



PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111

Fax (661) 947-8604

www.palmdalewater.org

LAGERLOF, SENECA, GOSNEY & KRUSE LLP
Attorneys



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April 4, 2013

***Agenda for a Meeting
of the Outreach Committee of the Palmdale Water District
Committee Members: Gloria Dizmang-Chair, Robert Alvarado
to be held at the District's office at 2029 East Avenue Q, Palmdale
Monday, April 8, 2013
3:00 p.m.***

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll Call.
- 2) Adoption of Agenda.
- 3) Public Comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of meeting held March 11, 2013.
- 4.2) Discussion of next issue of Water News. (Water Conservation Supervisor Beck)
- 4.3) Discussion of "Before the First Drop" marketing campaign. (Water Conservation Supervisor Beck/Information Technology Manager Stanton)
- 4.4) Discussion and possible action on social media marketing campaign. (Information Technology Manager Stanton)
- 4.5) Discussion of Aquadog animation. (Information Technology Manager Stanton)
- 4.6) Discussion and possible action on MOU for A.V. Water Partners. (Water Conservation Beck)
- 5) Old Business.
 - 5.1) Discussion of amendment to the District's Rules and Regulations regarding community presentations and policy for requesting District speakers and presentations. (General Manager LaMoreaux)
 - 5.2) Discussion and possible action on video media for front lobby and development of a progressive outreach video. (Committee Member Alvarado/Information Technology Manager Stanton)
- 6) Information Items.
 - 6.1) Update on landscape workshops. (Water Conservation Supervisor Beck)
 - 6.2) Update on schedule for on air discussions. (Water Conservation Supervisor Beck)
 - 6.3) Update on "Blow-up-the-Box" staff committee. (General Manager LaMoreaux)
 - 6.4) Other.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

MEMORANDUM OF UNDERSTANDING
BETWEEN
The Antelope Valley Water Partners
“California”

April 2, 2013



Memorandum of Understanding regarding the
Antelope Valley Water Partners
“California”
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Memorandum of Understanding
Regarding
The Antelope Valley Water Partners
In California

MISSION STATEMENT

To provide education and public awareness as united partners, on water conservation, and to protect our natural resource “water” and the environment.

Objectives

- 1) Identify and promote practices that will result in more efficient use of water
- 2) Educate and increase awareness regarding the importance of water, water use, and conservation.
- 3) Encourage research, development, and implementation of water use and efficiency and water conservation technologies.

Understanding

The provision contained herein constitute a framework for cooperation by and between the Palmdale Water District, Quartz Hill Water District, Los Angeles County Waterworks District No. 40, and Rosamond Community Services District (hereinafter the “Antelope Valley Water Partners”).

Recitals

- A. The Antelope Valley, located in Southern California, is uniquely situated regarding its water conservation needs and practices. The Antelope Valley is in the high desert where precipitation is less than 7 inches per year. The local economy, quality of life, and environment are largely dependent upon imported water from the State Water Project (SWP), where the Antelope Valley receives approximately 50 percent of its domestic supply through the SWP. The balance of the water supply is from groundwater that the court has found to be in over-draft, Los Angeles Superior Court Case No. 1-05CV-049053. Current and increasing demands for urban, agriculture and environmental water uses call for water conservation and the elimination of waste. The signatories recognize that this MOU is intended to bring water retailers under one umbrella, the Antelope Valley Water Partners, collaboratively working together to define and establish conservation measures for this unique area while providing funding and economies of scale to all participants and sharing costs that would otherwise be shouldered solely by each agency.
- B. Water conservation practices are intended to reduce long term urban demands and to meet the governor's 20x20x20 Water Conservation Plan, introduced by Governor Schwarzenegger in February of 2008. The plan is intended to achieve a 20 percent reduction in per capita per day use by 2020 as described in Senate bill No. 7 (SBX7-7), introduced by Steinberg in 2009.
- C. It is the intent of this MOU that individual signatory water suppliers (1) develop comprehensive conservation programs using sound economic criteria, and (2) consider partnering with each other when possible in order to gain more exposure with outreach materials.
- D. It is further the intent of the signatories to develop partnerships with water purveyors and others interested in conservation to strategize and implement mutually beneficial cooperative conservation efforts and messages.

