and we engaged Tierra Contracting to perform an emergency excavation and repair on February 5th.

An oral report will be provided on any issues related to the forecast rain event over the President's Day weekend.

Belt Filter Press Project Status. MKN submitted a comprehensive Alternatives Analysis report for the Belt Press Replacement Project in late January. Staff reviewed the report and provided feedback to the design team. As previously reported, the main reduction gear on the existing belt press failed. Operations staff pursued all options to find a replacement part, but this obsolete equipment was simply not available in any condition or any location. It is crucial to maintain operability of the belt press until the replacement unit is delivered (potentially 12 months). Accordingly, staff ordered a different style gear reducer and converted operation from a hydraulic drive to an electric motor, with variable speed controls. Installation and necessary modifications were completed in-house and the belt press is working well since the work was completed.

Caselle Accounting Software Transition Update. Kim Garcia will provide an oral report on the status of our migration from Microsoft Dynamics to the Caselle hosted platform.

CASA Conference Report. I attended the CASA Winter Conference in Palm Springs held January 24th through 26th. There were several informative sessions and I participated in meetings of the CASA Board of Directors and the CSRMA Board and Executive Boards.

Operations Update

System operations updates are as follows:

- The treatment plant is operating in full compliance with our NPDES permit. Effluent quality has fluctuated slightly with high flows resulting from storm events.
- The NPDES Annual Report for 2023 was prepared and submitted via CIWQS. Operations staff prepared our biosolids annual report and other annual compliance reporting as well. The APCD annual report is being finalized for submittal prior to the March 1st deadline.
- The collection system is operating well overall. Collections staff are focused on wet weather preparations for remote lift stations and on identifying potential sources of stormwater inflow and infiltration.
- A persistent problem in the PLC controls for Lift Station No. 4 has caused repeated after hours callouts. Canon engineers and our Allen Bradley sales representative have investigated hardware and software performance and we are continuing to search for a solution. Backup systems have ensured continued operation of the pumps.
- A small sinkhole was identified over a 15" gravity sewer near Lift Station No. 1. Staff inspected the main and temporarily addressed the subsidence. Based on findings, repairs will be scheduled when soil conditions are more favorable for excavation.
- The District's Engineering Technician is inspecting a project to replace the private sewer lateral serving the City Hall campus, including the new restroom at the Skate Park.



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: **Draft Pension Liability Management Policy**

DATE: February 20, 2024

REQUESTED ACTION: That the Board review and provide input on a Draft Pension Liability Management Policy related to its CalPERS retirement program.

BACKGROUND: Based on direction from the Board, the District worked with Ridgeline Municipal Strategies (Ridgeline) to develop a draft pension liability management policy. The District has monitored the unfunded accrued liability (UAL) associated with its CalPERS defined benefit pension plans. To address UAL concerns, the District established and funded a Section 115 pension trust in 2019. However, due to ongoing volatility and lagging investment returns within the CalPERS portfolio, a more active, policy-based approach to pension liability management is being considered.

Some of the key tenets of the draft policy include the following:

- Target funding level set at 90% of UAL, with 80% being minimum acceptable level.
- Consider UAL as “debt” in overall financial management picture.
- Annually review new UAL bases and make strategic advanced payments to avoid negative amortization.
- Implement strategies to address existing UAL target deficit, which could include advance direct payments from reserve funds or from Section 115 Trust funds.
- Limit continued use of Section 115 Trust to cover UAL liability above 90% level.

As of June 30, 2022, the District’s Classic Plan was 74.3% funded and our PEPRA Plan was 89% funded. Market conditions have been generally favorable since mid-2022, but actuarial based forecasts do not suggest we will approach targeted funding levels at the next reporting cycle.

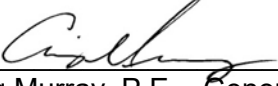
At this point, staff is seeking input and direction from the Board on this draft policy. When finalized, a resolution adopting the policy will be brought back for review and approval.

RECOMMENDATION: Review information presented and provide direction to staff.

SUGGESTED MOTION: None.

M _____ S _____

Ayes: _____ Nays: _____ Abstentions: _____

Prepared By:  _____
Craig Murray, P.E. - General Manager

Attachments: Draft Pension Liability Management Policy
Benefit Trust Account 7540 – Portfolio Summary

PENSION LIABILITY MANAGEMENT POLICY

Carpinteria Sanitary District

**Adopted by the Board of Directors of the
Carpinteria Sanitary District**

**Pursuant to Resolution No. ____
_____, 2024**

1. POLICY PURPOSE

The purpose of this Pension Liability Management Policy (the “Policy”) is to strategically address the existing and future Unfunded Accrued Liability (“UAL”) associated with the Carpinteria Sanitary District’s (“District”) California Public Employees’ Retirement System (“CalPERS”) pension plans (“Pension Plans”). In adopting the Policy, the District aims to proactively manage and reduce its UAL and associated interest costs in the most cost-efficient and fiscally responsible manner.

