



## The Special Districts Association of Monterey County

The SDA of Monterey County will convene for our Regular Quarterly Meeting

**Date:** Tuesday, April 16, 2013

**Time:** 6:00 - 8:00 P.M.

**Location:** SHORELINE OCCUPATIONAL SERVICES  
CONFERENCE CENTER-249 10<sup>th</sup> Street  
(on the former Ft. Ord)

Directions: Take the Imjin Parkway Exit off Highway 1 - Stay on Imjin Parkway until you get to 3<sup>rd</sup> Avenue (first turn after the stoplight). Turn RIGHT on 3<sup>rd</sup>. It is Building B.

**Dinner:** Choice of roast beef or pasta. Includes salad bar, dessert or fresh fruit, and iced tea/coffee.

Cost: **\$30.00** per person (includes the room rental)

**PLEASE NOTE THE PRICE INCREASE**

PLEASE BRING PAYMENT TO DINNER checks payable to  
*"The Special Districts Association of Monterey County"*

**RSVP:** To Paula Riso at [priso@mcwd.org](mailto:priso@mcwd.org)  
PLEASE RESPOND BY Friday, April 12, 2013

We encourage your District Directors, Commissioners and General Managers to attend.



**AGENDA**  
REGULAR MEETING OF THE  
SPECIAL DISTRICTS ASSOCIATION  
OF MONTEREY COUNTY



Tuesday, April 16, 2013

(Times are Approximate)

1. 6:00 – Call to Order, welcome by President Carl Miller
2. 6:05 – Serve yourself buffet dinner
3. 6:30 – New/Old Business:
  - a. Review budget, goals and objectives for 2013
  - b. Russ Jeffries – Recommendation to Approve the CSDA Affiliation
4. 6:40 – Topic – Monterey County Economics

Guest Speakers:

- Supervisor Lou Calcagno (2nd District)
  - Jane Parker (4th District)
  - David Spaur (Monterey County Economic Director)
5. 7:15 – Approval of Minutes from the January 15, 2013 meeting
  6. 7:20 – Informational Reports:
    - a. Legislative Chair Report – Vince Ferrante
    - b. Finance Committee Chair Report – George Haines
    - c. CSDA Region 3 Representative Report – Vince Ferrante
    - d. LAFCO representatives Report – Stephen Snodgrass, Graig Stephens, Warren Poitras
    - e. Other Reports
  7. 7:55 – Members comments
  8. 7:58 – Suggested topics and/or speakers for next agenda; next meeting date; location:

Shoreline Occupational Services Conference Center  
Tuesday, July 16, 2013, 6:00 pm
  9. 8:00 – Adjournment

**DRAFT MINUTES OF THE  
REGULAR QUARTERLY MEETING OF THE  
SPECIAL DISTRICTS ASSOCIATION OF MONTEREY COUNTY**

January 15, 2013

**1. Call to Order:**

President Carl Miller requested those present to serve themselves at the buffet dinner. Following dinner, he called the regular quarterly meeting of the SDAMC to order at 6:30 P.M. 38 members from 18 Special Districts & 4 guests were present.

**2. New/Old Business:**

- a. Russ Jeffries announced nominations for the 2013 officers:  
President; Carl Miller, Vice-President, Mary Ann Leffel, and Secretary-Treasurer; George Haines. Russ moved the motion, which was seconded by \_\_\_\_\_. Carl announced that nominations from the floor are also allowed. Hearing none, Russ Jeffries moved nominations be closed. The motion to appoint the slate as presented was approved by unanimous approval.
- b. Committee to develop budget, goals, and objectives for 2013:  
President Miller informed the group that we need to address the increase in the room rate being levied by the Shoreline Center. The meal rate of \$19.95 per person is continuing, but the room rental is being increased from \$150 to \$175. We need 33 in attendance each month to break even. Carl recommends increasing the price of the meal each quarter to \$30. Moved by Russ Jeffries, seconded by Graig Stephens. The motion to increase the price of the meal/room to \$30 per person was approved unanimously.

Carl will work with the executive board to develop a committee for the budget, goals, and objectives.

**3. Guest Speaker(s):**

*(For purposes of the Minutes recorder keeping only, guest speakers are assigned agenda/Minutes space number 6, but are routinely taken out of order to accommodate last minute changes in scheduling.)*

Catherine Lemaire: Member Services Director, California Special Districts Association (CSDA)

Catherine spoke to invite this association to consider formal affiliation with CSDA. The CSDA Board feels this is important in order to more formally clarify the relationship between CSDA and the local groups that may not have formal affiliation. (see handouts)

Vince Ferrante, Tom Moore, and Russ Jeffries volunteered to meet and review the Chapter Affiliation Agreement, and bring this to the next meeting.

Catherine and Vince Ferrante summarized future CSDA educational events that are scheduled in Monterey, as well as other areas.

Matt Regan, VP Governmental Relations, Bay Area Council.

Matt presented an update on CEQA reform and how the Bay Area Council sees the 2013 political year shaping up with agenda, new laws, etc. Matt enlightened the group as to what the BAC is doing to spur more reform for more responsible government.

The hope for 2013 is to see changes to CEQA law to modernize the act that will maintain environmental protection, but not allow CEQA to be an anchor on the economy. Matt encouraged this association to forward examples of CEQA abuse to BAC, and possibly join the coalition.

**4. Approval of Minutes:**

Minutes not available at this time, action deferred to the next meeting.

**5. Committee Reports:**

- a. Legislative Chair Report – Ben Post  
Ben noted CSDA is offering AB1825 Sexual Harassment training for supervisors via webinar. Carl Miller noted the need for someone to replace Ben as the association's Legislative Chair Report. Seeing no volunteers, President Miller will recruit someone and report at the next meeting.
- b. Finance Committee Chair Report  
See the excel report attached to the agenda. Quarterly receipts of \$980, expenses of \$1043 (web site host annual fee \$75 & meals \$968), with an account balance of \$2558. INFO ONLY NO ACTION NEEDED
- c. CSDA Region 3 Representative Report - Vince Ferrante  
Will have more to report at the April meeting  
Legislators days scheduled for May 14 & 15
- d. LAFCO Representative Report –Stephen Snodgrass, Graig Stephens  
Steve deferred to Kate McKenna, who reported that the last meeting was in December. The commission adopted priorities. Other items LAFCO is handling is undertaking Municipal Service Reviews (MSR) for Regional Waste Managemet, Camrel Waste Water, Marina Coast Water, and Seaside Sanitary Districts.

There are two annexation applications from fire districts that will be heard soon.

Kate noted that LAFCO is still on track for stable costs to special districts.

- e. Other Reports: NONE

**6. Members Comments:**

Paul Ingram suggests that perhaps the Special Districts Association's business should be "sunshined" more. Discussion related to pros and cons followed ; Carl

Miller to have the planning committee consider and report back.

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**7. Suggested Topics/Speaker future meetings:**

Elected officials

Bill Monning (summer)

Mark Stone (Assembly)

Michael Miller (Auditor)

**Adjournment:** 8:07pm

George Haines - Secretary – Treasurer; Special Districts Association of Monterey County

Attendance 01/15/2013

Member Agencies:

1. Aromas County Water Dist. (Vicki Morris, Wayne Norton, Jim Leap)
2. Aromas Tri-County Fire Protection Dist.
3. Cachagua Fire Protection Dist.
4. Carmel Area Wastewater Dist. (Barbara Buikema, Charlotte Townsend)
5. Carmel Highlands Fire Protection Dist. (Rick Hutchinson)
6. Carmel Valley Recreation and Park Dist. (Paul Ingram)
7. Castroville Community Services Dist.
8. Cypress Fire Protection Dist. (Dennis Carreiro)
9. Greenfield Memorial Dist.
10. King City Cemetery Dist.
11. Marina Coast Water Dist. (Tom Moore, Jan Shriner, Peter Le)
12. Monterey Bay Unified Air Pollution Control Dist. (Richard Stedman)
13. Monterey County Regional Fire Dist. (George Haines, Dave Sargenti, Mike Urquides, Pete Poitras)
14. Monterey Peninsula Airport District (Carl Miller, Desmond Johnston, Bill Sabo, Tom Greer, Chris Morello)
15. Monterey Peninsula Regional Park Dist. (Ben Post)
16. Monterey Peninsula Water Management Dist. (Dave Stoldt, Brenda Lewis)
17. Monterey Regional Waste Management Dist. (William Merry)
18. Moss Landing Harbor Dist. (Russ Jeffries, Vince Ferrante, Tony Leonardini)
19. North County Fire Protection Dist. (Chris Orman)
20. North County Recreation and Park Dist.
21. North Salinas Valley Mosquito Abatement Dist. (Jeff Cecilio, Ken Klemme, Silvio Bernardi)
22. Pajaro/Sunny Mesa Community Services Dist. (Don Rosa, Stephen Snodgrass)
23. Pebble Beach Community Services Dist. (Mike Niccum, Rick Verbanec, Jeff Froke)
24. Resource Conservation Dist. of Monterey County
25. San Lucas County Water Dist.
26. Soledad Cemetery Dist.
27. Soledad Community Health Care Dist. (Graig Stephens)
28. South Monterey County Fire Protection Dist.
29. Spreckels Community Services Dist.