SECTION 1. DEFINITIONS

For purposes of this MOU, the following definitions apply:

- 1.1 Conservation Measures. Using some or all Best Management Practices (“BMP”s) that are outlined in the California Urban Water Conservation Council’s (CUWCC) 2009 “Guide book” or as updated by the CUWCC. See www.cuwcc.org.
- 1.2 Partnering. Working jointly on formulating and sharing expenses on media coverage, and /or hosting booths at local events, workshops, and similar forums, and providing outreach materials to promote water efficiency within the Antelope Valley.
 - a. Media coverage includes, but is not limited to radio, TV, web sites, newspaper print, including individual public agency websites, and social media such as: facebook, twitter, and linkedin.
 - b. Local events include, but are not limited to: the AV Home Show, Fix a leak week, Poppy Festival, Almond Blossom Festival, Thursday Night on the Square, and the Antelope Valley Fair and Alfalfa Festival.
 - c. Workshops including, but not limited to: smart irrigation, water-efficient landscape, and sustainable gardening.
 - d. Outreach materials include, but is not limited to: landscape booklets, DVD’s on water use efficiency, posters, pamphlets, calendars, and other materials related to practice of using water more efficiently.
 - e. Educational programs and contests.
- 1.3 Signatories. For purposes of this MOU, signatories will be divided into two groups as follows:
 - a. Group 1 will consist of water suppliers. A “water supplier” is defined as any entity, which delivers or supplies water for urban use at the wholesale or retail level within the Antelope Valley.

- b. Group 2 will consist of other interested groups. “Other Interested Groups” is defined as landscape contractors, irrigation suppliers or other agencies in the business of supplying information or materials that promote water use efficiency.

SECTION 2. PURPOSES

- 2.1 This MOU is to create a framework for cooperation within the Antelope Valley Water Partners for the development and implementation of educational programs, outreach materials, and messages to promote public awareness regarding water conservation and efficiency of water usage in a coordinated and cost-effective manner. By participating in the programs and media outreach through this partnership, the Antelope Valley Water Partners will be able to show conservation activities that can be used when reporting to the Department of Water Resources (AB-1420- Urban Water Management Plans), the CUWCC, BMP's and assist in meeting the State's 20 percent reductions by 2020. This MOU will promote and provide a means to establish a process to share research and information, develop and implement educational programs, and coordinate outreach efforts on conservation and efficiency of water usage.

SECTION 3. CONSERVATION GOALS

3.1 Goals

- 1) This MOU is intended to help each partnering agency reach their independent conservation goal, efficiently, economically, and cooperatively, through working together on media and outreach messages and materials and programs that help to satisfy the CUWCC, BMP's.
- 2) Promote environmentally sound and economically feasible water conservation measures to protect the water resources within the Antelope Valley.
- 3) Develop and implement educational programs related to water conservation.
- 4) Provide research and information sharing efforts related to water conservation.

- 5) Research, develop, and implement water conservation programs and educational outreach materials including, but not limited to, smart irrigation and water-efficient landscape workshops, water conservation school programs, and rebates for water saving devices.
- 6) Streamline advertisements encouraging and promoting reasonable and beneficial use of water using local newspapers, radio stations, theaters, and billboards.
- 7) Sponsor booths at local events and festivals promoting water conservation.
- 8) Meet the State's 20 percent water reductions by 2020; provide conservation efforts for AB1420-Urban Water Management Plans and the CUWCC, BMP's.
- 9) Provide economies of scale for each partner agency's funding to provide their customers with cost-effective programs and educational materials.

