



STAFF REPORT

TO: Board of Directors

PREPARED BY: Steven Palmer, PE, General Manager

SUBJECT: Nomination of a Representative to California Special District Association Board of Directors

RECOMMENDATION

Board discussion and action regarding the nomination of a representative to the California Special District Association (CSDA) Board of Directors.

BACKGROUND

CSDA is seeking nominations for representatives to their Board of Directors (Attachment 1). Donner Summit Public Utility District (DSPUD) is in the Sierra Network and the term for Seat B has ended. CSDA is accepting nominations from member districts in the Sierra Network for this seat. DSPUD may nominate one of its' own Board members or General Manager for the CSDA Board. The incumbent to this seat is Jerry Kilmore from Truckee Sanitary District and he is running for re-election.

Members of the CSDA Board need to be interested in the issues confronting special districts state wide and are expected to:

- 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
 - CSDA Annual Conference - held in the Summer/Fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.

Note: CSDA does not reimburse expenses for the CSDA conferences or academy classes even if a board or committee meeting is held in conjunction with the event.

Nominations are due by April 11, 2025. Once nominations are collected, CSDA will begin electronic voting on June 10, 2025.

DISCUSSION

A nomination may be made by minute action of the Board.

Following action by the Board, the nominee will need to complete the Candidate Information Sheet in Attachment 2.

FISCAL IMPACT

If a representative from DSPUD is nominated and elected, their expenses to travel and attend the required conferences and leadership academy would be reimbursable from DSPUD.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Information from CSDA
2. Nomination Form and Candidate Information Sheet

Attachment 1

CSDA Board of Directors Call for Nominations for Seat B Position



By Brent Farrar posted 6 days ago

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The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025.

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 2026 - 2028 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 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).*

Please review the [CSDA Board Policy 2.16 Board Commitments & Responsibilities](#).

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 action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documents may be mailed or emailed.**

- [Candidate Information Sheet](#)
- [Nomination Form](#)
- [CSDA District Networks Map](#)
- Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
- Fax: 916.442.7889
- E-mail: amberp@csda.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, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

- **Northern Network** Seat B – Kim Seney, Director, Gold Mountain Community Services District
 - **Sierra Network** Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
 - **Bay Area Network** Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
 - **Central Network** Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
 - **Coastal Network** Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
 - **Southern Network** Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services 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 July 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

Attachment 2



**California Special
Districts Association**
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**