Guest Attendees:

1. Local Agency Formation Commission (Kate McKenna)
2. Monterey County Public Works (Edward Muniz)

Guest Speakers:

1. Vice President of Government Relations (Matt Regan)
2. CSDA (Catherine Lemaire)

## CHAPTER AFFILIATION AGREEMENT

THIS AGREEMENT (the "Agreement") is made this 16th day of April, 2013, by and between **California Special Districts Association**, a 501(c)(6) California nonprofit corporation, with its principal place of business at 1112 I Street, Suite 200, Sacramento, CA 95814 ("CSDA"), and Special Districts Association of Monterey County, an unincorporated business association, with its principal place of business at Marina Coast Water District, 11 Reservation Road, Marina, CA 93933 (hereinafter "Chapter").

### RECITALS

A. CSDA is a California nonprofit public benefit corporation representing different types of special districts which provide a wide variety of public services to California communities. The purposes and objectives of the CSDA are to advance the vital public interest in effective, efficient and responsive local government, specifically by providing educational, legislative advocacy, financing, and insurance services to California special districts;

B. Chapter desires to obtain the right to use CSDA's name, logo, membership mailing list, endorsement, technical assistance and staff support and other CSDA Intellectual Property in connection with Chapter's activities including conducting programs for the continuing education of special district officials and employees, research projects on local special district issues of concern to Chapter's member special districts, legislative outreach on legislative issues of importance to individual chapters and their members, and supporting chapter outreach programs to educate the public about the operations of special districts within the jurisdictional boundaries of the Chapter (hereinafter the "Chapter Program");

C. CSDA is willing to provide its endorsement and technical support services to Chapter and permit Chapter to use its name, logo, membership list and other Intellectual Property in connection with the operation of the Chapter Program, on the terms and conditions specified in this Agreement.

D. The Boards of Directors of CSDA and Chapter hereby reaffirm that the relationship of CSDA and Chapter to each other is that of Licensee and Licensor. This agreement is not intended by the parties to create any association, joint venture, partnership, or agency relationship of any kind between CSDA and Chapter. Neither CSDA nor Chapter is authorized to incur any liability, obligation or expense on behalf of the other, to use the other's monetary credit in conducting any activities under this Agreement, or to represent that CSDA is in the business of providing services comprising the Chapter Program, other than CSDA's endorsement and technical support of the Chapter Program. It is the intent of both CSDA and Chapter that the terms and conditions of this Agreement be interpreted to advance the stated intent of the parties to remain autonomous organizations, each seeking to fulfill its respective stated mission and offer programs that accomplish each party's business goals and objectives.

### AGREEMENT

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and agreements set forth herein, the parties hereby agree as follows:

I. License of Intellectual Property.

A. Definition of Intellectual Property.

1. "Intellectual Property" of CSDA includes, but is not limited to use of its name (to include both "California Special Districts Association" and the "CSDA" acronym), logo, and membership mailing and electronic mail list with respect to past, current or prospective members of CSDA located within Chapter's

geographic area; copyrighted, trademarked or proprietary information and materials prepared by CSDA and provided by CSDA to Chapter pursuant to the provisions of this Agreement; and all other Intellectual Property rights including the know-how, licenses, trade secrets, proprietary programs and processes of CSDA.

B. Limited License of Name, Logo, Membership Mailing List and Intellectual Property.

1. CSDA hereby grants a conditional, revocable, nonexclusive license to Chapter to use its name, acronym, logo, membership mailing list, and other Intellectual Property in connection with Chapter's operation of the Chapter Program. In addition, CSDA hereby agrees to provide its public endorsement of the Chapter Program. Chapter hereby accepts the grant of such license and the endorsement of its Chapter Program.

2. Chapter agrees that the license granted hereunder, the promotion and endorsement of the Chapter Program, and the usage of CSDA's name, logo, membership mailing list, and other Intellectual Property shall be restricted to the operation and promotion of the Chapter Program to existing and potential members of the Chapter. Chapter further agrees to protect the name and goodwill of CSDA throughout the term of this agreement.

3. Chapter agrees that it shall not use, or permit any person or entity other than Chapter members to use, CSDA's name, logo, membership mailing list, and other Intellectual Property, for any purpose without the prior written consent of CSDA. Chapter further agrees to keep CSDA's membership mailing list in strict confidence and to not sell or disclose such mailing list or its contents to any third party in any manner, except with the prior written consent of CSDA.

4. Upon termination or expiration of this Agreement, Chapter shall: (i) immediately cease utilization of CSDA's name, logo, membership mailing list, and other Intellectual Property in connection with the Chapter Program or for any other purpose; (ii) immediately return to CSDA all originals and copies of CSDA's name, logo, membership mailing list, and other Intellectual Property (whether in printed, electronic, recorded, or other tangible form); and (iii) discard or destroy all copies thereof.

C. Review and Approval. In order to protect the reputation and goodwill of CSDA, Chapter shall provide CSDA with the right to review and pre-approve all uses of CSDA's name, logo, membership mailing list, and other Intellectual Property or any portion thereof, by chapter and its member districts and agents. Chapter shall submit to CSDA a copy of the intended use of CSDA's name, logo, membership mailing list, and other Intellectual Property or proposed endorsement materials to CSDA. CSDA shall have ten (10) days to approve or disapprove such use by the Chapter of the proposed materials. If CSDA fails to respond within ten (10) days of receipt of such materials, their silence shall be deemed approval of the Chapter's proposed use.

D. Conditions to Limited License of Intellectual Property.

This Limited License of Intellectual Property is granted by CSDA to Chapter subject to satisfaction of each and all of the following conditions.

1. Chapter must provide copies of its bylaws to CSDA for review and approval for consistency with the Articles of Incorporation and bylaws of CSDA. Receipt and approval of the Chapter's bylaws CSDA is confirmed by execution of this Agreement. Chapter agrees to provide copies of all amendments to the bylaws of the Chapter to CSDA during the term of this Agreement.

2. Chapter agrees to comply with those requirements specified in CSDA bylaws regarding Chapters.

3. Chapter shall comply with all federal, state and local laws, regulations and ordinances.



4. Chapter will establish membership requirements that are based on guidelines established by the CSDA bylaws. (Exhibit A)

5. Chapter agrees to appoint a Communications Liaison to facilitate communication between Chapter and CSDA. The Communications Liaison shall be a member district of both the Chapter and CSDA.

## II. Description of Services.

CSDA shall provide the following services to Chapter pursuant to the terms and conditions of this Agreement: (1) provide training and assistance in issues regarding governance and operations of the Chapter and its member districts including but not limited to leadership training, district training certification, and legislative updates. In addition, CSDA shall provide the Chapter access to services of its endorsed business affiliates for supplemental services which may be of value to individual special district Chapter members; (2) CSDA agrees to promote Chapter activities in its regular communications to all CSDA members.

Chapter agrees to provide the following services pursuant to the terms and conditions of this Agreement: (1) conduct educational, outreach and other programs and activities the purposes of which do not conflict with the stated purposes of CSDA; (2) agrees to periodically inform its members of CSDA programs, activities, services and legislative alerts; (3) Chapter agrees to maintain regular communication with CSDA and share general information of interest to both parties; and (4) Chapter agrees that it will not, during the term of this Agreement, represent itself as a Chapter of CSDA and publish a legislative position or a position on a valid initiative that is in opposition to one taken by CSDA. This representation does not preclude individual special district members of the Chapter from taking their own respective positions on pending legislation and/or ballot initiatives affecting special districts.

## III. Confidential Information.

A. Both CSDA and Chapter may disclose certain confidential information and trade secrets ("Confidential Information") concerning the operations of their respective businesses in connection with entering into this Agreement and performing their obligations herein. Such Confidential Information includes, but is not limited to the manner and terms under which services are provided or will be provided to their respective members. Each party agrees, on behalf of itself and its members, and other persons to whom disclosure of the Confidential Information is permitted hereunder, to keep confidential, and not use, disclose or publish the Confidential Information other than as permitted under the terms of this Agreement.

B. Each party acknowledges and agrees that the Confidential Information of the other parties is confidential and proprietary, and that any and all Confidential Information shall remain strictly confidential among the parties, and shall not be disclosed, used or published except as specifically permitted under the terms of this Agreement

C. The parties' obligations under this Article shall survive the termination of this Agreement. In addition, upon termination or revocation of the license contemplated hereunder, or upon expiration or earlier termination of this Agreement, all Confidential Information transmitted to the receiving party by the disclosing party and any copies thereof made by the receiving party will be destroyed or, at the disclosing party's written request, promptly returned to the disclosing party.

IV Term and Termination. This Agreement shall be effective as of the date and year first above written and shall remain in full force and effect until terminated at any time by either party, without cause, upon giving to the other party not less than sixty (60) working days' prior written notice of an election to terminate this Agreement. Failure by Chapter to comply with the conditions for issuance of the limited license specified in

Sections 1B, 1C and 1D hereof may lead to suspension or revocation of this license by CSDA. Upon termination of this Agreement, the license granted hereby shall be deemed to have been revoked by CSDA.

V. Indemnification and Insurance.

A. Indemnification.

1. Except as otherwise provided in this Agreement, each party shall indemnify, defend, and hold harmless the other party, and its governing board, officers, employees, agents and representatives, from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, (including legal fees and expenses) of any kind whatsoever, asserted against, incurred or suffered by the other party, or its governing board, officers, employees, agents or representatives, by reason of personal injury or property damage resulting in any way from: (a) any negligent or intentional act by it or any of its officers, employees, agents or representatives in the performance of services or obligations hereunder; or (b) any negligent omission or failure to act when under a duty to act on its part or the part of any of its officers, employees, agents or representatives in the performance of services or obligations hereunder.

B. Insurance. In order to assure the indemnity described in this Section both CSDA and Chapter shall, at its sole expense, carry and keep in full force and effect at all times during the Term of this Agreement a liability insurance policy with a single limit of at least 1 million dollars (\$1,000,000) to cover potential liability to third parties arising from the operation of the Chapter Program. Each party shall name the other party as an additional insured on such insurance policy, and such insurance policy shall contain a provision by which the insurer agrees that such policy shall not be cancelled except after thirty (30) days written notice to Association. Each party shall provide to the other, within thirty (30) days of the commencement of the initial Term of this Agreement, a copy of the certificate evidencing such insurance policy. The indemnification under this Agreement shall in no way be limited by the extent of insurance coverage. The provisions of this Section shall survive any termination or expiration of this Agreement.

1. As an alternative to providing an insurance policy pursuant to Section V.B., Chapter may assure the indemnity obligations specified in Section V.A. by providing a written certificate from each member district of Chapter certifying that all employees of such Chapter member district participating in Chapter activities as part of the Chapter Program, are acting within the course and scope of their duties for the individual Chapter member, and that the individual Chapter member's insurance policies provide general liability coverage for all such member district employees participating in Chapter activities. (Exhibit B)

VI. MEDIATION.

(a). The Parties agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to the party in any such action.

VII. Warranties. Each party covenants, warrants and represents that it shall comply with all laws and regulations applicable to this Agreement, and that it shall exercise due care and act in good faith at all times in performance of its obligations under this Agreement. The provisions of this Section shall survive any termination or expiration of this Agreement.

VIII. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

IX. Governing Law. All questions with respect to the construction, performance and enforcement of this Agreement, and the rights and liabilities of the parties hereunder, shall be determined in accordance with the laws of the State of California. Any legal action taken or to be taken by either party regarding this Agreement or the rights and liabilities of parties hereunder shall be brought only before a federal, state or local court of competent jurisdiction located within the State of California. Each party hereby consents to, and agrees not to contest, the jurisdiction of the federal, state and local courts located within the State of California.

X. Headings. The headings of the various paragraphs hereof are intended solely for the convenience of reference and are not intended for any purpose whatsoever to explain, modify or place any construction upon any of the provisions of this Agreement.

XI. Assignment. This Agreement may not be assigned, or the rights granted hereunder transferred or sub-licensed, by either party without the express prior written consent of the other party.

XII. Heirs, Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of each party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, heirs, successors, and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.

XIII. Counterparts. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one (1) and the same instrument.

XIV. Entire Agreement. This Agreement: (i) constitutes the entire agreement between the parties hereto with respect to the subject matter hereof; (ii) supersedes and replaces all prior agreements, oral and written, between the parties relating to the subject matter hereof; and (iii) may be amended only by a written instrument clearly setting forth the amendment(s) and executed by both parties.

XV. Independent Agreement. This Agreement is an independent agreement which is not in any way contingent upon or related to any other contractual obligations of the parties. The royalties and price discounts provided by Company herein are solely in consideration for the license of Association's name, logo and membership mailing list.

XVI. Severability. All provisions of this Agreement are severable. If any provision or portion hereof is determined to be unenforceable in arbitration or by a court of competent jurisdiction, then the remaining portion of the Agreement shall remain in full effect.

XVII. Notice. All notices and demands of any kind or nature that either party to this Agreement may be required or may desire to serve upon the other in connection with this Agreement shall be in writing and may be served personally, by certified mail, or by commercial overnight courier (e.g., Federal Express), with constructive receipt deemed to have occurred 3 calendar days after the mailing or sending of such notice, to the following addresses:

If to CSDA: California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Attn.: Neil McCormick, Executive Director

If to Chapter: Special Districts Association of Monterey  
Marina Coast Water District  
11 Reservation Road  
Marina, CA 93933  
Attn: Paula Riso, Association Manager

\* \* \* \* \*

IN WITNESS WHEREOF, the parties hereto have caused duplicate originals of this Agreement to be executed by their respective duly authorized representatives as of the date and year first above written.

**California Special Districts Association**  
**Contact: Neil McCormick, Executive Director**  
1112 I Street, Suite 200  
Sacramento, CA 95814  
T – 916.442.7887

By: \_\_\_\_\_  
Neil McCormick  
Executive Director  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Carl M. Miller  
President, Special Districts Association of Monterey County  
Date: April 16, 2013

Attest/ Certified By: \_\_\_\_\_  
George Haines,  
Secretary/Treasurer Special Districts Association of Monterey  
County  
Date: April 16, 2013

## Exhibit A

### **ARTICLE VIII – LOCAL CHAPTERS**

#### **Section 1. Purpose:**

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

#### **Section 2. Organization:**

The regular voting members of the CSDA are encouraged to create and establish local chapters. Each of the following existing chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. These existing chapters are strongly encouraged to have all district members as CSDA members, however the existing local chapter may include members of local organizations, districts and professionals who are not members of the CSDA.

New chapters formed after August 1, 2011 are required to have 100 percent of their district members as CSDA members in order to be a chapter affiliate of CSDA. The existing local chapter may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and ratification by the Board of Directors of the CSDA. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or deem to be partners or joint ventures with each other by reason of the provisions of these Bylaws.

#### **Section 3. Rules, Regulations and Meetings:**

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of the CSDA.

#### **Section 4. Financing of Local Chapters:**

No part of the CSDA's funds shall be used for the operation of the local chapter affiliates. The CSDA is not responsible for the debts, obligations, acts or omissions of its local chapters.

#### **Section 5. Legislative Program Participation:**

Local chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist the CSDA in the distribution of information to their members.

**Sample Certificate for Liability Coverage**

The undersigned, being duly authorized to execute this Certificate on behalf of the Board of Directors of \_\_\_\_\_ (name of special district) (hereinafter the "District") hereby affirm the following:

1. That the participation by employees and members of the Board of Directors of District in the meetings and activities conducted by the \_\_\_\_\_ Chapter of the California Special Districts Association have been authorized by the District's Board of Directors; and that the Board of Directors has found such activities constitute activities in the course and scope of such individual's employment with or position of director with the District.

