



Lou Ann Texeira
Executive Officer

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
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August 13, 2025
Agenda Item 8

August 13, 2025 (Agenda)

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

Special District Risk Management Authority (SDRMA) – 2025 Board OF Directors Election

Dear Commissioners:

The Special District Risk Management Authority (SDRMA) provides workers compensation and other insurance coverage to public agencies in California, including Contra Costa LAFCO. SDRMA is governed by a seven-member board. Every two years, SDRMA conducts elections for its board of directors. As a member agency of SDRMA, Contra Costa LAFCO is eligible to vote in this election.

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 and must complete and submit a *Candidate's Statement of Qualifications*.

On July 7, 2025, LAFCO received notice from the SDRMA noting there are five candidates for the upcoming election. The term of office for the newly elected directors will end on December 31, 2029. The SDRMA Board meets in Sacramento and typically meets seven to 10 times annually with an average of eight board meetings per year. Generally, the Board does not meet more than once per month.

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

For the 2025 Board of Directions election the following five candidates are running for four available seats:

- Tom Wright (Incumbent) - Clovis Veterans Memorial District
- Mike Scheafer (Incumbent) - Costa Mesa Sanitary District
- Robert Housley, CSDM (Incumbent) - Midway City Sanitary District
- Virginia Chang Kiraly - San Mateo County Harbor District
- Steven Ruettgers - Kern Mosquito & Vector Control District

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate are posted to the SDRMA MemberPlus portal along with these instructions. See attached SDRMA packet for additional information and on the SDRMA website.

Recommendation

Provide direction to the Executive Officer and authorize the Executive Officer to submit the required election documents by the September 22, 2025 deadline.

Attachments

8.1 2025 SDRMA Board of Directors Election Packet

Recommendation: Discuss and consider casting a vote.

Sincerely,

Lou Ann Texeira

Lou Ann Texeira
Executive Officer

Attachment – Notification of Nominations – 2025 Election SDRMA Board of Directors



June 16, 2025

Lou Ann Texeira
Executive Officer
Contra Costa Local Agency Formation Commission
40 Muir Road
Martinez, California 94553

RE: Notification of Election Ballot – 2025 SDRMA Board of Directors Election

Dear Lou Ann:

The Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election began in March, with the opening of nominations. On May 22, 2025, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

This year, SDRMA is using an electronic voting system in MemberPlus, allowing the Primary Contact of each member agency to easily vote online on behalf of their agency. A member may not vote unless the member was a member of SDRMA in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.

To vote, log in to MemberPlus and select the "Board Election" dropdown. The Primary Contact of each agency can electronically vote by selecting the "Submit Ballot" link. If you wish to submit a paper ballot, or designate an alternate contact to vote online, please contact Candice Richardson at crichardson@sdrma.org.

The Official Election Ballot Document Packet has been posted to MemberPlus and includes the following:

- *Election Ballot Instructions*
- *Official Election Ballot (Action Required in MemberPlus)*
- *Candidate's Statements of Qualifications (5)*





The Election Ballot **MUST** be submitted on or before 4:30 p.m. on Monday, September 22, 2025.

Important Balloting and Election Dates – The balloting and election dates are as follows:

- **September 22, 2025:** Deadline for members to submit your vote.
- **September 23-26, 2025:** Ballots are tabulated.
- **September 29, 2025:** Election results are announced, and candidates notified.
- **November 5-6, 2025:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
- **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

If you have any questions or would like to request a printed copy of the election documents, please contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790.

Sincerely,
Special District Risk Management Authority

Candice Richardson
Management Analyst





SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was announced to the membership in March 2025.

On May 22, 2025, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate are posted to the SDRMA MemberPlus portal along with these instructions. The election instructions are as follows:

1. Cast your vote in MemberPlus by clicking on the "Board Election" dropdown on the left hand side, and selecting the "Submit Ballot" link. You may choose up to four (4) candidates.
2. **The Primary Contact assigned to each agency will have the authority to vote online.** If you would like to assign an alternate to vote, the Primary Contact or General Manager assigned to your agency must email crichardson@sdrma.org and choose a Designated Voting Representative.
3. Please contact Candice Richardson at crichardson@sdrma.org if you wish to submit a paper ballot.
4. Votes must be submitted on or before 4:30 p.m. on Monday September 22, 2025.
5. The four-year terms for newly elected Directors will begin on January 1, 2026, and terminate on December 31, 2029.
6. Important balloting and election dates are:
 - **September 22, 2025:** Deadline for members to submit your vote.
 - **September 23-26, 2025:** Ballots are tabulated.
 - **September 29, 2025:** Election results are announced, and candidates notified.
 - **November 5-6, 2025:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.



MemberPlus

MEMBERS

PL 506 | WC 426 | HB

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NEED HELP? CALL 800.537.7790

LOU ANN

Contra Costa Local Agency Formation Commission

Home Member Information 2025 Board of Directors Ballot Instructions* 2025 Board of Directors Election Schedule*

2025 Nomination/Election Schedule



JANUARY	FEBRUARY	MARCH
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL	MAY	JUNE
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JULY	AUGUST	SEPTEMBER
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OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

TASK TIMELINE

11/5/24 Board approves 2025 Election Schedule

2/5-6 Election Committee is appointed/retired

3/3 Notification of Election & Nomination
procedure sent to Members
90 days prior to posting of Ballots

5/16 Deadline to return Nominations

30 days prior to Election

5/22 Tentative - Election Committee
Meeting - Reviews Nominations (Virtual)

6/16-18 Ballots Posted to MemberPlus
60 days prior to Ballot Receipt Deadline

9/22 Deadline to Submit Ballots

9/25 Tentative - Election Committee Meeting to

Verify Election Results (Virtual)

No more than 5 days after 9/22

9/29 Election Committee Notifies Successful
Candidates of Election Results

11/5-6 Directors' Elect are invited to attend
November Board Meeting

11/2026 Newly Elected Directors' Seated and
Election of Officers



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NEED HELP? CALL 800.537.7790

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Contra Costa Local Agency Formation Commission

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2025 Special District Risk Management Authority (SDRMA) Board of Directors Voting Page

There are 4 seats open for the 2025 election year. To view the statement of qualifications for each candidate, select the button to the right of each candidate. Only the primary contact of your agency will have the ability to vote. If you'd like to designate an alternative to vote, contact Candice Richardson at crichardson@sdrma.org. You may make up to 4 selections from the list of candidates. Once you have made your selection(s), click the submit ballot button below.

CURRENT NOMINEES

SelectedName	Agency	Job Title	Statement of Qualifications
<input type="checkbox"/> Steven Ruettgers	Kern Mosquito & Vector Control District	Director	View
<input type="checkbox"/> Tom Wright (Incumbent)	Clovis Veterans Memorial District	Chairman	View
<input type="checkbox"/> Mike Scheafer (Incumbent)	Costa Mesa Sanitary District	Board President	View
<input type="checkbox"/> Robert Housley, CSDM (Incumbent)	Midway City Sanitary District	General Manager	View
<input type="checkbox"/> Virginia Chang Kiraly	San Mateo County Harbor District	Commissioner	View

[Submit Ballot](#)