SECTION 4. FUNDING

- 4.1 Through this MOU, the Antelope Valley Water Partners agree to share funding water conservation programs and activities described herein. Each agency's share of the cost of a particular program or activity undertaken by the Antelope Valley Water Partners shall be proportionate to the number of customers in the Antelope Valley served by each agency participating in the project, program or activity, weighted by the target audience of the project, program or activity. Any individual Antelope Valley Partner may opt out of participating in any of the projects, programs, or activities undertaken by the Antelope Valley Water Partners.
- 4.2 Through this MOU, the Antelope Valley Partners agree that participation funding may either be monetary or in kind services, which shall be equally weighted.

SECTION 5. GENERAL PROVISIONS

- 5.1 Relationship Between Water Suppliers. No rights, obligations, or authorities between water suppliers, wholesale suppliers or other interested parties are created or expanded by this MOU.
- 5.2 Legal Authority. Nothing in this MOU is intended to give any signatory, agency, entity, or organization expansion of any existing authority. No organization formed pursuant to this MOU has authority beyond that specified in this MOU.

5.3 Withdrawal from MOU. Any signatory shall have the right to withdraw from the MOU by providing written notice to the Antelope Valley Water Partners at any time, without liability.

5.4 Joining the MOU. This is an open partnership that welcomes future members.

ANTELOPE VALLEY WATER PARTNERS

The memorandum of understanding regarding the Antelope Valley Water Partners is made and entered into on the dates set forth below among the undersigned parties (signatories).

PALMDALE WATER DISTRICT _____ Date: _____
<http://www.palmdalewater.org> (Board Secretary)

QUARTZ HILL WATER DISTRICT _____ Date: _____
<http://www.qhwd.org> (Board Secretary)

ROSAMOND COMMUNITY
SERVICES DISTRICT _____ Date: _____
<http://www.rosamondcsd.com> (Board Secretary)

LOS ANGELES COUNTY
WATERWORKS DISTRICT NO. 40 _____ Date: _____
<http://www.lacwaterworks.org> (Assistant Deputy Director)



SPECIAL DISTRICT LEADERSHIP FOUNDATION

March 1, 2013

Palmdale Water District
Attn.: Dawn Executive Assistant
2029 E Avenue Q
Palmdale, CA 93550-4038

RECEIVED

MAR 20 2013

Dear Dawn Deans:

The Special District Leadership Foundation (SDLF) is pleased to announce the launch of a new certificate to showcase your district's transparency efforts!

As a special district and public agency in California, you are faced with a myriad of challenges and opportunities on a day-to-day basis. Undoubtedly, one of those challenges you have seen and been impacted by indirectly are the headlines over the years that feature abuses in public agencies and, consequently, have sparked increased scrutiny on all public agencies (including special districts).

These rare instances have led to widespread proposed and enacted legislation in an attempt to "fix" the perceived problems. Additionally, reports throughout the years have labeled special districts specifically as "flying under the radar" and not being accessible to the public.

We know these labels simply are not the case in nearly all districts and believe it's time the special district community comes together, district-by-district, to demonstrate all of the ways they are transparent and open to the public and other stakeholders.

SDLF's new District Transparency Certificate of Excellence is your district's opportunity to showcase everything you do to be transparent, open and accessible to the public!

This new certificate program provides an easy to navigate checklist of already required components coupled with best practices in transparency. Receiving the certificate gives you and your agency an opportunity to promote your transparency efforts and it can further develop the trust the public has in your agency to operate in their best interest.

Best of all, **it's FREE!** This certificate program is fully sponsored by SDLF, so there are no application costs or certificate fees! Simply complete the checklist and submit the required documents.

SDLF is extremely excited to offer this certificate and we urge you to participate. Enclosed is a brochure about this new certificate and you can get additional information, including the application/checklist, at www.sdlf.org. Should you have any questions, please give us a call at 916.231.2939. *Participation can benefit your district and all districts statewide, so send in your application TODAY!*

Best Regards,

David Aranda
SDLF President

Neil McCormick
SDLF Administrator



***Which Program
applies to you?***

SPECIAL DISTRICT
LEADERSHIP FOUNDATION

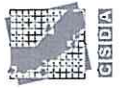
What is SDLF...

