

Subject **Open Forum Digest for Thursday April 27, 2023**  
From California Special Districts Association  
<DoNotReply@ConnectedCommunity.org>  
To <manager@teamrcd.org>  
Reply-To <DoNotReply@ConnectedCommunity.org>  
Date 2023-04-27 12:07



**California Special Districts Association**  
*Districts Stronger Together*

## [Open Forum](#)

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Apr 26, 2023

## Discussions

### [Voting via buttons](#)

1. [Do your Board Members vote via roll call vote?...](#) Shayna Rians

started 19 hours ago, [Shayna Rians](#) (0 replies)

### [What is the Main Difference Between a Resolution and a Motion?](#)

2. [Just Curious - Why do some things need a...](#) Patty Liddy

started 23 hours ago, [Patty Liddy](#) (0 replies)

### [Board Member Vacancy](#)

3. [I've had to recruit for an open board member...](#) Christal Martinez
4. [I concur with everything Christal said, and will...](#) Sarah Melton
5. [Generally, it's up to the appointing body to...](#) David Heft
6. [For our District in Placer County \(I think it...](#) Scott Holbrook
7. [If you are a dependent district you'll want to...](#) Adam Cox

started yesterday, [Carmen Glass](#) (5 replies)

### [Brown Act](#)

8. [Hi Susan, Your district should be careful...](#) Adam Cox

started 2 days ago, [Susan Fox](#) (2 replies)

### [Board member Requesting Copy of Keys to Center](#)

9. [Our Board of Directors do not have keys to our...](#) Debbie Lee

started 8 days ago, [Marisol Camacho](#) (7 replies)

### [Planning Services](#)

10. [Hi, Nancy: I looked into our buyers guide to...](#) Melissa Green

started 15 days ago, [Nancy Gooch](#) (1 reply)

[top](#)

[next](#)

1. [Voting via buttons](#)



Apr 26, 2023 5:02 PM  
[Shayna Rians](#)

Do your Board Members vote via roll call vote? Does anyone use voting buttons?

We are renovating our Board Room -- we will be upgrading audio/video, but I am struggling to find any voting buttons/software.

During the demolition process of the renovation, we removed a large wall-mounted light-up box that displayed Director votes. Along with the wall-mounted box being removed, we are removing all the Directors' buttons while we refinish the dais.

I searched the discussion forums and couldn't find any mention of voting this way.

If your District utilizes a form of voting outside of audible, per-person, roll-call votes, I would love to hear it.

Thank you!

-----  
Shayna Rians  
Executive Assistant/Board Clerk  
San Miguel Consolidated Fire Protection District  
Spring Valley, CA  
(619) 670-0500  
-----

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---

[top](#)

[previous](#)   [next](#)

2. What is the Main Difference Between a Resolution and a Motion?

Reply All



Apr 26, 2023 12:13 PM  
[Patty Liddy](#)

Just Curious - Why do some things need a resolution and other things just need a motion?

-----  
Patty Liddy  
Secretary  
Anderson Valley Community Services District  
Boonville CA

(707) 895-2075  
-----

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[top](#)

[previous](#)   [next](#)

3.   Re: Board Member Vacancy

Reply All



Apr 26, 2023 12:44 PM

[Christal Martinez](#)

I've had to recruit for an open board member position twice within the last year. The way I understand it, if the position vacated by the board member is not up for reelection you can recruit for the position. The new member would only be eligible to fill that position for the remainder of the term.

I recruited similar to regular recruitment. I wrote a Press Release and published it on our website, on social media, via print ads, and local media outlets.

I gave candidates 30 days to respond with a letter of interest and resume for the open seat. The board then held a special meeting to interview the candidates with pre-written questions developed by me and legal counsel. On the day of the special meeting, I mediated the interviews, and the board members made motions to appoint their top candidate. They then voted on one person, and it required a majority vote. They were then sworn in at our next regular meeting.

I understand that you have 60 days from the last day of appointment of the current member to fill his/her position. Not really sure what happens if you do not find anyone in time. I've received mixed feedback.

-----  
Christal Martinez  
Executive Director  
NORTH KERN - SOUTH TULARE HOSPITAL DISTRICT  
Delano CA  
(661) 720-2115  
-----

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-----  
Original Message:  
Sent: 04-26-2023 09:47 AM  
From: Carmen Glass  
Subject: Board Member Vacancy

Can anyone tell me what the process is for a board member vacancy? One of our Board Members is resigning and we will have a vacancy. We are a dependent district and our members are appointed. Is there a specific process and timeline that needs to be followed?

-----  
[Carmen] [Glass]  
[Executive Secretary/Board Clerk]  
[Fortuna Fire Protection District]

[Fortuna] [CA]  
[(707)725-5021][cglass@fortunafire.com]

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[top](#)

[previous](#) [next](#)

4. Re: Board Member Vacancy

Reply All



Apr 26, 2023 1:19 PM |  [view attached](#)

[Sarah Melton](#)

I concur with everything Christal said, and will add that for our Fire District, if a member isn't appointed by the end of 60 days, the next authority up (for us it is the Board of Supervisors) can assign someone to the position instead. Then, when the term for the past board member completes, that new appointed board member is up for election, so the public can then choose to keep them or elect someone else. I'll attach a copy of an old Board Vacancy notice we had from my last District - it states the codes relevant to the process, which I believe are still correct today. Hope that helps!

---

Sarah Melton  
Administrative Assistant  
CENTRAL FIRE DISTRICT OF SANTA CRUZ COUNTY  
Santa Cruz CA  
(831) 479-6842

---

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---

[Carmen] [Glass]  
[Executive Secretary/Board Clerk]  
[Fortuna Fire Protection District]  
[Fortuna] [CA]  
[(707)725-5021][cglass@fortunafire.com]

---

5. Re: Board Member Vacancy

Reply All



Apr 27, 2023 9:33 AM

[David Heft](#)

Generally, it's up to the appointing body to find a replacement. If it is a city, they'll typically list an opening on their city website for interested citizens looking to serve in some capacity. The same generally applies if the opening is for a board member appointed by the county as well. In terms of the district, if anyone knows someone that meets the criteria of the appointing body, you could certainly encourage them to apply. It can be a challenge to find willing candidates, I have two openings currently at my own district...

-----  
David Heft  
General Manager  
Turlock Mosquito Abatement District  
Turlock CA  
(209) 634-1234  
-----

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-----  
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[Carmen] [Glass]  
[Executive Secretary/Board Clerk]  
[Fortuna Fire Protection District]  
[Fortuna] [CA]  
[(707)725-5021][[cglass@fortunafire.com](mailto:cglass@fortunafire.com)]  
-----

6. Re: Board Member Vacancy

Reply All



Apr 27, 2023 10:42 AM

[Scott Holbrook](#)

For our District in Placer County (I think it varies on County Charter rules the process is this

Option A - if more than a year away from the next election, hold a special election for the position that will last for the duration of the term of the departed board member.

Option B - The Board can appoint a member for the duration of the term or the next election / whichever comes 1st

Then at the next election the position would go up for election, either for a full term or the remainder of the term. IF the Board can not appoint someone within (90 Days I think) Then the County Board of Supervisors will appoint one.

We have had to do this twice including very recently. Shortly before the 2022 Election, and too late to change the ballot - an incumbent board member fell ill and could not serve, he wound up winning. We as a board due to the cost of a special election chose to appoint a board member. We put out a public notice requesting applicants - then at a board meeting we held interviews, then we did a process to vote for a new member, similar to how we choose the board chair. The person selected will serve until the 2024 Election. For that election the normal cycle is three 4 Year positions - this time there will be three 4 Year Positions and one 2 year position up for grabs. Candidates need to choose which position they want to run for. The appointed member could choose to run for a 4 year spot if they want.

I hope this helps -

-----  
Scott Holbrook  
Board Member  
Auburn Area Recreation and Park District  
Auburn CA  
(530) 885-8461  
-----

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-----  
[Carmen] [Glass]  
[Executive Secretary/Board Clerk]  
[Fortuna Fire Protection District]  
[Fortuna] [CA]

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[top](#)

[previous](#) [next](#)

7. Re: Board Member Vacancy

Reply All



Apr 27, 2023 10:42 AM

[Adam Cox](#)

If you are a dependent district you'll want to notify the appointing authority's (city/county) clerk. They should handle advertising, recruitment, and appointment.

-----  
Adam Cox, Partner  
Sectaris Partners LLC  
Strategic Planning \* Org. Development \* Project Management  
(209) 631-3803  
adam@sectaris.partners  
Want to chat about a project you need done? [calendly.com/sectaris\\_adam](https://calendly.com/sectaris_adam)  
-----

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-----  
[Carmen] [Glass]  
[Executive Secretary/Board Clerk]  
[Fortuna Fire Protection District]  
[Fortuna] [CA]  
[(707)725-5021][[cglass@fortunafire.com](mailto:cglass@fortunafire.com)]  
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[top](#)

[previous](#) [next](#)

8. Re: Brown Act



Apr 27, 2023 9:31 AM  
[Adam Cox](#)

Hi Susan,

Your district should be careful about what's going on. Government Code 61040(e) says: A member of the board of directors shall not be the general manager, the district treasurer, or any other compensated employee of the district except for volunteer firefighters as provided by Section 53227.

If you need a temporary management solution my firm offers contract executive services on a month by month basis and we have experience with union negotiations. It generally is not a good practice to have board members sit on a negotiations team but that's certainly a prerogative of the board. We're happy to help if you need.

-----  
Adam Cox, Partner  
Sectaris Partners LLC  
Strategic Planning \* Org. Development \* Project Management  
(209) 631-3803  
adam@sectaris.partners  
Want to chat about a project you need done? [calendly.com/sectaris\\_adam](https://calendly.com/sectaris_adam)  
-----

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-----  
Original Message:  
Sent: 04-25-2023 09:57 AM  
From: Susan Fox  
Subject: Brown Act

1. Our GM's last day was Friday, 21 April. An earlier departure than we had expected. We are currently in the middle of our Union Contract negotiations. The negotiating team consisted of our GM, two board members and an attorney. Our Board President is now Acting General Manager. How do we read him into the union negotiations without violating the Brown act? Would one of the other board members need to step aside?
2. While interviewing general manager candidates, can we discuss a compensation range in the interview Then bring it back to a regular meeting open session for approval? closed session

-----  
Susan Fox  
Vice President  
Resort Improvement District #1  
Whitethorn CA  
(707) 986-7447  
-----





Apr 26, 2023 12:43 PM

[Debbie Lee](#)

Our Board of Directors do not have keys to our office but they do have access to our office during business hours. They have a code for the door. Our current Board of Directors do not come in and tell the staff what they would like done they go through the General Manager. A past BOD thought they had access to the entire office and staff and could tell us what they would like us to do. If they need our conference room when the office is closed our on call person will come and open up and close up the room.

-----  
Debbie Lee  
Staff  
Golden Hills Community Services District  
Tehachapi CA  
(661) 822-3064  
-----

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Original Message:  
Sent: 04-19-2023 10:38 AM  
From: Marisol Camacho  
Subject: Board member Requesting Copy of Keys to Center

Hello, our Board is requesting they get one (1) set of keys for our center/office/hall. Typically, staff members are able to open up when needed but are requesting one set for a board member. Staff were told that a board member having a set of keys was not common practice and due to liability advised not to proceed. Does anyone have anything like this in place in their District? Or any feedback would be appreciated thank you.

-----  
Marisol Camacho  
Executive Assistant/Board Clerk  
Biola Community Services District  
Biola CA  
(559) 843-2657  
-----

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[top](#)

[previous](#)

10. Re: Planning Services

Reply All



Apr 26, 2023 1:56 PM

[Melissa Green](#)

Subject **Open Forum Digest for Tuesday May 2, 2023**  
From California Special Districts Association  
<DoNotReply@ConnectedCommunity.org>  
To <manager@teamrcd.org>  
Reply-To <DoNotReply@ConnectedCommunity.org>  
Date 2023-05-02 12:00



**California Special Districts Association**  
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## Open Forum

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May 1, 2023

## Discussions

started an hour ago, [Maria Reyes Palad](#) (0 replies)

### Document Digitization

1. [We are looking for a company who does document...](#) Maria Reyes Palad

started 23 hours ago, [Jose Quintana](#) (0 replies)

### Water Rates for an ADU and buildings exceeding 750sqft

2. [Hello I have a question relating to service...](#) Jose Quintana

started yesterday, [Marion Champion](#) (4 replies)

### Strategic Plan Resources

3. [Nice timing, because we JUST approved our...](#) Sarah Melton

4. [Message](#) Mario Iglesias

5. [We just issued an RFP for strategic planning...](#) Michael Moore

6. [Thank you!](#) Marion Champion

started 3 days ago, [Julie Landers](#) (1 reply)

### I am looking to connect with a small snow distric.

7. [Hi, Julie! You could try reaching out to the...](#) Melissa Green

started 4 days ago, [Michelle Harris](#) (9 replies)

### Auditor for small district

8. [Hi Michelle, I'd be happy to share contact...](#) Cory Rickard

9. [We use Moss, Levy & Hartzheim, LLP Alexander...](#) Guy Savage

10. [Thank you very much.](#) Michelle Harris

11. [Hello, I would greatly appreciate the contact...](#) Michelle Harris

12. [Thank you.](#) Michelle Harris

13. [Hi Michelle, Here's our current auditor,...](#) Maria Reyes Palad

[top](#)

[next](#)

1. Document Digitization

Reply All



May 2, 2023 10:21 AM  
[Maria Reyes Palad](#)

We are looking for a company who does document digitization and can provide us a quote. We have a project of organizing and digitizing all Board documents from years ago. Please refer them to me if you know someone.

Thank you,

-----  
Maria Reyes Palad  
Finance and Accounting Manager  
Del Puerto Health Care District  
Patterson CA  
(209) 892-8781  
-----

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[top](#)

[previous](#)   [next](#)

2. Water Rates for an ADU and buildings exceeding 750sqft

Reply All



May 1, 2023 1:00 PM  
[Jose Quintana](#)

Hello

I have a question relating to service charges on ADU builds and buildings exceeding 750sqft. We are a small CSD that provides water and sewer utilities. Our last rate study had water and sewer rates based off of water meter size. But with current ADU laws we cannot charge for connection or impact fees. With this being said. Has any water district looked at adding a charge on the monthly bill for any single family homes with multiple buildings on the property being it an ADU or a building over 750sqft? Is this even legal to do? or could it be some kind of policy implemented by the Board of Directors?

I can see the water usage being captured through an existing meter, but what about the sewer and WWTF being impacted by multiple ADUs around the town that is not being considered?

Any thoughts?

-----

Jose M. Quintana  
General Manager  
Esparto Community Services District  
Esparto CA  
(530)787-4502  
-----

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---

[top](#)

[previous](#)   [next](#)

3.   Re: Strategic Plan Resources

Reply All



May 1, 2023 12:20 PM  
[Sarah Melton](#)

Nice timing, because we JUST approved our Strategic Plan for the District, using AP Triton. You can see the report as a sample of their work and process here: [www.centralfiresc.org/2246/Key-Documents](http://www.centralfiresc.org/2246/Key-Documents)

-----  
Sarah Melton  
Administrative Assistant  
CENTRAL FIRE DISTRICT OF SANTA CRUZ COUNTY  
Santa Cruz CA  
(831) 479-6842  
-----

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-----  
Original Message:  
Sent: 05-01-2023 07:43 AM  
From: Marion Champion  
Subject: Strategic Plan Resources

Good morning,

I'm looking for recommendations for strategic planning consultants that can come in and work with the board and management to develop a comprehensive strategic planning document for the organization. Bonus points for firms that have water and wastewater experience.

Thank you,

Marion

-----  
Marion Champion  
Government & Public Affairs Manager  
Mission Springs Water District  
Desert Hot Springs CA  
(760) 329-6448  
-----

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[top](#)

[previous](#) [next](#)

4. Re: Strategic Plan Resources

Reply All



May 1, 2023 12:20 PM

[Mario Iglesias](#)

[www.linkedin.com/company/...](http://www.linkedin.com/company/...)

Martin Rauch completed our strategic plan.

-----  
Mario Iglesias  
General Manager  
Nipomo Community Services District  
Nipomo CA  
(805) 929-1133  
-----

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Marion

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Marion Champion  
Government & Public Affairs Manager  
Mission Springs Water District  
Desert Hot Springs CA  
(760) 329-6448  
-----

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[top](#)

[previous](#) [next](#)

5. Re: Strategic Plan Resources



May 1, 2023 1:01 PM  
[Michael Moore](#)

We just issued an RFP for strategic planning services. Here is link:  
[www.eastvalley.org/bids.aspx](http://www.eastvalley.org/bids.aspx)

-----  
Michael Moore  
General Manager  
East Valley Water District  
Highland CA  
(909) 885-4900  
-----

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-----  
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Marion Champion  
Government & Public Affairs Manager  
Mission Springs Water District  
Desert Hot Springs CA  
(760) 329-6448  
-----

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[top](#)

[previous](#)   [next](#)

6.   Re: Strategic Plan Resources



May 1, 2023 1:01 PM  
[Marion Champion](#)

Thank you!

-----  
Marion Champion  
Government & Public Affairs Manager  
Mission Springs Water District  
Desert Hot Springs CA  
(760) 329-6448  
-----

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-----  
Original Message:  
Sent: 05-01-2023 12:03 PM  
From: Sarah Melton  
Subject: Strategic Plan Resources

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-----  
Sarah Melton  
Administrative Assistant  
CENTRAL FIRE DISTRICT OF SANTA CRUZ COUNTY  
Santa Cruz CA  
(831) 479-6842

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[top](#)

[previous](#) [next](#)

7. Re: I am looking to connect with a small snow district.

Reply All



May 1, 2023 4:06 PM  
[Melissa Green](#)

Hi, Julie!

You could try reaching out to the districts below. All are small districts with roads/snow removal services.

[Stallion Springs CSD](#)  
(661) 822-3268

Alpine Village-Sequoia Crest CSD

(559) 361-6285

[Sierra Cedars CSD](#)

(559) 348-8297

[The Central Valley Local Chapter](#), which includes Tulare, Kings, and Fresno County special districts, is meeting tomorrow, May 2, 2023 at Self Help Enterprises, 8445 W. Elowin Ct, Visalia, CA 93291 at 10am. Please come if you are able and bring your Prop 218 questions! Also, please be sure to download our [Prop 218 Guide!](#)

-----  
Melissa Green  
Public Affairs Field Coordinator  
California Special Districts Association  
Sacramento CA  
(805) 907-6718  
-----

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-----  
Original Message:  
Sent: 04-28-2023 12:28 PM  
From: Julie Landers  
Subject: I am looking to connect with a small snow district.

We just had our first year of doing our own snow removal (not a good year to start) and I would like to connect with another small snow removal district. we are going to have to have a 218 vote and could use some help.

-----  
Julie Landers  
Treasurer  
Ponderosa Community Services District  
Springville CA  
(559) 542-0913  
-----

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[top](#)

[previous](#) [next](#)

8. Re: Auditor for small district

Reply All



May 1, 2023 12:48 PM  
[Cory Rickard](#)

Hi Michelle,

I'd be happy to share contact information for the CPA we use, who seems extremely reasonable price wise. He also can perform a Single Audit if you require it. Very personable, quick and easy to work with. Feel free to send me an email; [crickard@svhospital.org](mailto:crickard@svhospital.org).



-----  
Cory Rickard  
Financial Officer  
Surprise Valley Healthcare District  
Cedarville CA  
(530) 279-6111  
-----

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-----  
Original Message:  
Sent: 04-29-2023 10:03 AM  
From: Michelle Harris  
Subject: Auditor for small district

Thank you Meri. I appreciate the information.

Have a great day,

Sent from my iPhone

Michelle Harris

Original Message:  
Sent: 4/28/2023 3:44:00 PM  
From: Meri Browning  
Subject: RE: Auditor for small district

If we do not require a single audit, we use Larry Bain, CPA of El Dorado Hills. I think he is closer to you than he is to us. When we did need a single audit, he referred us to Fechter & Co of Sacramento.

-----  
Meri Browning  
Secretary of the Board  
CALLAYOMI COUNTY WATER DISTRICT  
Middletown CA  
(707) 987-2180

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[top](#)

[previous](#) [next](#)

9. Re: Auditor for small district

Reply All



May 1, 2023 12:48 PM

[Guy Savage](#)

We use Moss, Levy & Hartzheim, LLP  
Alexander Hom, one of the partners is our contact.  
Office: (805) 925-2579  
Fax: (805) 925-2147

-----  
Guy Savage  
General Manager  
Los Olivos Community Services District  
Los Olivos CA  
(805) 500-4098  
-----

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-----  
Original Message:  
Sent: 04-28-2023 10:08 AM  
From: Michelle Harris  
Subject: Auditor for small district

I am looking for auditors who work with small districts. Any and all suggestions would be greatly appreciated. Thank you in advance.

Michelle Harris

-----  
Michelle Harris  
Administrative Executive, Board Secretary  
Keyes Community Services District  
5601 7th Street  
Keyes, Ca 95328  
-----

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[top](#)

[previous](#)   [next](#)

10. Re: Auditor for small district

Reply All



May 1, 2023 8:22 PM  
[Michelle Harris](#)

Thank you very much.

-----  
Michelle Harris  
Administrative Executive, Board Secretary  
Keyes Community Services District  
5601 7th Street  
Keyes, Ca 95328  
-----

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-----  
Original Message:  
Sent: 05-01-2023 12:47 PM

From: Guy Savage  
Subject: Auditor for small district

We use Moss, Levy & Hartzheim, LLP  
Alexander Hom, one of the partners is our contact.  
Office: (805) 925-2579  
Fax: (805) 925-2147

-----  
Guy Savage  
General Manager  
Los Olivos Community Services District  
Los Olivos CA  
(805) 500-4098

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[top](#)

[previous](#) [next](#)

11. Re: Auditor for small district

Reply All



May 1, 2023 8:23 PM  
[Michelle Harris](#)

Hello,

I would greatly appreciate the contact information. We are a small water, sewer and street lighting district in Keyes Ca. It is time for us to go out for RFP's and I thought this would be a great place to get some suggestions.

Thank you,

Michelle

-----  
Michelle Harris  
Administrative Executive, Board Secretary  
Keyes Community Services District  
5601 7th Street  
Keyes, Ca 95328  
-----

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Cory Rickard  
Financial Officer  
Surprise Valley Healthcare District  
Cedarville CA  
(530) 279-6111

[top](#)

[previous](#) [next](#)

12. Re: Auditor for small district

Reply All



May 1, 2023 8:23 PM  
[Michelle Harris](#)

Thank you.

-----  
Michelle Harris  
Administrative Executive, Board Secretary  
Keyes Community Services District  
5601 7th Street  
Keyes, Ca 95328  
-----

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Original Message:  
Sent: 04-28-2023 12:24 PM  
From: Amit Sharma  
Subject: Auditor for small district

Hi Michelle,

Thanks for asking. Are you looking out for the Water Audit Level 1 validation? We provide that service and have done for many cities and districts in CA. We are certified by AWWA for both v5 and V6 Audit versions and will do the Level 1 Water Audit Validations for you. Here are the requirements for Water Audit Validations. <o:p></o:p>We are just reminding you about the 10/1 calendar audit year deadline for Level 1 Water Audit Validation 2023.<o:p></o:p>

<o:p> </o:p>We offer great strategies to increase Data Validity Grades and reduce Losses.

- Provide clearer schematic, and boundary of systems for potable water (after treatment plant)<o:p></o:p>
- We will also provide you with **online portal access** for Audits apart from having spreadsheets.<o:p></o:p>

<o:p> </o:p>

-----

Amit Sharma  
Founder and CEO  
AquaTrax  
Irvine CA  
(949) 929-2607

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[top](#)

[previous](#)

13. Re: Auditor for small district

Reply All



May 2, 2023 10:37 AM

[Maria Reyes Palad](#)

Hi Michelle,

Here's our current auditor, WIPFLI's contact info:

[Christopher J Rogers](#)

[christopher.rogers@wipfli.com](mailto:christopher.rogers@wipfli.com)

Senior Accountant

509 893 5443 Office

Wipfli LLP / 201 W. North River Drive, Suite 400 Spokane, WA 99201

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Maria Reyes Palad  
Finance and Accounting Manager  
Del Puerto Health Care District  
Patterson CA  
(209) 892-8781

---

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Original Message:

Sent: 04-28-2023 10:08 AM

From: Michelle Harris

Subject: Auditor for small district

I am looking for auditors who work with small districts. Any and all suggestions would be greatly appreciated. Thank you in advance.

Michelle Harris

---

Michelle Harris  
Administrative Executive, Board Secretary  
Keyes Community Services District  
5601 7th Street  
Keyes, Ca 95328

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Hi, Nancy:

I looked into our buyers guide to see if any of our HR business affiliates provide services close to what you requested. It looks like many of them do provide organizational assessments and change management services. [CPS HR Consulting](#) would be a good place to start. Regional Government Services is another good option, and they provide one free human resources management consultation for CSDA members through our [Consultant Connection program](#).

Hope this helps!

-----  
Melissa Green  
Public Affairs Field Coordinator  
California Special Districts Association  
Sacramento CA  
(805) 907-6718  
-----

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Original Message:  
Sent: 04-11-2023 12:24 PM  
From: Nancy Gooch  
Subject: Planning Services

Has anyone hired a contractor to prepare an organizational growth, business, or succession plan? If so please share the contact information of someone whose services you are pleased with.

Thanks,  
Nancy

-----  
Nancy Gooch  
Administrative Assistant  
Eastern Kern County Resource Conservation District  
Ridgecrest CA  
(760) 384-5477  
[ekcrd@gmail.com](mailto:ekcrd@gmail.com)  
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Subject **Open Forum Digest for Wednesday May 3, 2023**  
From California Special Districts Association  
<DoNotReply@ConnectedCommunity.org>  
To <manager@teamrcd.org>  
Reply-To <DoNotReply@ConnectedCommunity.org>  
Date 2023-05-03 12:01



**California Special Districts Association**  
*Districts Stronger Together*

## Open Forum

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May 2, 2023

## Discussions

started 3 hours ago, [Richard Sherman](#) (0 replies)

### [Use of California State Flag in Logo](#)

1. [Hello, We are revamping/updating our logo....](#) Richard Sherman

started 3 hours ago, [Stephanie Trueblood](#) (0 replies)

### [Flexible vs Static Budget](#)

2. [What is your District's preference and why? ...](#) Stephanie Trueblood

started yesterday, [Maria Reyes Palad](#) (1 reply)

### [Document Digitization](#)

3. [My name is Jamie Dunn from Complete Paperless...](#) Jamie Dunn

started yesterday, [Jose Quintana](#) (2 replies)

### [Water Rates for an ADU and buildings exceeding 750sqft](#)

4. [The law prevents charging additional connection...](#) Jeff Beatty

5. [Jose, how do you do your sewer billing? We bill...](#) Erica Wolski

[top](#)

[next](#)

1. Use of California State Flag in Logo

Reply All



**UPLOAD A PHOTO**

May 3, 2023 8:58 AM  
[Richard Sherman](#)

Hello,



We are revamping/updating our logo. Looking to see if a CSDA is legally able to include the CA State Flag in a logo. Any info on this would be greatly appreciated

-----  
Richard Sherman  
Strategic Operations Director  
California Electronic Recording Transaction Network Authority  
Bakersfield CA  
(714) 400-8188  
-----

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[top](#)

[previous](#) [next](#)

2. Flexible vs Static Budget

Reply All



May 3, 2023 8:41 AM  
[Stephanie Trueblood](#)

What is your District's preference and why?

-----  
Stephanie Trueblood  
Assistant Controller  
Tulare, CA  
-----

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[top](#)

[previous](#) [next](#)

3. Re: Document Digitization

Reply All



May 2, 2023 2:12 PM  
[Jamie Dunn](#)

My name is Jamie Dunn from Complete Paperless Solutions and we provide scanning services for Special Districts and Cities here in California. I already reached out to your office and will provide additional information. We also have piggy-backable contracts which many municipalities have used as well. We highly recommend scanning documents/records into a Records Management System like Laserfiche which is a Trusted System, but we can scan into any system or just PDF's.

-----  
Jamie Dunn  
Complete Paperless Solutions  
Anaheim CA  
(866) 661-2425  
-----

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Original Message:  
Sent: 05-02-2023 10:08 AM  
From: Maria Reyes Palad  
Subject: Document Digitization

We are looking for a company who does document digitization and can provide us a quote. We have a project of organizing and digitizing all Board documents from years ago. Please refer them to me if you know someone.

Thank you,

-----  
Maria Reyes Palad  
Finance and Accounting Manager  
Del Puerto Health Care District  
Patterson CA  
(209) 892-8781  
-----

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[top](#)

[previous](#)   [next](#)

4.    Re: Water Rates for an ADU and buildings exceeding 750sqft

Reply All



May 2, 2023 2:12 PM  
[Jeff Beatty](#)

The law prevents charging additional connection/impact fees, but does not prevent modifying the regular user charge to reflect the additional demands on your system. We treat a single family dwelling with an ADU as a multi-family customer, with monthly rates increased accordingly.

The link below provides helpful information.

[www.hcd.ca.gov/sites/default/files/2022-07/...](http://www.hcd.ca.gov/sites/default/files/2022-07/...)

-----  
Jeff Beatty  
Finance Manager  
Mammoth Community Water District

Mammoth Lakes CA  
(760) 934-2596

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Original Message:  
Sent: 05-01-2023 12:25 PM  
From: Jose Quintana  
Subject: Water Rates for an ADU and buildings exceeding 750sqft

Hello

I have a question relating to service charges on ADU builds and buildings exceeding 750sqft. We are a small CSD that provides water and sewer utilities. Our last rate study had water and sewer rates based off of water meter size. But with current ADU laws we cannot charge for connection or impact fees. With this being said. Has any water district looked at adding a charge on the monthly bill for any single family homes with multiple buildings on the property being it an ADU or a building over 750sqft? Is this even legal to do? or could it be some kind of policy implemented by the Board of Directors?

I can see the water usage being captured through an existing meter, but what about the sewer and WWTF being impacted by multiple ADUs around the town that is not being considered?

Any thoughts?

---

Jose M. Quintana  
General Manager  
Esparto Community Services District  
Esparto CA  
(530)787-4502

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[top](#)

[previous](#)

5. Re: Water Rates for an ADU and buildings exceeding 750sqft

Reply All



May 2, 2023 2:12 PM

[Erica Wolski](#)

Jose, how do you do your sewer billing? We bill based on EDUs on the tax roll. When an ADU is added, even though we cannot charge capacity fees, we do add the ~0.5 EDUs to their parcel. So in both cases for water and sewer, we are getting either the volumetric billing thru the water meter or the EDU billing via the tax roll for the sewer even though we cannot collect capacity fees. Luckily on the water side, we have enough capacity. On the sewer side, we have less capacity and we may eventually be on a sewer moratorium as we won't have money to expand without the capacity fees.

---

Erica Wolski  
General Manager  
RAMONA MUNICIPAL WATER DISTRICT

Ramona CA  
(760) 789-1330

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---

Jose M. Quintana  
General Manager  
Esparto Community Services District  
Esparto CA  
(530)787-4502

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