The District is committed to maintaining fiscal sustainability through long-term financial planning, appropriate reserve levels, and prudent governance, management, budgeting, and financial reporting practices. The Policy is designed to make relevant information available to the District Staff (“Staff”) and Board of Directors (“Board”) to help manage the UAL. Adherence to the Policy demonstrates to the public, rating agencies, and capital markets that the District is well managed and able to meet its pension obligations.

The Policy is intended to reflect a reasonable and conservative approach to managing the UAL costs. The Pension Plans are subject to market volatility, and their actual economic and demographic experience will differ from CalPERS’ actuarial assumptions. Thus, the Policy allows for adaptive and flexible responses to changing circumstances.

SECTION 2. POLICY GOALS AND OBJECTIVES

The key goals and objectives of this Policy are:

- Establish, attain, and maintain targeted pension plan funding levels.
- Allocate sufficient financial resources for the payment of all benefits under the Pension Plans.
- Manage and control the volatility of future contributions to the extent reasonably possible.
- Develop the discretionary payments decision framework to accelerate UAL repayment, reduce interest costs, and stabilize District’s future pension contributions.
- Maintain District’s sound financial position and creditworthiness.
- Provide guidance for annual budget practices related to pension contributions.
- Implement and maintain prudent financial management practices.
- Ensure that pension funding decisions protect both current and future stakeholders.
- Create transparency around Pensions Plan funding needs and practices.

SECTION 3. BACKGROUND AND DISCUSSION

Background. Each Pension Plan is a multiple-employer defined benefit pension plan administered by CalPERS. All full-time and certain part-time District employees are eligible for CalPERS retirement and disability benefits, annual cost of living adjustments, and death benefits offered to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities in California. Benefit provisions and other requirements are established by state statute.

The objective of a defined benefit pension plan is to fund the long-term cost of benefits for plan participants. To assure the District's financial sustainability and availability of sufficient resources for the provision of pension benefits, the Plans should accumulate adequate investment assets in a systematic and disciplined manner. This Policy outlines the practices the District will utilize to fund the long-term cost of benefits for the Pension Plans participants and annuitants.

Pension Costs and Liabilities. The District must make contributions to CalPERS to fund its employees' pension benefits. A portion of these contributions may come from the District employees. CalPERS invests these contributions to generate investment returns to help fund the pension benefits.

The regular required Pension Plan contributions, known as the "Normal Cost," are calculated as a percentage of payroll and represent the annual cost of benefit accrual for the upcoming fiscal year for active employees.

If actual plan experience and CalPERS' investment performance fall short of the actuarial assumptions, the Pension Plans can become underfunded (i.e., the plan's Total Accrued Liability exceeds its Market Value of Assets). This shortfall is known as the Unfunded Accrued Liability ("UAL"). It is usually covered by the District through the UAL Payments, which are above and beyond the Normal Cost contributions. The UAL Payments are calculated as a fixed dollar amount and are independent of the payroll.

The UAL can result from many factors, including changes to CalPERS' actuarial amortization policy, pension benefit enhancements, investment underperformance, actuarial assumption changes, demographic factors, discount rate¹ reductions, etc.

UAL is Debt. The UAL balance is a financial obligation of the District owed to CalPERS. It is amortized over time with interest accruing at the then current CalPERS discount rate ("Discount Rate"). This obligation can be prepaid at any time without penalties or restrictions. Recognizing

¹ The discount rate is the minimum average annual rate of investment return that CalPERS needs to achieve in order for the Normal Cost contributions to be sufficient to fund pension benefits under the CalPERS' actuarial assumptions.

the UAL as debt helps the District identify appropriate steps to address it and minimize the associated interest costs.

Ongoing CalPERS Practices. CalPERS provides annual actuarial valuation reports for each Pension Plan, which calculate the District’s total accrued pension liability as of the end of the prior fiscal year (“Valuation Reports”). If the investment performance during that fiscal year was different from the Discount Rate, or if CalPERS made any changes to its actuarial assumptions, or if the actual demographic or compensation experience within the Pension Plans and across the pool of participating agencies was different from the actuarial assumptions, new line items, referred to as “UAL Amortization Bases” (“Bases”) are added to the plan and change the UAL balance. The Bases may be positive (indicating funding decrease) or negative (indicating funding increase). Since new Bases are added each year, the Pension Plans must be monitored annually and managed continually – there is no one-time solution.