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.

Current SDLF Programs

- Special District Administrator Certification
- District of Distinction Accreditation
- Recognition in Special District Governance
- District Transparency Certificate of Excellence

SDLF is supported by



SPECIAL DISTRICT LEADERSHIP FOUNDATION
1112 I Street, Suite 200
Sacramento, CA 95814



District Transparency Certificate of Excellence

*Showcase your
district's commitment
to transparency*



SPECIAL DISTRICT
LEADERSHIP FOUNDATION



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY District Transparency Certificate of Excellence

This program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and districts will be recognized for two full years.

Why should your district earn the District Transparency Certificate of Excellence?

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
2. Earning the certificate is a tangible acknowledgement of your transparency efforts.
3. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
4. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

Three main subject areas

BASIC TRANSPARENCY REQUIREMENTS

Some requirements include: Proof of current ethics training for all board members, timely filing of State Controller's Special Districts Financial Transactions and Compensation Report.

WEBSITE REQUIREMENTS

Some requirements include: display of names of board members and their terms of office, board meeting schedules, the district's mission statement.

OUTREACH REQUIREMENTS

Some requirements include: an example of a regular district newsletter or communication, an example of a community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board.

These are only a sampling of all the requirements needed to complete the transparency certificate. While it takes time to compile these requirements, being able to **shine a light** on all of the efforts your district has taken to be transparent is invaluable to the public.



What the district receives

- Certificate for display (covering 2 years)
- Window cling to showcase your achievement
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in *California Special District* magazine and the *CSDA e-News*

Questions

Please contact the SDLF office at 916.231.2939.

How do I proceed?

To get the full submission criteria and to download an application, visit www.sdlf.org.

- Step 1: Complete the requirement checklist
Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:

SDLF
1112 I Street, Suite 200
Sacramento, CA 95814

Step 3: Approval process review performed by SDLF staff

Step 4: Receive your certificate and recognition



shine a light
on all of your
district's efforts

District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- ☐ **Current Ethics Training for all Board Members**
(Government Code Section 53235)
 - ☐ Provide copies of training certificates along with date completed
- ☐ **Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al)
 - ☐ Provide copy of current policy related to Brown Act compliance
 - ☐ Provide copy of a current meeting agenda (including opportunity for public comment)
- ☐ **Adoption of policy related to handling Public Records Act requests**
 - ☐ Provide copy of current policy
- ☐ **Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - ☐ Provide copy of current policy
- ☐ **Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - ☐ Provide copy of the most recent document and how it is accessible
- ☐ **Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - ☐ Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- ☐ **Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - ☐ Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- ☐ **Other Policies - have current policies addressing the following areas (provide copies of each):**
 - ☐ Conflict of Interest
 - ☐ Code of Ethics/Values/Norms or Board Conduct
 - ☐ Financial Reserves Policy

WEBSITE REQUIREMENTS

- ☐ **Maintain a district website with the following items (provide website link; all are required)**
 - ☐ Names of Board Members and their terms of office
 - ☐ Name of general manager and key staff along with contact information
 - ☐ Election procedure and deadlines
 - ☐ Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - ☐ District's mission statement
 - ☐ Description of district's services/functions and service area
 - ☐ Authorizing statute/enabling act (Principle Act or Special Act)
 - ☐ Current district budget
 - ☐ Most recent financial audit
 - ☐ Archive of Board meeting minutes for at least the last 6 months
 - ☐ List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- ☐ **Website also must include at least 4 of the following items:**
 - ☐ Post Board Member ethics training certificates
 - ☐ Picture, biography and email address of board members
 - ☐ Last 3 years of audits
 - ☐ Reimbursement and Compensation Policy
 - ☐ Financial Reserves Policy
 - ☐ Online/downloadable Public Records Act request form
 - ☐ Audio or video recordings of board meetings
 - ☐ Map of district boundaries/service area
 - ☐ Link to California Special Districts Association mapping program
 - ☐ Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse



checklist continued

OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- ☐ **Regular district newsletter or communication** (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
 - ☐ Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- ☐ **Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election** (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
 - ☐ Provide copy of the press release (*and the printed article if available*)
- ☐ **Complete salary comparison/benchmarking for district staff positions using a reputable salary survey** (*at least every 5 years*)
 - ☐ Provide brief description of the survey and process used as well as the general results
- ☐ **Special Community Engagement Project**
Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)
 - ☐ Submit an overview of the community engagement project, reviewing the process undertaken and results achieved
- ☐ **Hold annual informational public budget hearings that engage the public** (*outreach, workshops, etc.*) **prior to adopting the budget**
 - ☐ Provide copy of most recent public budget hearing notice and agenda
- ☐ **Community Transparency Review**
The district would be required to obtain a completed overview checklist from at least 2 of the following individuals* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):
 - ☐ Chair of the County Civil Grand Jury
 - ☐ Editor of a reputable local print newspaper (only one may count toward requirement)
 - ☐ LAFCo Executive Officer
 - ☐ County Auditor-Controller
 - ☐ Local Legislator (only one may count toward requirement)
 - ☐ Executive Director or President of local Chamber of Commerce
 - ☐ General Manager of a peer agency (special district, city or county)

* Provide proof of completion signed by individuals completing Community Transparency Review

How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:
SDLF
1112 I Street, Suite 200
Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

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SDLF is supported by



SDRMA

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

Basic Requirements

CURRENT ETHICS TRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53235*)

- ☐ Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al*)

- ☐ Provide copy of current policy related to Brown Act compliance
☐ Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- ☐ Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53232.2 (b)*)

- ☐ Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO: ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53065.5*)

- ☐ Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE. (*Government Code Section 53891*)

- ☐ Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- ☐ Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES – HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

Provide copies of each:

- ☐ Conflict of Interest
☐ Code of Ethics/Values/Norms or Board Conduct
☐ Financial Reserves Policy

Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED. *(provide website link)*

Required items available to the public:

- ☐ Names of Board Members and their terms of office
- ☐ Name of general manager and key staff along with contact information
- ☐ Election procedure and deadlines
- ☐ Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- ☐ District's mission statement
- ☐ Description of district's services/functions and service area
- ☐ Authorizing statute/Enabling Act (Principle Act or Special Act)
- ☐ Current District budget
- ☐ Most recent financial audit
- ☐ Archive of Board meeting minutes for at least the last 6 months
- ☐ List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS – *website also must include at least 4 of the following items:*

- ☐ Post Board Member ethics training certificates
- ☐ Picture, biography and e-mail address of board members
- ☐ Last (3) years of audits
- ☐ Reimbursement and Compensation Policy
- ☐ Financial Reserves Policy
- ☐ Online/downloadable public records act request form
- ☐ Audio or video recordings of board meetings
- ☐ Map of district boundaries/service area
- ☐ Link to California Special Districts Association mapping program
- ☐ Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Outreach/Best Practices Requirements

(Must complete at least 2 of the following items)

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED AND/OR ELECTRONIC) THAT KEEPS THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES *(at least twice annually)*

- ☐ Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING FILING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED-TERMS).

- ☐ Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITIONS USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 5 YEARS)

- ☐ Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- ☐ Submit an overview of the community engagement project reviewing the process undertaken and results achieved

HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- ☐ Provide copy of most recent public budget hearing notice and agenda.

COMMUNITY TRANSPARENCY REVIEW

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- ☐ Chair of the County Civil Grand Jury
- ☐ Editor of a reputable local print newspaper (only one may count toward requirement)
- ☐ LAFCO Executive Officer
- ☐ County Auditor-Controller
- ☐ Local Legislator (only one may count toward requirement)
- ☐ Executive Director or President of local Chamber of Commerce
- ☐ General Manager of a peer agency (special district, city or county)
- ☐ Provide proof of completion signed by individuals completing Community Transparency Review

✂ -----



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence**Submit Application**

Submit this application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.		SIGNATURE: