



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, 6:00 PM, Tuesday, February 13, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order _____
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Treasurer Costa - Present
 - c. Director Doss - Present
 - d. Director Schwarz - Present
 - e. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Friends and family of firefighters being sworn in.
4. Swearing in and badge pinning of Firefighters; Chief Klyn swore in firefighters Higgs, Massey and Zenger. Their badges were pinned by family and friends.
5. Presentation of 2023 Firefighter of the Year Plaque; Chief Klyn presented the award to Captain Sedlmeyer.
6. Vacancy on the Board of Directors. Board to review applications and possibly appoint and swear in new Board Member; President McDonald invited the two applicants, Kevin Pimentel and Mark Massman, to address the board. Each shared their background and answered questions.
Director Schwarz moved to vote by secret ballot and have Chief Klyn count the votes.
Seconded: Director Doss
Ayes: 4 Noes: 0 Absent: 0 Abstain: 0
Chief Klyn counted the written ballots, informed President McDonald that there were three votes for one applicant and gave to him.
President McDonald announced that there were three votes for Mark Massman.
Mark Massman was sworn in by Board Clerk Dahlin.

7. Board selection of the 2024 offices. After discussion,
President McDonald moved to approve the following slate:
- President – Jim McDonald
 - Vice President – Ron Doss
 - Treasurer – Pauline Costa
 - Clerk to the Board – Bonnie Dahlin
- Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
8. Board appointment of 2024 committee chairs and members; President McDonald appointed the following
- Budget Committee: Chair - Treasurer Costa, President McDonald, Chief Klyn, Office Manager Dahlin and Auxiliary Treasurer Kathy Steinkamp
 - Policy and Procedures Committee: Chair - Vice President Doss, Director Schwarz, Chief Klyn and David Straub
- President McDonald moved to approve the committees as named
Seconded: Vice President Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
9. Board consideration of date, time, and place of Regular Board Meetings for 2024.
President McDonald moved to keep the meetings on the second Tuesday of each month at 6:00 PM
Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
10. Board consideration of District provided health benefits for Directors as referenced in the Mi-Wuk Sugar Pine Fire Protection District Policy and Procedures Board Manual: Chapter 1.04.143: Compensation and Benefits.
Treasurer Costa moved that the Directors vote on health benefits for Directors, as referenced above, by Aye or Nays
Seconded: Director Doss
President McDonald asked if there were any Ayes – There were none
President McDonald asked if there were any Nays – There were five
11. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors. Chief Krussow informed the Board that there are two more radios available from CalFire in Sacramento and that he will pick them up.
12. Approval of the Minutes of the January 9, 2024, Regular Meeting.
Moved to Approve: Director Schwarz Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
13. Written Communications: There were none.
14. Reports:
- Auxiliary Report: Val Colborn, MWSPFPD Auxiliary President, did not provide a written report.
President McDonald reminded everyone that the meeting would be held at Pappa's Roost.
 - CAL FIRE Report: No report
 - Chief's Reports: James Klyn, Fire Chief, read and elaborated on the written report that is in the meeting record.

15. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that the committee has been meeting, reviewed the work that has been done and will bring new policies and revisions to the board for approval. Treasure Costa is digitizing the District Manual for the committee.
- a. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reviewed the Snapshot and financial reports.
 - i. MWSP Budget SnapShot FY23/24
 - ii. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending November 30, 2023
 2. Tuolumne County Budget vs Actual for Month Ending November 30, 2023
 3. Tuolumne County Trial Balance for Month Ending December 31, 2023
 4. Tuolumne County Budget vs Actual for Month Ending December 31, 2023Moved to Receive: President McDonald Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

16. Discussion and Action Items:

- a. Budget Transfer to increase various accounts for unanticipated expenses and to recognize increased revenue and expense for accepting money from OES for Strike Team Deployments; Treasurer Costa briefly explained the purpose of the two departments, 230 and 235. Office Manager Dahlin explained that one budget transfer is for strike team revenue and expenses for deployments that occurred after the final budget was approved in September. The second reduces Dues and Memberships by the amount of a cancelled membership and adjusts expense accounts for the purchases of the snowblower attachment, the extrication tool and several smaller unanticipated expenses.
Director Schwarz moved to approve both Budget Transfers Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- b. Adoption of District Policy 1.04.051 Standing Committees; Ron Doss
- c. Adoption of District Policy 2.03.030 Basis of Payment; Ron Doss
- d. Adoption of District Policy 2.03.041 Strike Teams and Out-of-District Response Compensation; Ron Doss
- e. Adoption of District Policy 2.03.080 Deferred Compensation Plan Policy; Ron Doss
- f. Adoption of District Policies 2.03.120 through 2.03.125 Sick Leave Benefits effective retroactively to Jan 1, 2024; Ron Doss
- g. Adoption of District Policy 2.10.225 Crime Victims Leave Policy; Ron Doss
- h. Adoption of District Policy 2.03.134 Employee Death; Ron Doss
- i. Adoption of District Policy 2.15.184 Meal and Incidental Expenses; Ron Doss
- j. Adoption of District Policy 3.04.172 Strike Team Compensation; Ron Doss
- k. Adoption of District Policy Manual Mission Statement and Vision Statement; Ron Doss
After discussing each policy,
Director Schwarz moved to approve agenda items 16b – 16k, with item 16f being retroactive to January 1, 2024.
Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- l. Draft Request for Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025 – Tabled

- m. Resolution 2024.02.13.1 Acknowledging And Complying With California Health And Safety Code Section 13146.2, 13146.3, And 13146.4; Chief Klyn explained that he will begin a program for the state mandated inspections of commercial buildings. This year it will be without charging fees or fines, for public education, and that next year he will begin charging. He has the appropriate certifications.

Moved to Approve: Treasurer Costa Seconded: Director Schwarz

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- n. Vertical Bridge change of cell tower plans; Chief Klyn informed the board that Vertical Bridge has said that the County declined their plan for a faux tree and have asked the District to approve a monopole instead. No action was taken. Chief Klyn will contact Tuolumne County Building Department and report back to the board.
- o. Notice from AT&T regarding an application to the California Public Utilities Commission (CPUC) which would remove AT&T's obligation to provide land-line service in portions of California; After a brief discussion, President McDonald offered to write a letter to AT&T expressing the Districts concerns and it will be on the next agenda for approval.

17. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment – Chief Klyn reported that the District is fully staffed and there are several new applicants. One Intern Engineer will be leaving for CalFire
- b. Fleet – Chief Klyn reported that the water tender pump has been damaged, probably by a rock. The repairs, plus a couple of safety upgrades, will cost about \$4600. E772 still may have problems.

18. Director's Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

Treasurer Costa asked for several items to be on the next agenda: the Board Organization Meeting Policy, CalFire staffing, District boundaries and the Fire Chief evaluation.

19. Final audience comments:

20. Adjournment: _____

Approved by the District Board of Directors in the meeting assembled March 12, 2024.

Jim McDonald, Board President



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Special Meeting, 2:00 PM, Wednesday, March 6, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 2:01 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Absent
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Schwarz - Present
 - e. Director Massman - Absent
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: David Straub and Tom Costa
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors. There were none.
5. Update on digitization of policy manual
 - a. Review and discussion of changes made to manual in Google Drive (all chapters) – See attached Notes From March 6, 2024 Special Meeting (referred to as '5a Notes' below)
 - b. Review and discussion of Treasurer description 1.04.04 – recommend changing date for preliminary budget to June 30.
6. Update on progress of revisions to policy manual
 - a. New policies/SOGs to be written or incorporated into manual
 - i. Home Office Reimbursement – See 5a Notes #20
 - ii. District Health Insurance Policy – See 5a Notes #24
 - iii. Cannabis Use – no discussion
 - iv. Reproductive Loss Leave – Director Doss will work on
 - v. Workplace violence prevention safety plan – no discussion
 - vi. Rebuttal Presumption of Retaliation – See 5a Notes #23
 - vii. Acceptable Use Policy - See 5a Notes #21
 - viii. Fire Hydrant Testing SOG - See 5a Notes #22

b. Current policies needing revision

- i. 2.10.170 California Employment Development Department (EDD) - Paid Family Leave (PFL) to include in law – waiting for information from Tuolumne County
- ii. Equal Employment Opportunity – no discussion
- iii. Revisit Sick Leave Policy due to new DIR language – recommend board approve reverting to 1 hour accrued sick leave for every 30 hours worked for all employees. Will be on March 12, 2024 agenda.
- iv. Retention schedule for compliance with changes in laws – Treasurer Costa will work on
- v. Credit Card limits for Officers – recommend board approve increase to credit card limits for duty officers to \$5,000.00. Will be on March 12, 2024 agenda.
- vi. Strike Team guidelines for meals and incidentals - See 5a Notes #26

7. Director's Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

There were no comments or requests beyond items discussed above that will be placed on March 12, 2024 agenda.

8. Final audience comments: There were none.

9. Adjournment: 4:46 PM

Approved by the District Board of Directors in the meeting assembled March 12, 2024.

Jim McDonald, Board President

Notes from March 6, 2024 Special Meeting of the Board of Directors

- 1) Making manual available 0.00.024
 - a. We agreed manual will be available electronically but not to general public
 - b. Bonnie will check with Streamline to see if we can put it in a password protected area of the website
 - c. Need to make revisions to pages 6-8 in terms of how manual will updated, drop the reference to revision order, and adjust process for how it will be available
- 2) Updated description of Budget Committee to include membership description
- 3) At-will employment of part time and temporary workers
 - a. Chief would like confirmation that we can do this. Pauline will research and send him links
- 4) Update manual dropping section on District-supplied cell phones
- 5) Need to update job descriptions to remove EMT requirement, but this need Board approval. Bonnie will add it to agenda for March meeting
- 6) Remove job description for Site Supervisors, Fuel Reduction program
- 7) Drop all old job descriptions (e.g., fire captain, engineer, duty officer)
- 8) Verify description of duty officer is correct and update if needed
- 9) Send 4.04.023 to Chief for review
- 10) Drop Crabtree signature from SOGs. Add Chief Klyn's signature.
- 11) Revise 0.00.063
 - a. Simplify
 - b. Add policy updates to be posted on Bulletin board
 - c. Make sure old policies are archived
- 12) Modify mission statement to read "we serve" after "communities"
- 13) Bonnie will ensure we aren't violating Brown Act on **1.05.051**
- 14) Dropped 2.10.190 Military Leave since it only applies to companies with 50+ employees
- 15) Add "draft" watermark before posting for Board meeting
- 16) Chief will have Donnie review 4.06.001 for accuracy
- 17) Chief would like the Policy Committee to review and possibly revise the following policies:
 - a. 3.04.185
 - b. 3.04.186
 - c. 3.04.187
- 18) The following SOGs are being dropped from the Manual
 - a. 4.04.024 Mutual Aid
 - i. Needs to be added to Board agenda
 - b. 4.04.026 In and Out of District Response
 - c. 4.07.001 Known Driving Hazards
 - i. Side Note: I just realized this is a duplicate policy. Need to confirm with Chief if he wants both deleted.
- 19) 2.03.120 Sick Leave policy needs to go back to the Board
- 20) Home Office Reimbursement policy is not needed, per Legal.
- 21) David will compare the acceptable use policy he created to what is currently in our manual to see if any modifications are needed
- 22) The fire hydrant SOG is ready for inclusion but I need a SOG number. Need to work with Chief or Bonnie on that one.
- 23) David said the Rebuttal Presumption of Retaliation doesn't really apply to us with the exception of the 90-day time period but he will confirm with Legal. He'll also review our current wording on retaliation to see if what we have complies or contradicts with new law.
- 24) Pauline will send Ron the District Health Insurance Policy for him to finish up and secure legal review
- 25) Revision to Credit card limits for officers is finalized. It just needs to go to Board for approval
- 26) Chief made changes to Strike team policy, which we have incorporated. He just needs to work on wording for meals and incidentals.

January 31, 2024
FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 07/2024

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Page 1

Fund: 9030 - Mi-Wuk Fire District

	Balance Forward	Debit	Credit	Net Amount	Ending Balance
Type - 10 - Assets					
100100 - Claim on Pooled Cash	123,592.42	11,720.76	42,630.96	(30,910.20)	92,682.22
100150 - Petty Cash	500.00	0.00	0.00	0.00	500.00
102900 - Property Tax Receivable	0.00	0.00	0.00	0.00	0.00
102905 - Allowance for Uncollect Taxes	0.00	0.00	0.00	0.00	0.00
106980 - Due From Other Governments	0.00	0.00	0.00	0.00	0.00
110000 - Prepaid Expenses	0.00	0.00	0.00	0.00	0.00
120000 - Land	73,132.00	0.00	0.00	0.00	73,132.00
122000 - Structures & Improvements	753,846.64	0.00	0.00	0.00	753,846.64
124000 - Equipment	57,763.88	0.00	0.00	0.00	57,763.88
124500 - Vehicles	567,528.32	0.00	0.00	0.00	567,528.32
129100 - Accum Depreciation- Structures	(410,990.00)	0.00	0.00	0.00	(410,990.00)
129200 - Accum Depreciation- Equipment	(160,274.92)	0.00	0.00	0.00	(160,274.92)
10 Type Total	1,005,098.34	11,720.76	42,630.96	(30,910.20)	974,188.14
Type - 20 - Liabilities					
202100 - Accounts Payable	0.00	7,519.47	7,519.47	0.00	0.00
202200 - Sales Tax Payable	(283.91)	847.98	617.27	230.71	(53.20)
203100 - Salaries Payable	0.00	0.00	0.00	0.00	0.00
203910 - Accrued Vacation	(8,664.00)	0.00	0.00	0.00	(8,664.00)
203920 - Accrued Sick	(5,845.00)	0.00	0.00	0.00	(5,845.00)
204105 - Interest Payable	0.00	0.00	0.00	0.00	0.00
204110 - Notes Payable-Current	(15,551.45)	0.00	0.00	0.00	(15,551.45)
205310 - Advances From Other Funds	0.00	0.00	0.00	0.00	0.00
221005 - Notes Payable-Long Term	(227,237.14)	0.00	0.00	0.00	(227,237.14)
20 Type Total	(257,581.50)	8,367.45	8,136.74	230.71	(257,350.79)
Type - 30 - Fund Balance					
331200 - Agency Obligation	(283,478.23)	0.00	0.00	0.00	(283,478.23)
380600 - Capital Assets, Net	(638,217.37)	0.00	0.00	0.00	(638,217.37)
30 Type Total	(921,695.60)	0.00	0.00	0.00	(921,695.60)
Type - 40 - Revenues					
411110 - Ppty Taxes-Current Secured	(123,263.69)	0.00	0.00	0.00	(123,263.69)

FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 07/2024

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Page 2

	Balance Forward	Debit	Credit	Net Amount	Ending Balance
412110 - Ppty Taxes-Current Unsecured	(4,951.92)	0.00	0.00	0.00	(4,951.92)
416110 - Ppty Taxes-Supplemental	(1,409.53)	0.00	0.00	0.00	(1,409.53)
441110 - Interest Income	(1,140.13)	0.00	0.00	0.00	(1,140.13)
443300 - Rents	(8,000.00)	0.00	0.00	0.00	(8,000.00)
458110 - State-Homeowners Property Tax	(189.73)	0.00	706.29	(706.29)	(896.02)
459119 - State-Emergency Fire Fighting	0.00	0.00	0.00	0.00	0.00
469840 - Other Govts-San Francisco	(613.00)	0.00	0.00	0.00	(613.00)
471211 - Benefit Assessments-Fire Assmt	(171,380.04)	0.00	0.00	0.00	(171,380.04)
474200 - IEC In-Service Training Prog	(2,628.38)	0.00	0.00	0.00	(2,628.38)
474250 - Fees-Fleet Services	0.00	0.00	0.00	0.00	0.00
496000 - Donations	(120.00)	0.00	0.00	0.00	(120.00)
496060 - Donations-Auxiliary Utilities	(832.31)	0.00	567.34	(567.34)	(1,399.65)
496065 - Donations-Auxiliary Misc	(29,074.85)	0.00	7,279.81	(7,279.81)	(36,354.66)
40 Type Total	(343,603.58)	0.00	8,553.44	(8,553.44)	(352,157.02)
Type - 50 - Expenditures					
511110 - Salaries-Reg	292,175.59	22,914.22	0.00	22,914.22	315,089.81
511115 - Salaries-Part Time	0.00	0.00	0.00	0.00	0.00
511120 - Salaries-Reserve	23,420.83	3,647.93	0.00	3,647.93	27,068.76
511125 - Salaries-Overtime	23,058.44	2,160.00	0.00	2,160.00	25,218.44
512115 - FICA	25,907.14	2,197.28	0.00	2,197.28	28,104.42
512120 - Unemployment Insurance	750.00	125.00	0.00	125.00	875.00
512305 - Employees Group Insurance	35,368.25	5,872.23	723.14	5,149.09	40,517.34
512325 - Life Insurance	243.00	33.75	0.00	33.75	276.75
512330 - Workers Comp Insurance	16,802.34	0.00	0.00	0.00	16,802.34
512510 - Recruitment Expense	324.00	0.00	0.00	0.00	324.00
521145 - Small Tools	166.12	0.00	0.00	0.00	166.12
521150 - Expendable Equipment	4,672.74	1,269.85	1,562.19	(292.34)	4,380.40
521173 - Food-Other	149.98	0.00	0.00	0.00	149.98
521180 - Clothing & Personal Supplies	264.67	0.00	0.00	0.00	264.67
521190 - Household Expense	1,238.98	117.17	0.00	117.17	1,356.15
521310 - Communications	2,259.71	362.12	0.00	362.12	2,621.83
521610 - Insurance	17,489.00	0.00	0.00	0.00	17,489.00

FEFS017TC Trial Balance
Ledger: GL - General Ledger
All Account Types
Fiscal Period 07/2024

Report Generated on Mar 5, 2024 4:22:54 PM

Page 3

	Balance Forward	Debit	Credit	Net Amount	Ending Balance
522125 - Maint-Equipment	3,115.23	715.00	0.00	715.00	3,830.23
522130 - Maint-Equip Vehicles	7,537.81	574.74	0.00	574.74	8,112.55
522205 - Maint-Buildings & Improvements	4,411.24	78.87	0.00	78.87	4,490.11
522225 - Maint-Grounds	991.62	59.31	0.00	59.31	1,050.93
523210 - Dues & Memberships	2,774.08	0.00	0.00	0.00	2,774.08
525110 - Office Expense	539.86	114.91	0.00	114.91	654.77
525140 - Office-Photocopy	419.68	51.31	0.00	51.31	470.99
525150 - Office-Postage	5.34	0.00	0.00	0.00	5.34
526110 - PS&S-Professional Services	6,341.09	0.00	600.00	(600.00)	5,741.09
526124 - PS&S-Auditor-Controller	1,065.75	148.75	0.00	148.75	1,214.50
527210 - Rents-Equipment	817.50	79.25	0.00	79.25	896.75
528000 - SDE Special Department Expense	759.35	0.00	0.00	0.00	759.35
528184 - SDE-Awards & Certificates	13.69	0.00	0.00	0.00	13.69
529105 - Travel	2,844.12	0.00	0.00	0.00	2,844.12
529110 - Travel & Trans-Fuel	11,398.33	1,079.11	0.00	1,079.11	12,477.44
529112 - Travel & Trans-Priv Auto	0.00	0.00	0.00	0.00	0.00
529116 - Training-Travel	579.25	0.00	0.00	0.00	579.25
529210 - Utilities	4,210.16	517.46	0.00	517.46	4,727.62
532460 - Interest-Long Term Debt	(2,200.92)	0.00	0.00	0.00	(2,200.92)
542000 - Buildings & Improvements	6,777.00	0.00	0.00	0.00	6,777.00
544400 - Misc/Specialized Equipment	21,091.37	0.00	0.00	0.00	21,091.37
50 Type Total	517,782.34	42,118.26	2,885.33	39,232.93	557,015.27
9030 - Mi-Wuk Fire District Total	0.00	62,206.47	62,206.47	0.00	0.00

Dept 230
Budget vs Actual
Tuolumne County of Tuolumne
Mi-Wuk Fire District

For 2024 Period Jan

Run Date: Mar 5, 2024 4:18:01 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204230 - Mi-Wuk Fire District								
9030204230	411110	Ppty Taxes-Current Secured	224,618.00	0.00	0.00	123,263.69	101,354.31	45%
9030204230	412110	Ppty Taxes-Current Unsecured	4,928.00	0.00	0.00	4,951.92	-23.92	0%
9030204230	414110	Ppty Taxes-Prior Unsecured	49.00	0.00	0.00	0.00	49.00	100%
9030204230	416110	Ppty Taxes-Supplemental	7,140.00	0.00	0.00	1,409.53	5,730.47	80%
Total Taxes			236,735.00	0.00	0.00	129,625.14	107,109.86	45%
9030204230	441110	Interest Income	1,500.00	0.00	0.00	1,140.13	359.87	24%
Total Use of Money & Property			1,500.00	0.00	0.00	1,140.13	359.87	24%
9030204230	458110	State-Homeowners Property Tax	1,945.00	706.29	0.00	896.02	1,048.98	54%
Total State Revenue			1,945.00	706.29	0.00	896.02	1,048.98	54%
9030204230	469840	Other Govts-San Francisco	613.00	0.00	0.00	613.00	0.00	0%
Total Other Governments			613.00	0.00	0.00	613.00	0.00	0%
9030204230	471211	Benefit Assessments-Fire Assmt	314,625.00	0.00	0.00	171,380.04	143,244.96	46%
9030204230	474200	IEC In-Service Training Prog	0.77	0.00	0.00	0.00	0.77	100%
Total Charges for Services			314,625.77	0.00	0.00	171,380.04	143,245.73	46%
9030204230	483450	Refunds-Insurance Premiums	659.00	0.00	0.00	0.00	659.00	100%
Total Miscellaneous Revenue			659.00	0.00	0.00	0.00	659.00	100%
9030204230	496000	Donations	0.00	0.00	0.00	120.00	-120.00	
Total Other Finance Sources			0.00	0.00	0.00	120.00	-120.00	/0
Total Revenue			556,077.77	706.29	0.00	303,774.33	252,303.44	45%
9030204230	511110	Salaries-Reg	282,181.00	22,914.22	0.00	140,623.30	141,557.70	50%
9030204230	511120	Salaries-Reserve	73,000.00	3,647.93	0.00	27,068.76	45,931.24	63%
9030204230	511125	Salaries-Overtime	35,000.00	2,160.00	0.00	25,218.44	9,781.56	28%
9030204230	512115	FICA	29,751.00	2,197.28	0.00	14,757.69	14,993.31	50%
9030204230	512120	Unemployment Insurance	1,500.00	125.00	0.00	875.00	625.00	42%
9030204230	512305	Employees Group Insurance	61,000.00	5,149.09	0.00	40,517.34	20,482.66	34%
9030204230	512325	Life Insurance	2,675.00	33.75	0.00	276.75	2,398.25	90%
9030204230	512330	Workers Comp Insurance	16,804.00	0.00	0.00	16,802.34	1.66	0%
9030204230	512505	Employee Physicals	450.00	0.00	0.00	0.00	450.00	100%
9030204230	512510	Recruitment Expense	2,000.00	0.00	0.00	324.00	1,676.00	84%
Total Salaries and Benefits			504,361.00	36,227.27	0.00	266,463.62	237,897.38	47%
9030204230	521145	Small Tools	500.00	0.00	0.00	166.12	333.88	67%
9030204230	521150	Expendable Equipment	2,200.00	199.49	0.00	1,793.65	406.35	18%
9030204230	521173	Food-Other	255.00	0.00	0.00	0.00	255.00	100%
9030204230	521180	Clothing & Personal Supplies	1,500.00	0.00	0.00	264.67	1,235.33	82%
9030204230	521190	Household Expense	2,100.00	82.02	0.00	455.28	1,644.72	78%
9030204230	521310	Communications	5,400.00	362.12	0.00	2,621.83	2,778.17	51%
9030204230	521610	Insurance	17,489.00	0.00	0.00	17,489.00	0.00	0%
9030204230	522120	Maint-Internal Vehicles	5,000.00	0.00	0.00	0.00	5,000.00	100%
9030204230	522125	Maint-Equipment	6,000.00	715.00	0.00	3,830.23	2,169.77	36%
9030204230	522130	Maint-Equip Vehicles	25,000.00	574.74	0.00	8,005.86	16,994.14	68%
9030204230	522205	Maint-Buildings & Improvements	3,000.00	78.87	0.00	3,557.87	-557.87	-19%
9030204230	522225	Maint-Grounds	1,500.00	59.31	0.00	74.05	1,425.95	95%
9030204230	522600	Fire Extinguisher Testing	340.00	0.00	0.00	0.00	340.00	100%
9030204230	523210	Dues & Memberships	4,273.00	0.00	0.00	2,774.08	1,498.92	35%
9030204230	525110	Office Expense	1,000.00	114.91	0.00	567.79	432.21	43%
9030204230	525140	Office-Photocopy	700.00	51.31	0.00	470.99	229.01	33%
9030204230	525150	Office-Postage	400.00	0.00	0.00	5.34	394.66	99%
9030204230	525200	Publications & Legal Notices	175.00	0.00	0.00	0.00	175.00	100%
9030204230	526106	PS&S-Tax Admin Fee	5,300.00	0.00	0.00	0.00	5,300.00	100%
9030204230	526107	PS&S-Tax Parcel Fee	4,300.00	0.00	0.00	0.00	4,300.00	100%
9030204230	526110	PS&S-Professional Services	14,000.00	0.00	0.00	5,741.09	8,258.91	59%
9030204230	526116	PS&S-Legal	7,500.00	0.00	0.00	0.00	7,500.00	100%
9030204230	526124	PS&S-Auditor-Controller	2,500.00	148.75	0.00	1,214.50	1,285.50	51%

Budget vs Actual
Tuolumne County of Tuolumne
Mi-Wuk Fire District

For 2024 Period Jan

Run Date: Mar 5, 2024 4:18:01 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204230	527210	Rents-Equipment	1,410.00	79.25	0.00	896.75	513.25	36%
9030204230	527310	Rents-Buildings & Improvements	135.00	0.00	0.00	0.00	135.00	100%
9030204230	528000	SDE Special Department Expense	21,200.00	0.00	0.00	759.35	20,440.65	96%
9030204230	528184	SDE-Awards & Certificates	500.00	0.00	0.00	13.69	486.31	97%
9030204230	528205	SDE-Refunds	659.00	0.00	0.00	0.00	659.00	100%
9030204230	529105	Travel	1,000.00	0.00	0.00	96.57	903.43	90%
9030204230	529110	Travel & Trans-Fuel	25,000.00	1,079.11	0.00	9,806.99	15,193.01	61%
9030204230	529112	Travel & Trans-Priv Auto	550.00	0.00	0.00	0.00	550.00	100%
9030204230	529116	Training-Travel	3,500.00	0.00	0.00	579.25	2,920.75	83%
9030204230	529134	Travel & Transâ€"Rent Payment	22,821.00	0.00	0.00	0.00	22,821.00	100%
9030204230	529210	Utilities	12,100.00	362.22	0.00	3,534.30	8,565.70	71%
Total Services and Supplies			199,307.00	3,907.10	0.00	64,719.25	134,587.75	68%
9030204230	544400	Misc/Specialized Equipment	15,425.00	0.00	0.00	15,376.15	48.85	0%
Total Fixed Assets			15,425.00	0.00	0.00	15,376.15	48.85	0%
9030204230	532460	Interest-Long Term Debt	0.00	0.00	0.00	-2,200.92	2,200.92	
Total Other Financing Uses			0.00	0.00	0.00	-2,200.92	2,200.92	/0
9030204230	691110	Appropriation-Contingencies	191,321.00	0.00	0.00	0.00	191,321.00	100%
9030204230	691114	Contingency-Employee Health Be	35,000.00	0.00	0.00	0.00	35,000.00	100%
Total Contingencies			226,321.00	0.00	0.00	0.00	226,321.00	100%
Total Expenditures			945,414.00	40,134.37	0.00	344,358.10	601,055.90	64%
Total Net Mi-Wuk Fire District			-389,336.23	-39,428.08	0.00	-40,583.77	-348,752.46	

Dept 235
Budget vs Actual
Tuolumne County of Tuolumne
Mi-Wuk Fire Special Projects

For 2024 Period Jan

Run Date: Mar 5, 2024 4:18:01 PM

GL Key	Object	Description	Budget	Current Period	Encumbrances	Year to Date	Remaining	Percent Remaining
9030204235 - Mi-Wuk Fire Special Projects								
9030204235	443300	Rents	8,000.00	0.00	0.00	8,000.00	0.00	0%
Total Use of Money & Property			8,000.00	0.00	0.00	8,000.00	0.00	0%
9030204235	459119	State-Emergency Fire Fighting	283,630.00	0.00	0.00	0.00	283,630.00	100%
Total State Revenue			283,630.00	0.00	0.00	0.00	283,630.00	100%
9030204235	464115	Fed-Assist Firefighters SCBA	155,635.00	0.00	0.00	0.00	155,635.00	100%
Total Federal Revenue			155,635.00	0.00	0.00	0.00	155,635.00	100%
9030204235	474200	IEC In-Service Training Prog	8,800.00	0.00	0.00	2,628.38	6,171.62	70%
Total Charges for Services			8,800.00	0.00	0.00	2,628.38	6,171.62	70%
9030204235	496060	Donations-Auxiliary Utilities	4,900.00	567.34	0.00	1,399.65	3,500.35	71%
9030204235	496065	Donations-Auxiliary Misc	72,160.00	7,279.81	0.00	36,354.66	35,805.34	50%
Total Other Finance Sources			77,060.00	7,847.15	0.00	37,754.31	39,305.69	51%
Total Revenue			533,125.00	7,847.15	0.00	48,382.69	484,742.31	91%
9030204235	511110	Salaries-Reg	157,000.00	0.00	0.00	174,466.51	-17,466.51	-11%
9030204235	511147	Salaries-Emergency Admin	13,950.00	0.00	0.00	0.00	13,950.00	100%
9030204235	512115	FICA	13,078.00	0.00	0.00	13,346.73	-268.73	-2%
9030204235	512330	Workers Comp Insurance	9,600.00	0.00	0.00	0.00	9,600.00	100%
Total Salaries and Benefits			193,628.00	0.00	0.00	187,813.24	5,814.76	3%
9030204235	521150	Expendable Equipment	34,496.00	-491.83	0.00	2,586.75	31,909.25	93%
9030204235	521173	Food-Other	660.00	0.00	0.00	149.98	510.02	77%
9030204235	521190	Household Expense	2,200.00	35.15	0.00	900.87	1,299.13	59%
9030204235	522130	Maint-Equip Vehicles	700.00	0.00	0.00	106.69	593.31	85%
9030204235	522205	Maint-Buildings & Improvements	22,796.00	0.00	0.00	932.24	21,863.76	96%
9030204235	522225	Maint-Grounds	9,000.00	0.00	0.00	976.88	8,023.12	89%
9030204235	525110	Office Expense	330.00	0.00	0.00	86.98	243.02	74%
9030204235	526110	PS&S-Professional Services	0.00	-600.00	0.00	0.00	0.00	
9030204235	528000	SDE Special Department Expense	594.00	0.00	0.00	0.00	594.00	100%
9030204235	529105	Travel	50.00	0.00	0.00	2,747.55	-2,697.55	-5,395%
9030204235	529110	Travel & Trans-Fuel	1,500.00	0.00	0.00	2,670.45	-1,170.45	-78%
9030204235	529210	Utilities	4,900.00	155.24	0.00	1,193.32	3,706.68	76%
Total Services and Supplies			77,226.00	-901.44	0.00	12,351.71	64,874.29	84%
9030204235	542000	Buildings & Improvements	8,000.00	0.00	0.00	6,777.00	1,223.00	15%
9030204235	544200	Fire Equipment	148,413.00	0.00	0.00	0.00	148,413.00	100%
9030204235	544400	Misc/Specialized Equipment	0.00	0.00	0.00	5,715.22	-5,715.22	
Total Fixed Assets			156,413.00	0.00	0.00	12,492.22	143,920.78	92%
Total Expenditures			427,267.00	-901.44	0.00	212,657.17	214,609.83	50%
Total Net Mi-Wuk Fire Special Projects			105,858.00	8,748.59	0.00	-164,274.48	270,132.48	
Total Revenues			1,089,202.77	352,157.02	0.00	352,157.02	737,045.75	1.32
Total Expenditures			1,372,681.00	557,015.27	0.00	557,015.27	815,665.73	0.59
Net Total			-283,478.23	-204,858.25	0.00	-204,858.25	-78,619.98	28%

January 2024 Financial Summary

- Overall Salaries and Benefits (Dept 230) is under budget with 47% remaining as of January 31st, 2024
- Overall Services and Supplies (Dept 230) is under budget with 68% remaining as of January 31st, 2024

Cash Balance History

	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18	FY 16/17	FY 15/16	FY 14/15
Jul 31	\$211,909.63	\$167,585.32	\$253,303.84	\$ 139,966.78	\$ 202,670.42	\$ 160,788.10	\$ 125,178.72	\$ 102,836.45	\$ 91,027.21	\$ 98,475.15
Aug 31	\$170,995.54	\$38,504.33	\$ 186,690.69	\$ 109,571.47	\$ 158,568.34	\$ 77,662.37	\$ 90,372.49	\$ 65,207.79	\$ 56,481.78	\$ 55,133.05
Sep 30	\$60.66	\$55.08	\$ 93,563.21	\$ 94.93	\$ 97,354.43	\$ 30,713.08	\$ 64,183.33	\$ 46,469.69	\$ 26,082.37	\$ 15,583.75
Oct 31	\$52.08	\$77.12	\$ 22,257.21	\$ 73.81	\$ 43,783.05	\$ 51.87	\$ 35,625.92	\$ 20,695.14	\$ 54.93	\$ 91.48
Nov 30	\$53.27	\$53.41	\$ 1,691.61	\$ 72.42	\$ 59.18	\$ 72.52	\$ 25,495.92	\$ 28,413.14	\$ 117.19	\$ 33.08
Dec 31	\$123,592.42	\$18,798.99	\$ 215,046.09	\$ 89.36	\$ 140,891.71	\$ 185,032.02	\$ 197,024.76	\$ 174,746.43	\$ 150,895.35	\$ 143,297.01
Jan 31		\$397,360.54	\$ 364,986.75	\$ 41.62	\$ 87,320.27	\$ 172,709.26	\$ 198,245.16	\$ 148,725.48	\$ 123,196.88	\$ 107,361.47
Feb 28		\$336,726.55	\$ 270,328.59	\$ 47.06	\$ 101,410.30	\$ 129,344.83	\$ 161,654.76	\$ 113,087.15	\$ 93,346.87	\$ 80,807.04
Mar 31		\$222,690.02	\$ 270,259.11	\$ 66,178.68	\$ 120,130.72	\$ 137,982.68	\$ 135,241.04	\$ 66,058.64	\$ 27,117.75	\$ 51,204.32
Apr 30		\$378,793.20	\$ 393,006.91	\$ 406,275.87	\$ 264,014.83	\$ 275,251.54	\$ 272,357.19	\$ 214,194.29	\$ 98,760.14	\$ 165,464.83
May 31		\$330,825.40	\$ 308,662.07	\$ 285,520.93	\$ 224,705.05	\$ 271,468.33	\$ 245,512.31	\$ 193,849.35	\$ 69,401.49	\$ 150,907.81
Jun 30		\$290,144.00	\$ 259,482.59	\$ 326,741.77	\$ 209,376.59	\$ 256,825.82	\$ 225,419.40	\$ 180,850.91	\$ 166,612.59	\$ 147,732.11

2.03.120 Sick Leave Benefits (See 2.10.110 for Sick Leave Use)

2.03.121 General Policy

It is the general policy of the District to provide paid employees, who work for the District for 30 or more days within a year from the commencement of employment, or 30 days or more in a subsequent calendar year, with sick leave credits that may be used to take time off from scheduled work to care for themselves or family members who are sick or injured and require assistance. Volunteers who receive a stipend or are unpaid are not entitled to sick leave.

2.03.122 Accrual

Sick leave credits accrue at rates specified below unless a specific employment agreement specifies otherwise.

- a) Exempt employees, paid employees who work a 40-hour work week, and part-time paid employees, accrue sick leave credits at the rate of 1 hour of sick leave credit for every 30 hours worked.
- b) Paid Fire Protection Employees who work a 56-hour duty week accrue sick leave credits at the rate of 1 hour of sick leave credit for every 30 hours worked.
- c) Employees begin accruing sick leave credits on the first day of employment.
- d) Sick leave credits shall be posted to the employee's balances at the end of each pay period. A statement of the balance of accrued sick leave shall be provided to each employee on each pay date.
- e) Sick leave credits may be used after 90 days of employment.
- b) Sick Leave Credits continue to accrue pursuant to these policy provisions during times of paid vacation and while on strike team assignments.
- a) Employees on paid sick leave or on unpaid leave do not earn sick leave credits.

2.03.123 Maximum Accruals

- a) Fire Protection Employees may accrue no more than 240 of sick leave credit.
- b) All other employees may accrue no more than 96 hours of sick leave credit.
- c) Once an employee's sick leave balance has reached the maximum, the employee will cease earning and accruing sick leave credits. Once the sick leave credits have been reduced below the maximum, the employee will again begin accruing sick leave credits pursuant to this policy.

2.03.124**Unused Sick Leave**

Accumulated and unused Sick Leave Credits may be cashed out under the following conditions:

- a) Only exempt employees, paid employees who work a 40-hour work week, and paid Fire Protection Employees who work a 56-hour duty week are eligible to cash out Sick Leave Credits.
- b) The balance remaining AFTER cashing out must be at least equal to the Sick Leave Credits that were earned in the preceding twelve (12) months; and,
- c) Credits may be cashed out one time each year during the month of November.

2.03.125**Limit to Use of Accrued Sick Leave**

Part-time, relief and temporary employees shall be limited to using no more than 5 days (based on number of regular scheduled workday hours) per calendar year.

Bonnie Dahlin

From: Kyle Packham, Chief Advocacy & External Affairs Officer <kylep@csda.net>
Sent: Monday, February 26, 2024 11:06 AM
To: Bonnie Dahlin
Subject: Response Requested: Special District Revenue Potentially Subject to Retroactive Invalidation by Initiative 1935

Follow Up Flag: Follow up
Flag Status: Flagged



California Special
Districts Association
Districts Stronger Together



**CSDA IS YOUR VOICE
IN AND AROUND
THE CAPITOL**

Special District Revenue Potentially Subject to Retroactive Invalidation by Initiative 1935

If you answer "yes" to any of these questions, you should be very concerned, and we need your help:

- Has your special district adopted new fees, updated its fee or rate schedule, or passed a revenue measure of any kind since January 1, 2022?
- Does your district plan to adopt new fees or update your fee or rate schedule?
- Does your district plan to pass a tax revenue measure in the future?

An entity representing California's wealthiest corporations is behind a proposition that is eligible for the November 2024 statewide ballot. The measure — Initiative 1935 (previously Initiative 21-0042A1) — would revise the state Constitution to significantly undermine local control and the ability of local governments to provide services and infrastructure.

*CSDA is asking all special districts to respond to the five-question survey linked below no later than **Friday, March 15** to help us understand the full story about the real impacts on our communities.*

TAKE SURVEY NOW

BACKGROUND:

- **Local Taxes:** Initiative 1935 would invalidate any revenue measures passed since January 1, 2022 that were put on the local ballot by citizen initiative requiring majority vote approval. The initiative would also repeal all taxes that do not contain a sunset (expiration date).
- **Fees, Rates, Assessments, and Other Charges:** Under the Initiative 1935, certain fees and charges may not exceed the “actual cost” of providing the product or service, and the initiative redefines “actual cost” as the “minimum amount necessary.” This ambiguous language could lead to countless lawsuits and would likely force local governments to reduce certain fees to meet the “minimum amount necessary” threshold or the charges could be determined to be taxes requiring two-thirds voter approval.

For more information on Initiative 1935, including the full language of the initiative, CSDA’s analysis, and a sample oppose resolution your board can approve, please visit csda.net/VoterLimitations.

JOIN US AT SPECIAL DISTRICTS LEGISLATIVE DAYS TO LEARN MORE:

Briefing on Critical Supreme Court Case Impacting Local Revenues and Government Functions

Wednesday, May 22, 2024

Sheraton Grand Sacramento

Legislature of the State of California et al. vs. Weber could determine the ability of special districts and other agencies to provide essential services and infrastructure to their communities. Join us for this briefing by Michael G. Colantuano, Esq., Managing Shareholder of Colantuono, Highsmith & Whatley, PC and author of the amicus brief to this landmark case jointly filed by CSDA, CalCities, California State Association of Counties and eight other local government association partners.

REGISTER TODAY



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csda.net

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**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@cda.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@cda.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@cda.net.



**California Special
Districts Association**

Districts Stronger Together

Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

February 5	Nomination applications mailed and emailed out 125 days to election start on June 9; bylaws requirement = at least 120 days.
April 10	Nomination application deadline 61 days to election start; bylaws requirement = at least 60 days prior to election.
April 20	Nomination application deadline – Coastal Network Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
June 10	Electronic ballot voting begins – current Regular Members
July 26	Deadline to receive electronic ballots - current Regular Members 45 days until conference; bylaws requirement = at least 45 days.
July 29 or 30	Count ballots and inform candidates of win/loss

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.

Virtual Workshop: Policy and Procedure Writing



Presenter: Antoinette Joy, CPS HR Consulting

This workshop offers practical, relevant, and effective tools to help organizations improve their rules and instructions so employees can actually use them.

During this course, participants learn to:

- Avoid the most common policy-writing mistakes.
- Distinguish between policies, procedures, and task outlines.
- Organize, write, and edit “reader-friendly” policies, procedures, and tasks.

9:00 a.m. to 12:00 p.m. each day

\$230 CSDA Member

\$345 Non-member

Sign In

Username

Password

SIGN IN

[Forgot username?](#) |

[Forgot password?](#)

When 3/13/2024 9:00 AM - 3/14/2024 12:00 PM

2024 Mi Wuk Sugar Pine Fire Protection District Calendar

(Auxiliary)

JANUARY			FEBRUARY			MARCH			APRIL		
4	Potluck Thursday	N/A	1	Potluck Thursday	N/A	7	Potluck Thursday	N/A	4	Potluck Thursday	6:00
9	Fire Board Mtg.	6:00	7	Papa's New Roost	11:30 AM	12	Fire Board Mtg.	6:00	9	Fire Board Mtg.	6:00
10	Papa's New Roost	11:30 AM	7	Aux. Meeting	12:30	13	Aux. Luncheon	11:30 Noon	10	Aux. Luncheon	Noon
10	Aux. Meeting	12:30	13	Fire Board Mtg.	6:00	13	Aux. Meeting	12:30	10	Aux. Meeting	12:30
	Bunco	TBD		Bunco	TBD		Bunco	TBD		Bunco	TBD
MAY			JUNE			JULY			AUGUST		
2	Potluck Thursday	6:00	6	Potluck Thursday	6:00	4	Potluck Thursday	N/A	1	Potluck Thursday	6:00
8	Aux. Luncheon	Noon	11	Fire Board Mtg.	6:00	6	Pancake Breakfast	8:00 AM	7	Aux. Luncheon	Noon
8	Aux. Meeting	12:30	12	Aux. Luncheon	Noon	9	Fire Board Mtg.	6:00	7	Aux. Meeting	12:30
14	Fire Board Mtg.	6:00	12	Aux. Meeting	12:30	10	Aux lunch & Mtg cancelled		13	Fire Board Mtg.	6:00
24/25	Rummage Sale	8:00 AM		Bunco	TBD		Bunco	TBD		Bunco	TBD
	Bunco	TBD									
SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
5	Potluck Thursday	6:00	3	Potluck Thursday	5:00	9	Thanksgiving Potluck	4:30	10	Fire Board Mtg.	6:00
10	Fire Board Mtg.	6:00	8	Fire Board Mtg.	6:00	12	Fire Board Mtg.	6:00	13	*Holiday lunch	11:30 AM
11	Aux. Luncheon	Noon	9	Aux. Luncheon	Noon	13	Aux. Luncheon	Noon	13	Fall Drawing	
11	Aux. Meeting	12:30	9	Aux. Meeting	12:30	13	Aux. Meeting	12:30		LOCATION TBD	
	Bunco	TBD		Bunco	TBD		Bunco	TBD			

* To Be Held Off-site

FUNDRAISERS WITH FOOD TBD

ALL dates are tentative due to COVID-19 restrictions

PLEASE NOTE: Any time you want to make changes and/or contact correction options as to how you receive reminders by email or phone, please notify [Nickie Doss](mailto:NickieDoss@comcast.net) by email at isettters1@comcast.net or by phone [925.808.8926](tel:925.808.8926)