CalPERS has adopted UAL amortization methods that are meant to help public agencies “ease into” paying for the UAL increases. New Bases are implemented incrementally, typically with no required payments during the initial two years followed by a five-year ramp-up period. At times annual payments may include additional small increases. This incremental practice, while reducing the cash flow impact in the near term, increases the overall UAL repayment costs for the District by delaying repayment and producing negative amortization during the first several years. Since the UAL balances accrue interest at the Discount Rate, the delayed and reduced payments do not fully cover the annual interest costs and result in negative amortization, further increasing the UAL balance.

SECTION 4. POLICY

A. Funding Level Objective

The District desires to achieve and maintain the Funded Level for each of its Pension Plans at 90% (“Funding Level Objective”), keeping it above 80% at all times. The Funded Level is calculated as the Market Value of Assets divided by the Entry Age Accrued Liability based on the most recent published Valuation Report.

$$\text{Funding Level Objective} = 90\%$$

New UAL increases can result in the Funded Ratio dropping significantly below the Funding Level Objective. If the District is unable to immediately contribute the additional funds necessary to achieve the Funding Level Objective or even the 80% threshold, the Staff and Board will develop an action plan to achieve the Funding Level Objective.

Achieving and maintaining the Funding Level Objective ensures that the ongoing contributions of the District and its employees, and therefore the ratepayer funds, are funding the retirement benefits as intended. This concept is commonly known as intergenerational equity. Falling short

of this funded level forces future Boards, administration, and employees to bear the costs of poor planning and execution of today's Pension Plans.

The Funding Level Objective is set at less than 100% to allow for the possibility that strong investment returns in a given year might push the Funded Ratio above 100% (commonly referred to as "superfunded status"), which means that the District and its employees had over-contributed to the plan. Thus, while the District is committed to fully funding the Pension Plans, it intends to manage the 10% differential between 90% and 100% Funded Level through its own investment process within the "Pension Rate Stabilization Fund" discussed herein.

Guidance: To achieve the Funding Level Objective, this Policy provides the following guidance:

1. ***Pre-Pay Entire Annual UAL Payment by July 31st.*** On or before July 1st of each year, the District receives its annual CalPERS UAL invoice. The invoice can be paid in equal monthly installments or fully pre-paid at the beginning of the fiscal year by July 31st. Prepaying the entire invoice amount by July 31st saves approximately 3.2% of the annual payment amount compared to the monthly payments. Thus, the District should pre-pay the UAL payment by July 31st.
2. ***Eliminate Negative Amortization.*** When new Bases are added to the UAL, the District should take the following steps:
 - a. ***Make Additional Discretionary Payments ("ADP") in the amount of interest accrued on such new Base in the first two years following the Base's addition.*** The interest amount is calculated by multiplying the amount of the new Base by the Discount Rate. The ADPs, to be applied to the corresponding Base, should be made within the first 90 days of the following fiscal year. For example, for the 2022 Bases added to the UAL in the Valuation Report published in July of 2023, the District will make ADPs by September 30, 2023 and 2024.
 - b. ***Request conversion from ramp-up to flat-line amortization.*** If a new Base includes a ramp-up period, the District should contact CalPERS and request to convert the Base to flat-line amortization.

These two steps only apply to positive Bases, which increase the UAL balance. Negative Bases, which decrease the UAL balance, should be allowed to follow the CalPERS' standard amortization structure, as it is more beneficial for the District.

3. ***Pre-Pay UAL from Reserves, One-Time Revenues, and Fund Surpluses.*** Reserves (often invested in the Local Agency Investment Fund) typically do not earn returns that can offset the interest rate CalPERS charges on the outstanding UAL balance. Supplemental pension contributions, or ADPs, from available reserves, one-time revenues, and fund surpluses can generate significant long-term cash flow savings. Each ADP reduces the UAL balance, the Annual Required Contributions ("ARC") for future years, and the total UAL interest costs.

Therefore, during each budget cycle, the Staff shall review reserves, one-time revenues, and fund surpluses to determine whether funds could be allocated for ADPs to pay down the UAL. Such ADP decisions should consider operational, capital, and budgetary constraints, and adequacy of and potential earnings on reserves. ADPs should not adversely affect the general operations and fiscal soundness of the District. The Staff shall determine, or cause to be determined, the optimal application of the ADPs to Bases to achieve the Funding Level Objective as well as desired budgetary outcomes and instruct CalPERS accordingly.

Each fiscal year, during the District's budget adoption process, beginning with the 2024-25 fiscal year budget and until all Pension Plans have achieved the Funding Level Objective, the District will consider setting aside between 0% and 5% of operating surplus from the prior fiscal year for ADPs.

4. ***Consider Capital Financing.*** In deciding whether to pay cash or to borrow for capital projects and major equipment purchases, the Staff should assess the state of the financial market to determine if it is more cost effective to fund such projects with tax-exempt debt and use the District's cash to make ADPs to CalPERS.
5. ***Utilize Non-Pension Debt Refunding Savings to Pay Down UAL.*** During each budget cycle, the Staff should review the District's outstanding long-term non-pension debt to determine whether a refunding of such debt might result in net present value savings of greater than 3% of the outstanding debt balance. If that is the case, the District may consider a strategy that frontloads the savings, which can then be used to pay down the UAL. This strategy should only be used if the interest rates on the outstanding debt are sufficiently below the current Discount Rate to ensure overall savings for the District.
6. ***Sources of Revenue.*** All fees, rates, and charges should incorporate full allocation of pension costs for employees providing associated services, including the UAL costs. The Staff shall review the calculation of pension costs included in District's fees, rates, and charges to ensure full recapture of the pension cost burden. The Staff shall provide, or cause to be provided, consistent and well-documented methodology for pension cost allocation for all fees, rates, and charges. All rate studies should incorporate UAL amortization schedules from the most recent Valuation Reports, adjusted for any more recent information, such as effects of CalPERS investment performance and impacts of District's ADPs on future UAL Payments.
7. ***Pension Obligation Refunding.*** The District may consider issuing taxable municipal debt obligations (hereafter referred to as "Pension Obligations") to refinance the UAL, in part or in whole, if such Pension Obligations are expected to produce minimum cash flow savings of at least 5% of the outstanding UAL balance. The savings calculation should account for all debt service and costs of issuance for the Pension Obligations, compared to CalPERS' respective UAL amortization schedule and the current Discount Rate. Pension Obligations shall not use swaps or derivatives and should have reasonable and flexible call structure (with

a maximum of 10-year call provision). Pension Obligations shall be used only to prepay UAL liabilities and shall not finance Normal Cost payments. The issuance of Pension Obligations must be voted on and approved by the Board. Concurrently with the issuance of Pension Obligations, the District shall amend the Policy with guidance on setting aside a portion of achieved cash flow savings for future UAL costs.

8. ***Annual Review of Valuation Reports.*** The Staff shall review, or cause to be reviewed, the annual CalPERS actuarial valuation reports within 90 days of their release, which usually takes place in August. The review should focus on identifying annual changes to each Pension Plan's UAL, determining impacts on the Funded Ratio, quantifying associated costs, and determining appropriate pension cost management steps.

B. Pension Rate Stabilization Fund

1. ***Establishment and Funding of the Pension Rate Stabilization Fund.*** The District has established a Pension Rate Stabilization Fund ("Fund"), a Section 115 trust managed by a third-party investment manager (the "Investment Manager"). An initial contribution to the Fund of \$750,000 was made at the time of establishment. Future Fund contributions will be made at the discretion of the Board, based on recommendations made by the Staff during the annual budget process, and only after the Pension Plans have achieved the Funding Level Objective. Funds in the Fund should only be used to manage the District's pension benefits costs to maintain each of the Pension Plans at the Funding Level Objective in accordance with the goals and objectives set forth in this Policy.
3. ***Operation of the Pension Rate Stabilization Fund.*** Any contributions deposited into the Fund will be used solely for the purpose of making ADP's (and Normal Cost payments during a Fiscal Hardship and/or once the amount therein exceeds the Fund Maximum, as described below) to CalPERS to achieve and maintain the Funding Level Objective.

To achieve and maintain the Funding Level Objective, each year during the budget cycle, the Staff shall calculate, or cause to be calculated, the upcoming fiscal year's estimated Funded Ratio based on the most recent Valuation Report and any other information available from CalPERS regarding expected changes to the UAL. If the Funded Ratio is estimated to be less than the Funding Level Objective, to the extent balances are available in the Fund, the General Manager, or designee, shall either make, or shall direct the Investment Manager to make, an ADP to CalPERS in the amount necessary to bring the Funded Ratio up to the Funding Level Objective.

Moneys in the Fund shall not be used for Normal Cost payments until the amount therein, when combined with the Market Value of Assets (as set forth in the most recent Valuation Report) exceeds the Entry Age Normal Accrued Liability (as set forth in the most recent Valuation Report) by 10% (the "Fund Maximum"), as shown in the formula below:

$$\begin{array}{c} \text{Fund Balance} \\ + \\ \text{Market Value of Assets} \\ > \\ 1.1 \text{ X Entry Age Normal Accrued Liability} \end{array}$$

To the extent monies in the Fund on June 30th exceed the Fund Maximum (after consideration has been given to the amounts therein required to be paid to CalPERS for the ensuing Fiscal Year to maintain the Estimated Funded Ratio at or above the Funding Level Objective), any accrued surplus over the Fund Maximum may be used to offset the District's Normal Cost payment in such fiscal year.

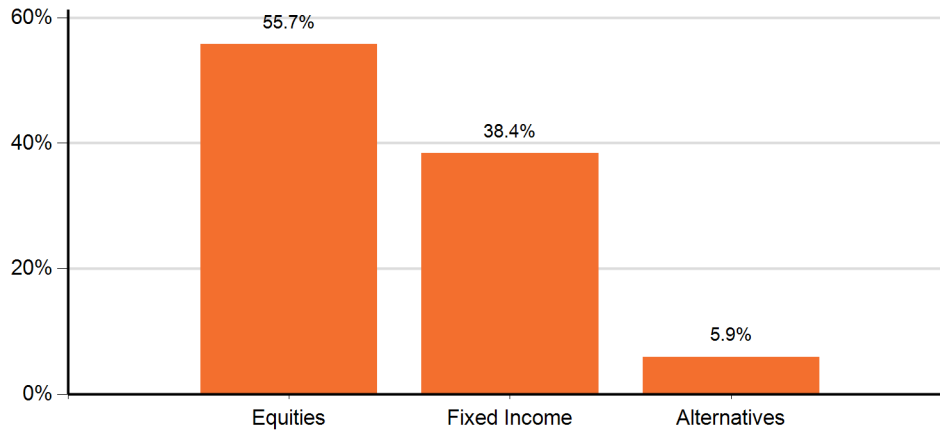
4. **Fiscal Hardship.** In the event of a Fiscal Hardship (as defined below), the Fund may be utilized for either Normal or UAL costs until the Fiscal Hardship is no longer in effect.

"Fiscal Hardship" means an economic hardship, or other unanticipated fiscal emergency, that has been declared by resolution of the Board.

C. Transparency and Reporting. Funding of the Pension Plans should be transparent to all stakeholders, including plan participants, annuitants, the Board, and taxpayers. To achieve this objective, copies of the annual actuarial valuation reports for each Pension Plan shall be made available to the Board and posted on the District's website. The District's audited financial statements shall also be posted on the District's website, as they include, among other things, information on the District's current and future annual Pension Plan contributions and the funded status of each Pension Plan.

D. Review of Policy. Funding a defined benefit pension plan requires a long-term planning approach. This Policy is intended to provide general objectives and guidelines, which will require periodic review and updates to accommodate changes in the District's financial position and Pension Plan funded status. The Staff will review the Policy and provide amendment recommendations to the Board on as-needed basis.

Asset Allocation



Portfolio Summary

	Year to Date
Beginning Value	\$ 830,691.00
Net Contributions	-
Interest	-
Dividends	1,190.21
Change in Market Value	1,147.25
Management Fees	(207.66)
Ending Value	<u>\$ 832,820.80</u>

YTD: 12/31/2023 - 1/31/2024

Performance

	Market Value	Current Yield	Month to Date	Quarter to Date	Year to Date	Last 12 Months	Last 3 Years	Inception* to Date
Fixed Income	319,608.96	4.2	-0.08	-0.08	-0.08	3.05	-3.44	-0.29
Equities	464,191.78	1.9	0.89	0.89	0.89	16.97	2.63	7.13
Alternatives	49,020.06	2.9	-4.26	-4.26	-4.26	-2.22	3.71	1.42
Total Account	832,820.80	2.8	0.28	0.28	0.28	10.08	0.50	3.94
Total Account (Net of Fees)		2.8	0.26	0.26	0.26	9.75	0.20	3.63
S&P 500 TR			1.68	1.68	1.68	20.81	10.99	12.23
MSCI EAFE			0.58	0.58	0.58	10.59	4.96	5.29
MSCI ACWI Ex US Net			-0.99	-0.99	-0.99	5.86	1.13	3.41
BBG Agg (US)			-0.27	-0.27	-0.27	2.09	-3.17	-0.77
BBG Global Agg			-1.38	-1.38	-1.38	0.94	-5.65	-2.30
50% MSCI ACWI/ 50% Barclays Agg			0.16	0.16	0.16	8.32	1.53	3.96

* Inception date: 12/31/2019

Performance for periods greater than one year are annualized.

PORTFOLIO APPRAISAL
CARPINTERIA SANITARY DISTRICT PENSION STABILIZATION TRUST FOR
CA MUNICIPALITIES
BENEFIT TRUST ACCOUNT 7540

January 31, 2024

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
FIXED INC MUTUAL FUNDS								
TAXABLE BOND FUND								
6,386.842	BLACKROCK TOTAL RETURN FD BD FD	MPHQ.X	11.68	74,580.54	9.99	63,804.55	7.7	4.3
3,377.275	BLKRK CL COMMUNITY CAPITAL TR COM	CRAN.X	9.27	31,310.95	9.43	31,847.70	3.8	3.0
3,917.220	ACT INV INST GUGGENHEIM FDS	GIUS.X	18.83	73,746.83	16.32	63,929.03	7.7	4.4
3,433.156	TR INVT GD BD INSTL NORTHERN BOND	NOBO.X	9.11	31,277.80	9.24	31,722.36	3.8	3.2
5,327.993	INDEX PRUDENTIAL TOTAL RETURN BD FD	PTRQ.X	14.27	76,007.79	12.04	64,149.04	7.7	4.7
0.500	PRUDNTIAL GBL TOTL RTRN FD INC	PGTQ.X	5.28	2.64	5.22	2.61	0.0	4.1
6,774.410	PGIM GBL TTL R6 WESTERN ASSET FDS INC	WAPS.X	11.64	78,880.96	9.47	64,153.66	7.7	4.3
				365,807.51		319,608.96	38.4	4.2
				365,807.51		319,608.96	38.4	4.2
DOMESTIC EQUITY MUTUAL FUNDS								
LARGE CAP FUND								
2,834.945	COLUMBIA FDS SER TR I	COFY.X	29.74	84,298.57	32.87	93,184.64	11.2	0.7
285.662	STATE STREET INST INV TR EQUITY 500 INDEX A	SSSY.X	346.17	98,888.43	362.70	103,609.61	12.4	1.4
				183,187.00		196,794.25	23.6	1.1
SMALL CAP FUNDS								
1,146.461	ALGER FDS SMALL CP FOCUS Z	AGOZ.X	21.50	24,651.06	18.19	20,854.13	2.5	0.0
258.962	UNDISCOVERED MANAGERS FDS BEHAVR VAL R6	UBVF.X	57.25	14,824.82	78.23	20,258.60	2.4	1.9
				39,475.88		41,112.72	4.9	0.9
				222,662.88		237,906.97	28.6	1.0
INTERNATIONAL MUTUAL FUNDS								
INTERNATIONAL EMERGING MARKET FUND								
273.910	AMERICAN FUNDS NEW WORLD F-2	NFFF.X	70.82	19,399.53	73.78	20,209.08	2.4	1.6
INTERNATIONAL FUND								
554.792	AMERICAN FUNDS NEW PERSPECTIVE F2	ANWF.X	51.37	28,499.36	55.88	31,001.78	3.7	1.2

"#carp-sani."

PORTFOLIO APPRAISAL
CARPINTERIA SANITARY DISTRICT PENSION STABILIZATION TRUST FOR
CA MUNICIPALITIES
BENEFIT TRUST ACCOUNT 7540
January 31, 2024

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
1,807.197	GOLDMAN SACHS TR II GQG PARTNRS R6	GSIX.X	16.65	30,091.48	20.42	36,902.96	4.4	2.3
1,681.874	HARTFORD INTERNATIONAL VALUE Y	HILY.X	14.81	24,916.23	17.75	29,853.26	3.6	2.7
762.335	PRUDENTIAL WORLD FD INC JENNISON GBL Q	PRJQ.X	34.39	26,214.91	41.59	31,705.51	3.8	0.0
3,193.506	THORNBURG INVESTMENT INCOME BUILDER	TIBO.X	22.44	71,662.33	23.99	76,612.21	9.2	5.0
				181,384.32		206,075.72	24.7	2.8
				200,783.85		226,284.80	27.2	2.7
ALTERNATIVE INVESTMENT FUNDS								
ALTERNATIVE FUND								
2,143.094	COHEN & STEERS RLTY INCM NEW SHS CL Z	CSZLX	16.48	35,315.33	15.90	34,075.19	4.1	3.1
811.780	PRUDENTIAL GLOBAL REAL ESTATE	PGRQ.X	23.36	18,966.01	18.41	14,944.87	1.8	2.5
				54,281.33		49,020.06	5.9	2.9
				54,281.33		49,020.06	5.9	2.9
TOTAL PORTFOLIO				843,535.57		832,820.80	100.0	2.8

"#carp-sani."



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: Direct Payment Dental/Vision Plan Modifications

DATE: February 20, 2024

REQUESTED ACTION: Review and consider approval of proposed changes to the District's Direct Payment Dental/Vision Plan.

FUNDING SOURCE: Account 5127-0

BACKGROUND: Since 2000, the District has implemented a self-funded coverage benefit for dental and vision expenses. This program currently extends to full-time employees and Board members. Dental and vision care expenses for employees and their dependents are allowed under the plan. Payments are made directly to approved service providers up to a total of \$2,500 per year per covered employee. Accrued benefit amounts can carry over from one year to the next, but are capped at \$5,000. The program year runs from July 1 to June 30.

In late 2023, District staff members requested that the Dental/Vision Plan be modified to include hearing care expenses that are not covered by District provided health insurance, including hearing tests and the purchase of hearing aids or other assistive devices.

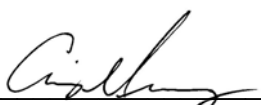
Budget impacts from this proposal are not expected to be significant. Currently, we budget the entire \$2,500 per year per employee. Actual utilization rates may increase slightly, but we do not anticipate broad use of this additional coverage. Attached is an update to the Direct Payment Dental/Vision Plan that would effect the proposed program changes.

RECOMMENDATION: The Board Personnel Committee recommended that the Board approve a revision to the Direct Payment Dental/Vision Plan dated February 20, 2024, to be effective upon approval.

SUGGESTED MOTION: I move that the Board approve the updated Direct Payment Dental/Vision Plan dated February 20, 2024, to be effective upon approval, as proposed.

M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

Prepared By: 
Craig Murray, P.E. - General Manager

CARPINTERIA SANITARY DISTRICT

Direct Payment Dental/Vision Plan

Effective Date: July 1, 2003

Revised Date: January 1, 2006

Revised Date: June 7, 2011 - Effective Date: July 1, 2011

Revised Date: February 7, 2017 - Effective Date: July 1, 2017

Revised Date: February 20, 2024

PLAN YEAR

July 1st to June 30th.

MAXIMUM BENEFITS PER PLAN YEAR

- \$2,500 per eligible employee per plan year.
- Unused funds will carry over to the next plan year with a maximum accrual cap of \$5,000.

ELIGIBILITY

- All regular full-time employees working 40 hours a week and their dependents (see below).
- The Board of Directors and their dependents.

ELIGIBLE DEPENDENTS

- Dependents of an eligible employee who are eligible to be covered by the District's current health insurance plan.
- Spouses from the date of marriage if added within the first 31 days of the marriage.
- Board of Directors – same as for regular District employees.
- All new dependents or changes in status must be enrolled with the Finance Director within 30 days of eligibility.

ELIGIBILITY DATE

- An eligible employee may become a plan participant on the first day of the calendar month following the employee's date of hire. The total benefit will be pro-rated for the remaining plan year.
- All regular employees who are subject to an introductory period during a change in job classification will remain eligible throughout the introductory period.
- Board of Directors immediately after taking the oath of office. The total benefit will be prorated for the remaining plan year.

DENTAL PROCEDURES

- All preventive, basic/restorative, major dental procedures, orthodontia services are covered to the maximum provided in this plan if provided by or under the direction of a licensed provider.
- Charges for periodontal service will be covered according to the same guidelines as covered dental procedures.

ELIGIBLE VISION PROCEDURES

- All complete vision analysis, the purchase or replacement of corrective contact lenses, prescription eyeglasses (frames and lenses) and corrective prescription sunglasses (frames and lenses) are covered to the maximum amount allowed in this plan if provided by or under the direction of a licensed provider. Non-prescription sunglasses are not covered under this Plan.
- Laser vision correction procedures designed to treat “refractive errors” such as nearsightedness, farsightedness and astigmatism (PRK and Lasik) are covered.

ELIGIBLE HEARING PROCEDURES

- All complete hearing tests or audiograms, the purchase of hearing aids and other assistive devices are covered to the maximum amount allowed in this plan if provided by or under the direction of a licensed provider.

EXCEPTIONS TO PLAN

- Charges covered by Workers’ Compensation or the medical plan will not be reimbursed by the Carpinteria Sanitary District Payment plan.
- Expenses covered by any governmental agency or under any governmental program or law; except as to charges which the employee is legally obligated to pay.
- Expenses incurred prior to the date the employee or Board member became covered under this Plan.

CLAIMS PROCEDURES

- A plan participant who incurred the dental or vision expense is responsible for completing and signing the top portion of the Carpinteria Sanitary District Dental/Vision Payment Form and presenting the form to the health provider to complete and sign the second portion of the form. This form must be sent (mailed or faxed) to the Carpinteria Sanitary District Administration Office by the provider for processing and payment.
- At the discretion of the General Manager, qualifying expenses paid by the employee may be reimbursable directly to the employee under this Plan. However, employees are directed to make every effort to have providers participate in the District’s self-administered Plan.

- All requests for payment performed during a plan year must be submitted to the District's Administration Office no more than 60 days of the date charges were incurred.

COORDINATION OF BENEFITS

If a participant or their family is covered by another group dental/vision plan, the Carpinteria Sanitary District Dental/Vision Plan will coordinate benefits with the other plan.

TERMINATION OF BENEFITS

Employee coverage under this plan will cease on the date of termination of employment. Coverage for Board members will cease on the date when they leave elected office.

TERMS OF ENROLLMENT

The Finance Director must be notified by an employee within 30 days of any changes in the employee's dependent status.

Re-verification of eligibility will be performed by the Finance Director annually.

PLAN TERMINATION/AMENDMENT

The Carpinteria Sanitary District reserves the right to terminate or amend this plan upon thirty (30) days notice to all eligible employees. If the District chooses to terminate the plan, the following procedures will be applied:

- In the event that claim forms are submitted before the date of notice of termination, payment will continue to be paid in accordance with the plan.
- In the event that claim forms are submitted during the thirty (30) day notice period, payment will be limited to expenses for treatment incurred before the final termination date.

FRAUDULENT CLAIMS

Submitting false receipts or claims will result in disciplinary action up to and including termination from employment.

ADMINISTRATION OF PLAN

The Plan is administered by the Finance Director. Fiscal records are maintained for a Plan Year ending the last day of June each year.

PLAN NOT A CONTRACT

The Plan shall not be deemed to constitute a contract between the District and any employee or to be considered for, or an inducement or condition of, the employment of any employee.



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: **Board Workshop Planning**

DATE: February 20, 2024

REQUESTED ACTION: That the Board discuss and provide direction to staff regarding a strategic planning workshop.

BACKGROUND: Periodically, the District's Board of Directors participates in a workshop style meeting for the purpose of strategic and long range planning. The last formal Board workshop held in August 2019 was focused on replacement of the Administration Building and CalPERS liabilities. Prior workshops have covered a wider range of topics including long range capital planning, public outreach and agency branding, reserve fund target balances, etc. Currently, there are several timely and important items that staff believe might be best covered in a workshop setting. These are:

- Organization Succession Planning and Development
- Capital Project Development and Review (esp. Storage Building Replacement)
- CAPP Implementation and Operations Planning
- Climate Change Adaptation Planning
- Electronic Payments, Internal Controls and Fiscal Oversight

Of course, there may be other topics or issues that the Board or individual Board members would like to cover in a workshop setting. Staff would like to receive input from the Board regarding workshop timing, format, location and other administrative matters. As with every convened meeting of the District Board of Directors, the workshop would be a public meeting that is properly noticed and open to any member of the public.

RECOMMENDATION: It is recommended that the Board provide direction to staff regarding a Board workshop as outlined herein.

SUGGESTED MOTION: None. Item for Board discussion and staff direction.

Prepared By: _____


Craig Murray, P.E. - General Manager



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: **California Special Districts Association
Board of Directors – Call for Nominations**

DATE: February 20, 2024

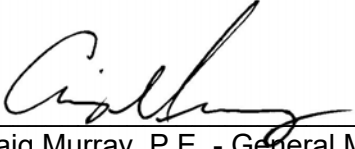
BACKGROUND: The California Special Districts Association (CSDA) Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, advocacy, education and resources. Its functions are crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. There is an upcoming open seat in the Coastal Network (Seat A) due to an expiring term for that director position. Attached to the Staff Report is information from CSDA regarding the 2024 Board Elections, including a nomination form. This item is intended to allow the Board to discuss and act on a nomination, if appropriate.

RECOMMENDATION: None.

SUGGESTED MOTION: None.

M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

Prepared By: 
Craig Murray, P.E. - General Manager



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the *CSDA office in Sacramento*.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2024.* All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS

