



January 31, 2024

Ms. Dawn Grantham
General Manager
Crestline Sanitation District
Post Office Box 3395
Crestline, California 92325

NOTICE OF DIRECTOR VACANCY

Dear Ms. Grantham:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective December 23, 2023. The term of the current vacancy will expire on December 31, 2025 and will be filled by appointment of the Board of Directors based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election/Appointment Policy No. 2023-05:

Candidate Qualifications

Interested candidates must be a Board member or a management employee (see Policy No. 2023-05, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies which already have representatives serving on the Board are:

Herlong Public Utility District
Groveland Community Services District
Honey Lake Valley Resource Conservation District
Costa Mesa Sanitary District
Kern Mosquito and Vector Control District
Clovis Veterans Memorial District

These districts/agencies are not eligible to nominate another representative for the vacancy.

Candidate Documents and Information – Enclosed are candidate documents and information including a Board of Director fact sheet, sample resolution, Election/Appointment Policy No. 2023-05 and the 2024 Board Meeting Calendar.

Application Packet



Maximizing Protection. Minimizing Risk.

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
- c) A resolution from, or a letter approved by the candidate's Governing Body nominating the candidate.
- d) Completed application packets must be received in SDRMA's office no later than 5:00 P.M. **April 12, 2024.**

Interview Process

- a) Qualified candidates who have submitted an approved application packet will be advised via email acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Wednesday, May 1, 2024 in Sacramento at SDRMA's office.

Selection

The Board of Directors anticipates making the selection and notifying candidates of the final selection on May 2, 2024. Candidates will be advised via email of the Board's selection. The selected candidate will be seated at the June Board Meeting.

SPECIAL NOTE: As a part of our normal election process, four Board seats will be up for election during 2025. One of the four seats up for election in 2025 is being filled by this appointment for a 19 month term. Therefore, whichever candidate is appointed by the Board, that Board member must then stand for election during the regular election process in 2025 and be successful in order to remain in that seat beyond December 31, 2025.

SDRMA is governed by its members for the benefit of its members. This is an important opportunity for our members to participate in their Risk Management Program. Please contact Management Analyst, Candice Richardson, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,



Sandy Seifert-Raffelson, President
Board of Directors

cc: SDRMA Board of Directors

2024 Application Packet Checklist



SDRMA BOARD OF DIRECTORS APPLICATION GUIDELINES

Due to a vacancy on the SDRMA Board of Directors, the appointment of a replacement Director will be made by the remaining members of the SDRMA Board. The term of the current vacancy will expire on December 31, 2025 and will be filled by appointment based on an application and interview process. Eligible candidates are encouraged to apply for appointment.

For your convenience we have enclosed the necessary application packet documents. All required documents must be submitted to SDRMA via mail or email by **Friday, April 12, 2024**. Please contact Candice Richardson at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

- **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
- **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
- **SDRMA Election Policy No. 2023-05:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
- **2024 Adopted Board Meeting Schedule:** SDRMA's 2024 Board Meeting and Conferences Schedule.

Please complete and return all required documents via email to crichardson@sdrma.org or by mail:

SDRMA Election Committee
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in both programs.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
One Seat Open	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Due to a recent vacancy, one seat is up to serve the remaining balance of the unexpired term.
Term of Directors	Directors are elected to four-year terms . The term for this current vacancy will end on December 31, 2025.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 2:00 to 5:00 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday .
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

"The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

Resolution No. _____

**A RESOLUTION OF THE [GOVERNING BODY] OF THE [AGENCY NAME]
NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the SDRMA Board of Directors adopted Board Policy 2023-05, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Candidates shall submit the following, by April 12, 2024:
 - a. A letter of interest; and
 - b. A resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - c. A resolution from, or a letter approved by the candidate's Governing Body nominating the candidate.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Special District Risk Management Authority hereby finds, determines, and resolves as follows:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. **ADD ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY**

The [GOVERNING BODY] of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2023-05, Section 4.1.

3. The [GOVERNING BODY] of [AGENCY NAME] further directs that a copy of this

Resolution No. ____

Resolution shall be delivered to SDRMA on or before the April 12, 2024 filing deadline.

PASSED, APPROVED, and ADOPTED, by the [GOVERNING BODY] of [AGENCY NAME], on this [DAY] day of [MONTH], [YEAR], by the following roll call vote:

Ayes:

Noes:

Abstained:

Absent:

APPROVED:

ATTESTED:

President/Governing Body

Administrator/Secretary

No seal