

**FEATHER RIVER RECREATION AND PARK DISTRICT  
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

“We will provide and maintain quality parks, recreation experiences, and related facilities and programs for all residents of the District in a fiscally sustainable manner that compliments the natural resources and cultural heritage of our community.”

**DISTRICT BOARD MEETING**  
Special Board Meeting  
October 26, 2018

**Location: FRRPD Conference Room**

**AGENDA** Open Session 5:30PM/ Closed Session immediately following

*In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.*

**1. CALL MEETING TO ORDER** Time: \_\_\_\_\_

**2. ROLL CALL**  
Director Marcia Carter \_\_\_\_\_  
Director Scott Kent Fowler \_\_\_\_\_  
Director Steven Rocchi \_\_\_\_\_  
Vice Chairperson Emberland \_\_\_\_\_  
Chairperson Victoria Smith \_\_\_\_\_

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**  
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes, and can reopen public comment at a later time. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

**5. ACKNOWLEDGEMENTS**  
None

**6. NON-ACTION ITEMS**  
None

**7. CONSENT AGENDA**

None

**8. ITEMS PULLED FROM THE CONSENT AGENDA**

**9. ACTION ITEMS (Require vote)**

**1. Approve General Manager to negotiate and execute new contract with OGBC. (Appendix A)**

*Requested Action: Authorize GM to negotiate and execute a new contract with OGBC.*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**2. Approve General Manager to negotiate and execute new contract with All Things Cleaning for janitorial services at District Parks. (Appendix B)**

*Requested Action: Authorize GM to negotiate and execute a new contract with All Things Cleaning.*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**3. Request for direction regarding monies received from the Salmon Festival River Float. (Appendix C)**

(Appendix C)

*Requested Action: Give direction to staff*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**4. Announcement of Board Vacancy. (Appendix D)**

*Requested Action: Authorize the GM to notify the County Elections Official of the Board vacancy and direct staff to return on November 27<sup>th</sup> with applications to fill the vacancy.*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**5. Butte County Special District Association call for nominations and approve bylaw changes.**

(Appendix E)

*Requested Action: Nominate a District representative for the BCSDA Executive Board, approve the proposed bylaws and determine Board attendees at the BCSDA General Meeting*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Vice Chairperson Emberland \_\_\_\_\_
- Chairperson Victoria Smith \_\_\_\_\_

**4. FRRPD legislative priorities for California Special District Association. (Appendix F)**

*Requested Action: Give direction to staff*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Vice Chairperson Emberland \_\_\_\_\_
- Chairperson Victoria Smith \_\_\_\_\_

**10. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

*The following committees met: None*

**11. CORRESPONDENCE**

**A. Butte County Special Districts Association General Meeting invitation (Appendix G)**

**12. ADJOURNMENT TO CLOSED SESSION**

**A.** Pursuant to Government Code Section 54957(b), the Board will meet to consider the evaluation of performance related to the following position: General Manager

**13. ANNOUNCEMENTS FROM CLOSED SESSION**

**14. UNFINISHED BUSINESS**

**15. BOARD ITEMS FOR NEXT AGENDA**

**16. ADJOURNMENT** Time: \_\_\_\_\_

*Can you spare one minute per month to make your local Park District better?  
Please register at [www.flashvote.com/frrpd](http://www.flashvote.com/frrpd) to let your voice be heard.*



## STAFF REPORT

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REVIEW AND APPROVE CONTRACT RENEWAL FOR OROVILLE GYMNASTICS BOOSTER CLUB**

### SUMMARY

Contract renewal for the Oroville Gymnastics Booster Club (OGBC).

### BACKGROUND

OGBC serves as a liaison between gymnastics parents and the District. They also provide support for the competitive teams as well as host several gymnastics events each year. This contract provides guidelines and expectations for both parties.

### BUDGETARY IMPACT

This new agreement will provide a minimum contribution to the District of \$37,000 in FY 18/19. Since the events for FY 19/20 have not been awarded, that amount has yet to be determined. OGBC has also generously committed to providing some, if not all, funding for various fixed asset needs, including both maintenance and replacement of District gymnastics equipment.

### RECOMMENDATION

Authorize the General Manager to execute the Agreement with OGBC.

### ALTERNATIVE ACTIONS

None

### ATTACHMENTS

Draft Agreement for FY 18/19 and 19/20 (will be provided at meeting)



## STAFF REPORT

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: EXTEND THE CONTRACT WITH ALL THINGS CLEANING FOR JANITORIAL SERVICES AT DISTRICT PARKS**

### SUMMARY

Staff request to authorize the General Manager to extend the Agreement with All Things Cleaning for janitorial services at District parks.

### BACKGROUND

Kevin Thompson, through his company All Things Cleaning (ATC), has been providing all supplies and janitorial services in the restrooms at Riverbend (including the dog park), Bedrock Tennis Courts, Martin Luther King, Palermo Park (and pool, in season), Playtown, as well as the Nelson Complex (and pool, in season) 365 days per year since 2014. They also close and lock the restroom facilities every night. The current contract expires at the end of this month. The amount of the current contract totals approximately \$70,000 when all restrooms are open. This amount has not been increased, except to add facilities, since ATC began providing service, although it was reduced when Riverbend was damaged and closed.

The new agreement includes a ten percent annual increase, for an amount not-to-exceed \$77,000 per year. ATC has generously agreed to continue to donate the time and materials to clean and supply the Riverbend Soccer Field and Dog Park facilities, a value of approximately \$14,000 per year.

The services provided by ATC cannot be easily undertaken by the District, as it would require additional staff, necessary supplies and associated equipment, which would easily cost more than this contract.

### BUDGETARY IMPACT

Since Riverbend remains closed, the existing budget should cover the increased amount.

**RECOMMENDATION**

Authorize GM to execute the agreement with All Things Cleaning for a term to expire June 30, 2021, with a two-year option, and for an amount not-to-exceed \$77,000 per year.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

Draft contract between ATC and FRRPD (will be provided at meeting)



## STAFF REPORT

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REQUEST FOR DIRECTION REGARDING DISBURSEMENT OF FUNDS RECEIVED FROM SALMON FLOAT**

### SUMMARY

Staff request for direction regarding disbursement of proceeds from the Salmon Float on September 22<sup>nd</sup>.

### BACKGROUND

On September 19<sup>th</sup>, a representative of the Pacific States Marine Fisheries Commission, Dr. Jada White, presented an idea for floating classrooms to the Board. During the presentation, some potential revenue numbers were discussed and a suggestion was made that any amount received in excess of District costs could be used to provide seed money for local schools' participation in future float trips. A total of \$1,815 was realized from gross sales for the Salmon Festival event, \$1,050 of which has yet to be received by the District. Although specific records were not kept, staff estimates that the function cost the District \$615 for their involvement.

During a follow-up meeting with Dr. White and some others on October 8<sup>th</sup>, it became apparent to staff that the suggestion made at the Board meeting was actually an expectation that the District would provide most, if not all, of the revenues received as seed money for the floating classrooms. Additionally, it was discovered that the definition of 'local schools' was determined to be the broader Feather River region, not specifically those schools within the District boundaries, as the monies were being sought for schools from Gridley and Chico.

Consequently, staff seeks direction from the Board as to whether or not the District should provide any of the revenue received from the Salmon Festival event as seed money, and, if so, how much?

### BUDGETARY IMPACT

Depending on Board direction, up to \$1,815.



**RECOMMENDATION**

Provide direction regarding the potential disbursement of funds received from the Salmon Float.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

None





## **STAFF REPORT**

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: BOARD VACANCY**

### **SUMMARY**

Pursuant to California Government Code Section 1780, the District must notify the County Elections official and post a notice of the Board vacancy created by Vicki Smith's resignation.

### **BACKGROUND**

Chairperson Smith resigned her position on your Board, effective at the end of October. California Government Code Section 1780 (GC 1780 (attached)) identifies a specific timeline and the steps that the District must take in order to fill the position. This appointment would be for the remainder of her original term, and would be subject to the election process in 2020.

### **BUDGETARY IMPACT**

None

### **RECOMMENDATION**

1. Authorize the General Manager to notify the County Elections official and post a notice of vacancy as identified in GC 1780; and,
2. Direct staff to return to your Board with any applications received for the Board's consideration of appointment at the November 27, 2018 regular Board meeting.

### **ALTERNATIVE ACTIONS**

Do not recruit to fill the vacancy and allow the County Board of Supervisors to fill the vacancy after the time lapses, as per GC 1780.f.1.

### **ATTACHMENT**

California Government Code Section 1780  
Notice of Vacancy

**GOVERNMENT CODE - GOV**

**TITLE 1. GENERAL [100 - 7914]** ( Title 1 enacted by Stats. 1943, Ch. 134. )

**DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]** ( Division 4 enacted by Stats. 1943, Ch. 134. )

**CHAPTER 4. Resignations and Vacancies [1750 - 1782]** ( Chapter 4 enacted by Stats. 1943, Ch. 134. )

**ARTICLE 2. Vacancies [1770 - 1782]** ( Article 2 added by Stats. 1943, Ch. 134. )

**1780.** (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

*(Amended by Stats. 2007, Ch. 343, Sec. 4. Effective January 1, 2008.)*

## **NOTICE OF VACANCY IN OFFICE OF DIRECTOR OF FEATHER RIVER RECREATION AND PARK DISTRICT**

**Notice is hereby given** pursuant to Government Code section 1780(d)(1) that a vacancy in the office of director of Feather River Recreation and Park District exists. The remaining members of the board of directors of the District intend to fill the vacancy by appointment at the regular meeting of the board of directors to be held on Tuesday, November 27, 2018, at 5:30 p.m. at the District offices located at 1875 Feather River Blvd., Oroville, California, 95965.

Accordingly, if you are a voter of the District and are interested in serving as a member of the Board of Directors of the District, please write Randy Murphy, General Manager, Feather River Recreation and Park District, 1875 Feather River Blvd., Oroville, California 95965 stating your qualifications to serve and your interest in serving as a director of the District. Should you have a personal resume stating educational and work experience, please include that with your letter.

All letters of interest shall be presented to the Board of Directors at its regular meeting on Tuesday, November 27, 2018 at 5:30 p.m. at the District offices at 1875 Feather River Blvd., Oroville, California. If you submit a letter seeking appointment to the position of Director of the District, you should plan on attending such meeting, since the remaining members of the board of directors intend to interview persons interested in such appointment at that time before making any appointment.

Should you have any questions or comments concerning the duties of a director of the District or the process by which the vacancy on the board of directors shall be filled by appointment as discussed above, please call Randy Murphy, General Manager, Feather River Recreation and Park District, at (530) 533-2011. The deadline for the District receiving such letters seeking appointment shall be 5:00 p.m. on Wednesday, November 21, 2018. Letters seeking such appointment postmarked before such date but received after it shall not be accepted.

**STAFF REPORT**

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: BUTTE COUNTY SPECIAL DISTRICT ASSOCIATION CALL FOR NOMINATIONS AND VOTE ON BYLAW CHANGES**

**SUMMARY**

Staff request for direction regarding the biannual call for District representative on the Butte County Special District Association (BCSDA) Executive Board. Also, a request for a vote on the proposed bylaw changes.

**BACKGROUND**

BCSDA is the regional sub-group of the larger California Special Districts Association (CSDA), the group that represents member Districts proposed legislative actions in Sacramento. They have a biannual call for representatives from each District. Those nominees are voted on by the larger group to serve a two-year term, from January 2019 through December 2020. Nominees can either be a Board member or staff. This year they have also presented some proposed changes to the BCSDA bylaws.

**BUDGETARY IMPACT**

None.

**RECOMMENDATION**

After discussion:

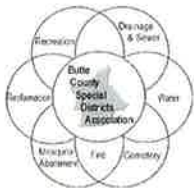
1. Nominate a District representative to serve on the BCSDA Executive Board; and,
2. Approve the proposed changes to the BCSDA bylaws; and,
3. Determine which, if any, Board members wish to attend the BCSDA General Meeting on November 13 from 10:00 a.m. to 1:00 p.m.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

BCSDA Letter dated October 16, 2018



# **BUTTE COUNTY SPECIAL DISTRICTS ASSOCIATION**

c/o: Chico Area Recreation & Park District | 545 Vallombrosa Ave. | Chico, CA. 95926 | P: 530-895-4711 | Fax: 530-895-4721

DATE: October 16, 2018

TO: BUTTE COUNTY SPECIAL DISTRICTS

FROM: BUTTE COUNTY SPECIAL DISTRICTS ASSOCIATION

SUBJECT: **ASSOCIATION GENERAL MEETING/NOMINATIONS/BYLAW CHANGES**

Included in this envelope are several important items relating to the Butte County Special Districts Association (BCSDA). Please take your time to review the information enclosed and respond accordingly. Should you have any questions, please do not hesitate to call or email Ann Willmann at 530-895-4711 or [annw@chicorec.com](mailto:annw@chicorec.com)

### **General Meeting Invite: November 13 | 10:00 AM – 1:00 PM**

Our next General Meeting is scheduled for Tuesday, November 13 from 10:00 AM – 1:00 PM. Our presenters will include a representative from Brandis Tallman, finance team, CEO and CFO of the California Special Districts Association, and short presentation from CARD HR Manager Michelle Niven on office efficiencies and moving towards a more paperless agenda

### **Nominations for 2019 Executive Board: Nominations Due November 30**

Paperwork is included for the nominations for the January 2019 - December 2020 positions. Please take a moment to consider nominating a staff member or board member to participate in the Executive Board. There will be a total of 4 vacancies including two Enterprise District and two Non-Enterprise District.

Please discuss with your Board the opportunity for its members to become involved in the Association. Completed Nomination Forms can either be mailed to BCSDA, c/o Chico Area Recreation & Park District 545 Vallombrosa Ave. Chico, CA. 95926 or facsimile to (530) 895-4721 or email to [annw@chicorec.com](mailto:annw@chicorec.com).

**Nominations must be received by Friday, November 20, 2018.**

### **By Law Updates: Vote Due November 30**

Enclosed you will find a copy of the current By Laws with recommended revisions. In order to be efficient, we have included an area to vote on the nominations form to address these recommended changes. Please take time to vote even if you are not nominating someone for the executive board.

### **2019 Membership Renewal: Due January 1, 2019**

Your 2019 renewal form is enclosed. Please complete and return no later than January 1, 2019. If you have had changes in your insurance, you will need to complete Exhibit B. If you have had no changes in your insurance there is no need to return this form.



# **BUTTE COUNTY SPECIAL DISTRICTS ASSOCIATION**

c/o: Chico Area Recreation & Park District | 545 Vallombrosa Ave. | Chico, CA. 95926 | P: 530-895-4711 | Fax: 530-895-4721

## **CALL FOR NOMINATIONS & BYLAW CHANGES**

**Nominations for Elections:** The executive board is comprised of 4 Non-Enterprise members and 4 Enterprise members. Annually, two seats in each category are up for re-election. If we do not receive enough nominations, the current executive board may appoint members to those vacant positions. Nominations should be either a staff member or board member of your individual district.

Type of District (Circle one)	Name of individual nominated	Name of District represented
Enterprise/ Non Enterprise		

\_\_\_\_\_  
Signature of Chairperson or District Representative

\_\_\_\_\_  
Date

**Vote to Change Bylaws:** The current executive board is asking for a revision of the current Bylaws. The recommended changes are to address the minimum number of meetings held by the executive board, quorum of the executive board, methods of communication to include electronic communications and, required signatures on checks. A copy of the bylaws with proposed changes is included. Each member agency gets one vote. Please complete the information below to register your vote.

I have reviewed the proposed bylaw changes. Below is my registered vote.

YES: Approve Changes in Bylaws

NO: DO NOT approve Changes in Bylaws

\_\_\_\_\_  
Name of District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of District Representative

\_\_\_\_\_  
Signature of District Representative

**Nominations and Vote must be received via U.S. Mail, Fax or email absolutely no later than  
Friday, November 30, 2018**

**Mail to Ann Willmann, CARD, 545 Vallombrosa Ave. Chico, CA. 95926  
Fax: Attn-Ann Willmann 530-895-4721  
Email: [annw@chicorec.com](mailto:annw@chicorec.com)**

**CONSTITUTION \ BYLAWS  
BUTTE COUNTY SPECIAL DISTRICTS ASSOCIATION**

**ARTICLE 1 – NAME AND PURPOSE**

**SECTION 1.** The name of this organization shall be the **Butte County Special Districts Association.**

**SECTION 2.** The purpose of this organization shall be:

- a. To provide an opportunity for special districts to share their concerns and experiences.
- b. To provide a consolidated voice when the need arises to express Special Districts' positions.
- c. To inform the public of the role of special districts in Butte County.
- d. To participate in statewide, regional and local organizations that affect the interests of special districts.
- e. To assist special districts and their boards in operating efficiently and equitably.
- f. To propose constructive means for the improvement and functioning of special districts in Butte County.

**ARTICLE II – MEMBERSHIP AND VOTING  
(General Membership)**

**SECTION 1.** Any special district in Butte County is eligible for membership in this Association and may obtain membership upon payment of annual dues to the Secretary-Treasurer of the Association.

**SECTION 2.** Each member district shall appoint an individual from its board of directors or management staff to represent the district in this Association. Each districts may designate an alternate from its board of directors or management staff to represent it at Association meetings. Each member district shall have one vote in matters that require a vote of the general membership.

All matters shall be determined by a majority vote of the members present at any meeting where a notice and an agenda have been mailed not less than five (5) days in advance of the meeting date to each member district. Article VIII, Section 4 states that ten (10) members constitute a quorum. In all other instances, a



written ballot must be delivered to all member districts, and an affirmative majority vote of the ballots cast must be obtained for approval.

**SECTION 3.** Ex-officio and/or honorary memberships may be granted upon approval of a majority of the Association's members. Ex-officio and/or honorary memberships shall have no voting privileges and may not hold office in this Association.

### **ARTICLE III – DUES**

**SECTION 1.** The annual dues of each member district shall be payable January 1 of each year and become delinquent April 1 of that year. Any district found to be delinquent for more than 90 days shall cease to be a member.

**SECTION 2.** Annual dues of the Association shall be set following a recommendation of the Executive Board at any general membership meeting by a majority vote of the eligible members present and shall become effective January 1 of the following year.

### **ARTICLE IV – EXECUTIVE BOARD**

**SECTION 1.** There shall be an eleven (11) member Executive Board comprised of four (4) Directors from Enterprise Districts, four (4) Directors from Non-Enterprise Districts, the Enterprise and Non-Enterprise elected LAFCO Commissioners and the alternate LAFCO Commissioner. An Enterprise District Director shall be a manager or a member of the governing board of a member enterprise district, and a Non-Enterprise District Director shall be a manager or a member of the governing board of a member non-enterprise district. Each Director shall serve a two-year term except the LAFCO Commissioners who shall serve terms concurrent with their LAFCO term of office. An Executive Board Director may not occupy more than one seat on the Executive Board. The seat of an Enterprise or Non-Enterprise Director who is subsequently elected/appointed to the LAFCO Commission will be declared vacant upon said election/appointment, and the provisions of Article IV, Section 6 will be initiated.

**SECTION 2.** The Executive Board shall have the power to fill all vacancies occurring mid-term in the elective offices of the Association and to act in all matters affecting the welfare of the Association not otherwise provided for by these Constitution/ Bylaws.

**SECTION 3.** The Executive Board shall transact all business of the Association within the scope of the Constitution/Bylaws except in matters that are specifically stated as the responsibility of the total membership. Five (5)~~Six (6)~~ members of the Executive Board shall constitute a quorum for meetings of the Executive Board.

**SECTION 4. DISQUALIFICATION OF DIRECTORS:** All duly elected directors shall serve in such capacity for one (1) full term of office unless such director shall become disqualified from further service upon the occurrence of any of the following:

- a. When such director is a member of a governing board of a member special district and such director's term of office therein expires and he/she shall fail to be elected, re-elected or appointed to a subsequent term.
- b. When such director becomes ineligible as a member of a governing board of a member special district for various reasons. When the member is a general manager such director shall become ineligible upon separation of employment from the member district.
- c. When the member district withdraws from the Association.
- d. When such director resigns.
- e. When such director shall fail to attend two (2)~~three (3)~~ consecutive Executive Board meetings. In such case, their office as a director may be declared vacant by a majority vote of all remaining directors present at the meeting. The Executive Board may fill the vacancy by appointment following a majority vote or call for an election, and the newly appointed or elected director shall serve the balance of the former director's term.
- f. Although LAFCO Commissioners are expected to attend meetings of the Executive Board, they are not subject to the same attendance requirements as regular Executive Board Members and may only be removed from the board by an official election of LAFCo.

**SECTION 5.** In the event an officer position becomes vacant, the Executive Board shall fill the vacancy and the newly elected officer shall serve the balance of the former officer's term.

**SECTION 6.** In the event an Executive Board seat becomes vacant, or when no member-district governing board member or manager is nominated for election by the General Membership, the Executive Board may appoint the manager or governing board member of a member district to fill the vacancy until the next annual vote of the General Membership.

#### **ARTICLE V – OFFICERS AND TERMS OF OFFICE**

**SECTION 1.** The officers of this Association shall be a President, Vice-President and Secretary-Treasurer who shall be selected from districts whose dues are current.

- a. The President and Vice-President must be chosen from among the sitting Executive Board members and shall be elected by the Executive Board at its January meeting. In the event of a vacancy, the Executive Board shall notify

Executive Board members of the vacancy and conduct an election at any noticed meeting following the vacancy.

- b. The Secretary-Treasurer shall be appointed by the President with the approval of the Executive Board and shall be a staff member of a member district.
- c. Outside of normal operating expenses, such as postage, copying and office supplies the President, Vice President and Secretary/Treasurer shall have a maximum spending limit of \$75 without Executive Board approval All normal operating expenses shall be reflected in the next monthly finance report.

**SECTION 2.** The President and Vice-President shall assume office at the General Membership Meeting, or the next Executive Board meeting, whichever comes first, and shall hold office for a period of one (1) year.

## **ARTICLE VI – ELECTIONS**

**SECTION 1.** Annual elections of officers shall take place at the Executive Board meeting held in the month of January.

**SECTION 2.** The Nominations and Elections Committee shall request nominations to fill openings for the Executive Board from every member district. A ballot, listing nominees, shall be mailed to each member district by November 1<sup>st</sup>. of each calendar year. Each member district will have an opportunity to cast a vote prior to a set date preceding the December Executive Board meeting. The Nominations and Elections Committee shall develop procedures to meet these requirements, subject to approval by the Executive Board.

## **ARTICLE VII – DUTIES OF THE OFFICERS**

**SECTION 1.** The President shall preside at all regular and special meetings of the Association and of the Executive Board and shall appoint all advisory committees unless otherwise provided for by the Constitution/Bylaws.

- a. The President shall be the Association's designated representative to the California Special Districts' Association Chapter Roundtable and is urged to attend Chapter Roundtable Committee meetings.

**SECTION 2.** The Vice-President shall, in the absence of the President, preside at all regular and special meetings of the Association and of the Executive Board.

**SECTION 3.** The Secretary-Treasurer shall keep minutes of the regular and special meetings of the Association and Executive Board and shall conduct official correspondence of the Association and Executive Board and keep an accurate record of all receipts and disbursements and utilize appropriate banking facilities for the funds of the Association. Except as otherwise stated in article V, Section 1.c., funds shall be

disbursed only on approval of the Executive Board or by action of the Association's general membership at its regular meetings. An itemized written financial report shall be made at each regular meeting of the Executive Board. An annual written report shall be presented at the annual meeting after being audited by an ad hoc committee appointed by the President for such purposes. All checks drawn on the Association's accounts shall require the approval of the president or vice president prior to being written. An electronic approval must be attached to any paid invoice as back up to expenses. ~~two (2) authorized signatures.~~ The authorized signatures are the President, Vice-President and Secretary/Treasurer.

## ARTICLE VIII – MEETINGS

- SECTION 1.** Two general membership meetings shall be held during the calendar year and shall be called by the president and/or Executive Board. Other general meetings shall be held as designated by the Executive Board. Written notice of such meetings shall be sent to Association members not less than thirty (30) days prior to the meeting.
- SECTION 2.** Special meetings of the Association may be held at the call of a majority of the Executive Board. At least seventy-two (72) hours written notice shall be given to the Association members of a call for a special meeting.
- SECTION 3.** The Executive Board shall meet a minimum of two (2)~~four (4)~~ times per year and at the call of the President or a majority of its members.
- SECTION 4.** A minimum of ten (10) Association member/representatives shall constitute a quorum for general and special meetings of the Association.

## ARTICLE IX – AMENDMENTS

- SECTION 1.** The Bylaws may be amended after proposals are submitted in writing to the Secretary-Treasurer. The Secretary-Treasurer shall then notify each member district of the proposed amendment not less than thirty (30) days before the regular or special meeting at which the amendment will be voted upon. The Executive Board may make a recommendation to the membership with reference to the proposed amendment at the meeting at which a vote will be taken.
- SECTION 2.** Voting by the general membership is required for adoption of changes to the Bylaws. Approval by two-thirds (2/3) of the member-district representatives present is required for adoption of changes in the Bylaws.
- SECTION 3.** Unless otherwise stipulated, all amendments to the Bylaws shall become effective immediately following approval by the membership by a vote at a general meeting or via mailed/email ballot.

**ARTICLE X – RULES OF ORDER**

**SECTION 1.** Roberts Rules of Order shall govern all meeting insofar as rules do not conflict with the Constitution/Bylaws.

As amended from Constitution/Bylaws dated July 31, 1997.

Ray Auerbach - Secretary Treasurer

As Amended from Constitution/Bylaws dated September 18, 2004

Mark Sweany - President

As Amended from Constitution/Bylaws dated May 18, 2005

As Amended from Constitution/Bylaws dated November 1, 2005

Laurie Sousa - President

As Amended from Constitution/Bylaws dated December 4, 2007

As Amended from Constitution/Bylaws dated December 4, 2017

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Al McGreehan Tom Lando, President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Larry Dunnean Jim Bruggman, Vice President



## STAFF REPORT

**DATE: OCTOBER 26, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: FRRPD LEGISLATIVE PRIORITIES FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION  
CONSIDERATION**

### SUMMARY

Staff request for direction regarding District priorities for the upcoming Legislative session.

### BACKGROUND

The District's General Manager has been accepted as a nominee to potentially serve on the California Special District Association's (CSDA) Legislative Committee. He has been advised to discuss FRRPD's legislative priorities with the Board in advance of the November 2<sup>nd</sup> meeting in Sacramento (see attached email).

### BUDGETARY IMPACT

None.

### RECOMMENDATION

Provide direction to the GM regarding the District's priorities for the upcoming legislative session.

### ALTERNATIVE ACTIONS

None

### ATTACHMENTS

Email from Marcus Detwiler dated October 19, 2018

**Randy Murphy**

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**From:** Marcus Detwiler <marcusd@cda.net>  
**Sent:** Friday, October 19, 2018 11:33 AM  
**Cc:** advocacy  
**Subject:** INVITATION - 11.2.18 CSDA Legislative Committee Meeting - INVITATION

Good morning 2019 CSDA Legislative Committee applicants,

Each year, we invite prospective CSDA Legislative Committee applicants to the planning session meeting of the CSDA Legislative Committee. This notice serves to provide that invitation. Please note that the CSDA Board of Directors has yet to meet to finalize the 2019 CSDA Legislative Committee membership, and as such your participation at this meeting is not a guarantee of a position on the 2019 CSDA Legislative Committee.

The next regularly-scheduled meeting of the CSDA Legislative Committee will occur on:

**Friday, November 2, 2018**  
**10:15 a.m. – 2:00 p.m.**  
**SMUD Customer Service Center, Rubicon Room (first floor)**  
**6301 S Street**  
**Sacramento, CA 95818**

RSVP by clicking [HERE](#).

Please be advised, on-campus parking will be limited; however, on-street parking is available.

This November 2, 2018 meeting of the CSDA Legislative Committee will be our annual planning session. Committee members will be expected to provide direction to CSDA staff regarding legislative priorities for 2019. Attendees are advised to discuss these matters in advance with their respective agencies. 2019 CSDA Legislative Committee applicants will also be invited to attend this meeting.

The meeting agenda packet will come out next week. Please let me know if you have any questions.

Happy Friday!

**Marcus Detwiler**  
*Legislative Assistant*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
877.924.2732, 916.442.7889 fax  
[www.cda.net](http://www.cda.net)

*A Proud California Special Districts Alliance Partner.*  
California Special Districts Association  
Special District Risk Management Authority  
CSDA Finance Corporation

# Butte County Special Districts Association

# General Meeting

**Tuesday, November 13 | 10:00 AM - 1:00 PM**

**Complimentary Lunch provided by Brandis-Tallman**

**Chico Area Rec & Park District | 545 Vallombrosa Ave. Chico, CA.**

**Financing for Special Districts presented by Brandis Tallman  
Meet CSDA Leaders**

**Learn about moving towards a more paperless agency**

Is your agency considering new financing for a special project?

Do you want to know what is available to Special Districts?

Want to know what steps to take to secure funding?

This is just a sample of what will be discussed, come and learn more, meet the leaders of the California Special Districts Association and also hear about new office efficiencies that other agencies are using to move towards a more paperless agency.

### Who should attend?

**General Managers | Finance or Administrative Staff | Board Members**

**RSVP No Later Than Friday, November 9**

**Mail RSVP to ATTN: Ann Willmann, CARD 545 Vallombrosa Ave. Chico CA. 95926**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Total # of people attending: \_\_\_\_\_

Name	Title

Questions? Call Ann Willmann at 530-895-4711