



Lou Ann Teixeira  
Executive Officer

March 8, 2023  
Agenda Item 9

March 8, 2023 (Agenda)

Contra Costa Local Agency Formation Commission  
40 Muir Road, First Floor  
Martinez, CA 94553

**Special District Risk Management Authority (SDRMA) – 2023 Board Election**

Dear Commissioners:

Contra Costa LAFCO purchases its workers' compensation and property/liability insurance through SDRMA, which is a joint powers public agency formed under the California Government Code and provides a full-service risk management program for California's local governments. SDRMA provides risk financing and risk management services to over 760 member agencies, including numerous special districts, municipalities, joint powers authorities, and LAFCOs. In conjunction it's with participation in the SDRMA, LAFCO is also a member of the California Special Districts Association (CSDA).

On January 18, 2023, LAFCO received notice from the SDRMA calling for nominations for the SDRMA Board of Directors (attached). According to the announcement, there are three (3) director seats up for election. Directors are elected to 4-year terms. The term of office for the newly elected directors will be January 1, 2024 through December 31, 2027. The SDRMA Board meets in Sacramento and typically meets seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than once per month.

Nominees must be a member of the agency's governing body or a management employee and must be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body (i.e., LAFCO) and must complete and submit a *Candidate's Statement of Qualifications*. The deadline for nominations is May 1, 2023. SDRMA ballots will be mailed out in mid-May and are due by August 8, 2023.

The attached notice provides general election information and nominee qualifications. Additional information is available on the SDRMA website or through the LAFCO office.

**Recommendation:** Advise as to any nomination(s).

Sincerely,



Lou Ann Teixeira  
Executive Officer

Attachment – Notification of Nominations – 2023 Election SDRMA Board of Directors



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

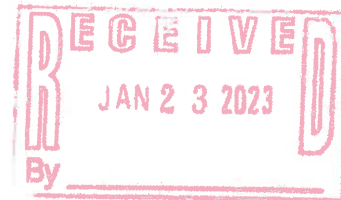
1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 \* F 916.231.4111

Maximizing Protection. Minimizing Risk. \* [www.sdrma.org](http://www.sdrma.org)

**Notification of Nominations – 2023 Election  
SDRMA Board of Directors**

January 18, 2023

Mr. Tom Butt  
Chair  
Contra Costa Local Agency Formation Commission  
40 Muir Road, 1st Floor  
Martinez, California 94553



Dear Mr. Butt:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

**General Election Information** - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

**Nominee Qualifications** - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

**Nomination Documents and Information** - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:

*From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*



**Nomination Filing Deadline** – Nomination documents must be received in SDRMA’s office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

Ellen Doughty, ARM  
Chief Member Services Officer

SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

### **3.0. Member Notification of Election**

- 3.1. Authority staff shall provide emailed notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include (1) where to locate election documents in MemberPlus; (2) the number of Director seats to be filled by election; and (3) a summary of nomination/election deadline dates.

### **4.0. Qualifications**

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original wet signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by (1) personal delivery; (2) U.S. mail; or (3) courier. To assure the Statement of Qualifications has affixed the candidate's original wet signature, the Statement of Qualifications may not be delivered by electronic mail. When ballots are provided to the membership, each candidate's "Statement of Qualifications" form will be available to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be provided by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of <b>seven Board Members</b> , who are elected at-large from members participating in both programs.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. <b>Three seats are up for election this year.</b>
Term of Directors	Directors are elected for <b>four-year terms</b> . Terms for directors elected this election begin January 1, 2024 and end on December 31, 2027.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from <b>seven to ten times annually</b> with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held <b>3:00 to 5:30 p.m. Wednesday</b> and <b>8:00 to 10:00 a.m. Thursday.</b>
Meeting Length	Meetings are <b>four to six hours</b> on average.
Average Time Commitment	Commitment per month ranges from <b>15 to 20 hours.</b>

*"The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."*