

**TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING**

Date: February 15, 2022

**Place: Tehachapi Valley Healthcare District Office
116 W E Street
Tehachapi, CA 93561**

Time: 10:00 AM

Teleconference available ~ 351-888-6527

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

This time is reserved for persons to address the Board of Directors on matters not on the agenda over which the District has jurisdiction. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation. Any person desiring to speak on an item on the agenda will be given an opportunity to do so prior to the Board of Directors acting on the item.

IV. CONSENT AGENDA

The following items are considered routine and non-controversial by District Staff and may be approved by one motion. If a member of the Board or audience wishes to comment or ask questions on an item, it will be moved to New Business or Reports.

A. Approval of Minutes

- | | |
|--|-------|
| 1. Board of Directors Meeting 1/18/22 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 1/11/22 | Tab 2 |
| 3. Receive and File, Finance Committee, 1/12/22 | Tab 3 |
| 4. Receive and File, Strategic Planning Committee, 1/13/22 | Tab 4 |

V. OLD BUSINESS

- | | |
|----------------|-------|
| A. Board Goals | Tab 5 |
| B. Staff Goals | Tab 6 |

VI. NEW BUSINESS

- | | |
|---|-------|
| A. DMV Grant information and Resolution | Tab 7 |
| B. ACHD and CSDA Membership | Tab 8 |
| C. Form 700 | Tab 9 |

VII. REPORTS

- A. Finance Report
- B. CEO Report
- C. Adventist Health Tehachapi Valley Update

Tab 10
Tab 11

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. ADJOURNMENT

NOTICE TO THE PUBLIC

PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS

Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.

COPIES OF PUBLIC RECORDS

All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 116 W E St., Tehachapi, California.

COMPLIANCE WITH ADA

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting, should contact the Executive Office during regular business hours by phone at 661-750-4848, or in person at the District's Administrative Office at 116 W E St., Tehachapi, California.

Tab 1

Board Meeting Minutes

1/18/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
116 W E Street
Tehachapi, CA 93561
January 8, 2022
Conference Call # 351-888-6527
5:00pm

Board Present: Mike Nixon, Christine Sherrill, William Steele, Duane Moats, Carl Gehricke

Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager; Scott Nave, Legal Counsel

I. CALL TO ORDER

Chair Mike Nixon called the meeting to order at 5:00 pm.

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

IV. CONSENT AGENDA

A. Approval of Minutes

1. Board of Directors Special Meeting, 12/14/21
2. Board of Directors Special Meeting, 12/27/2021
3. Receive and File, Community Outreach Committee, 12/7/21
4. Receive and File, Finance Committee, 12/8/2021
5. Receive and File, Strategic Planning Committee, 12/8/21

Consent Agenda Approval

MSA: GEHRICKE/STEELE; 5-0; APPROVED

VI. NEW BUSINESS

A. Board of Director Elections

Mike Nixon, Board Chair, took nominations for all board positions.

Mike Nixon was nominated to remain as Board President. He accepted.

Bill Steele was nominated for Board Vice-President by Director Gehricke. He accepted and was appointed unanimously by the Board of Directors.

Duane Moats was nominated to remain as Board Treasurer. He accepted.

Christine Sherrill was nominated to remain as Board Secretary. She accepted.

The final slate of officers for the 2022 year are, approved 5-0:

Mike Nixon, President
William Steele, Vice-President
Duane Moats, Treasurer
Christine Sherrill, Secretary

B. Board Committee Assignments

The Community Outreach Committee will be William Steele and Christine Sherrill. The Finance Committee will be Duane Moats and Carl Gehricke. The Strategic Planning Committee will be Mike Nixon and Christine Sherrill.

C. 2022 Board Goals

The Board discussed a few items that they would like to designate as goals for 2022. After some discussion, the Board Goals for 2022 are:

1. To plan, fund and build a new community building at the site of the old hospital.
2. To look for opportunities to construct additional buildings for district use.
3. Create and distribute handouts for disaster planning and emergency preparedness. Create and execute a plan for community engagement surrounding emergency preparedness.
4. Focus on Board Education and Ethics Training
5. Financial Planning - to be in with the Finance Committee
6. Partnership with Adventist Health- specifically, the prospect of Adventist purchasing the new hospital.

In subsequent meetings, the Board will continue to add action and completion items to this list.

D. Staff Goals

CEO Wasielewski reviewed with the Board a list of staff goals for 2022 that will be reviewed quarterly:

1. To work with the Community Outreach committee to start a Senior Compassion Campaign, CPR Program and Education Series.
2. An update of district policies
3. Successful integration to QuickBooks
4. Lisa Hughes to gain notary certification
5. Attend annual compliance seminar
6. Review and update employee handbook
7. Storage for generators
8. Find a repair/handyman for maintenance at 116 W E Street

V. OLD BUSINESS

- A. 115 W E Street Project - *before this item was underway, Director Carl Gehricke recused himself from the discussion.*

1. Scott Nave explained to the Board what a design build project is and how this kind of project management could be useful to the district and allow for more coordination and control. Additionally, the Strategic Planning Committee recommended undertaking the new building at 115 W E Street as a design build project. The board discussed and affirmed that design build is the way to proceed.
2. Since the first step in the process is to have an engineer on board for the beginning of the design process, there was a motion from Director Moats to direct Scott Nave and Caroline Wasielewski to revise the RFP and send out to engineering companies. The total budget is set at \$1.6 million not to exceed \$2 million. Director Sherrill seconded the motion. The motion was approved.

MSA; MOATS/SHERRILL; 4-0; Gehricke abstained, APPROVED

VI. REPORTS

A. Finance Report

Ms. Wasielewski reviewed the financial handout for December 2021. After a total revenue of \$443,420.80 and \$58,793.22 in expenses, the month showed a net income of \$384,627.58. There were no additional questions or comments.

B. CEO Report

CEO Wasielewski updated the Board on all activities since the last meeting. Some notable items included meeting with a bookkeeper to start the transition to QuickBooks., speaking with GM of Recreation and Parks District to create a presence in the new Community Center for after school programs and contacting community members to gauge their interest in assisting with education and wellness seminars or videos for TVHD.

C. Adventist Health Tehachapi Valley

Edward Martin addressed the Board and discussed updates with the new hospital. Covid has been surging and the hospital staff is managing and putting measures into place that protect both patients and employees. Mr. Martin was excited to announce the impending opening of the new imaging pavilion. This will allow for greater imaging capabilities with both new CAT Scan and MRI equipment. He talked about Adventist Health's desire to have more specialists and a medical clinic on the existing campus. He communicated that Adventist Health is working on all these activities to help the residents of Tehachapi stay in Tehachapi, and not have to travel to Bakersfield so often for specialty services. Finally, Mr. Martin explained the difficulties with using a switchboard

service based out of Bakersfield versus phone operators in Tehachapi. He has made finding a solution for this a goal for the new year. The Board thanked him for the comprehensive review.

Board of Director Travel

None

VII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

VIII. CLOSED SESSION

A. Personnel Evaluation: CEO

IX. CLOSED SESSION REPORT

Board discussed CEO Evaluation and no action was taken.

X. ADJOURNMENT

Meeting adjourned at 5:57 pm

Respectfully,

Christine Sherrill
Secretary

Tab 2

Community Outreach Meeting Minutes

1/11/22

Tehachapi Valley Healthcare District
Community Outreach Committee
Meeting Minutes
January 11, 2022
116 W E Street, Tehachapi, CA
12: 00 pm

I. CALL TO ORDER

Director Steele called to order the regular meeting of the Community Outreach Committee at 12:00 pm on 1/11/2022 at TVHD Office.

II. ROLL CALL

Directors William Steele and Christine Sherrill were present. Also present were TVHD CEO Caroline Wasielewski, Business Manager, Lisa Hughes and Amanda Danlovich representing Adventist Health.

III. APPROVAL OF MINUTES

Minutes from the meeting on December 7, 2021, were reviewed and approved by the committee. **APPROVED**

IV. NEW BUSINESS

A. Activities and plans for 2022

The committee discussed activities that TVHD could be involved in for the new year of 2022. Possible partners were the Guild of Tehachapi Hospital, Caring and Sharing and FIELD. The committee would like to investigate integrating the Latino and Senior demographic. Some specific undertakings that the committee would like to consider are a video education series (falling hazards, emergency preparedness, climate change, sustainability and the environment, infection control and prevention), seminars on disaster planning and CPR/first aid classes. There are some local nurses and health care professionals that could donate their time to tape the videos. Director Steele is a certified instructor and offered to volunteer his time. Another suggestion was to create a program that would make Wellness Calls to seniors who are secluded or live alone and could use a little attention. The committee tasked Ms. Wasielewski with checking with the Senior Center, the Rotary Club and the Tehachapi Humanitarian Group to see if this would be something they

could use and/or implement. As the discussion continued, a possible partnership with Recreation and Parks department to video senior exercise classes came up. Also, the possibility of creating a TVHD YouTube Channel that would be available and useful for all residents of the healthcare district.

V. OLD BUSINESS

A. Adventist Health Update

Amanda Danlovich, Community Outreach for Adventist Health, updated the committee on various programs and initiatives the hospital is doing around the community. One of the coming programs is to distribute home covid test kits to members of the vulnerable population.

VI. ADJOURNMENT

The meeting was adjourned at 12:48 pm

Minutes approved by: _____

William Steele

Tab 3

Finance Committee Meeting Minutes

1/12/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MINUTES

JANUARY 12, 2022

116 W E STREET

TEHACHAPI, CA 93561

12:30 PM

BOARD MEMBERS PRESENT: DUANE MOATS

STAFF PRESENT: LISA HUGHES, BUSINESS MANAGER; CAROLINE WASIELEWSKI, CEO

RECORDED AND TRANSCRIBED BY: CAROLINE WASIELEWSKI, CEO

APPROVAL: _____ DATE: _____

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

- I. CALL TO ORDER
Duane Moats called the Finance Committee Meeting to order at 12:30 PM
- II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA
None
- III. APPROVAL OF MINUTES
DECEMBER 8, 2021, MINUTES APPROVED BY COMMITTEE
- IV. REPORTS
 1. DECEMBER 2021
CEO Wasielewski reported on cash flow, checks written and expenses for the month of December. Everything was in order and there were no additional questions.
- V. OLD BUSINESS
Bookkeeper Quote
Ms. Wasielewski received a quote form a bookkeeper, but it is based out of state. Mr. Moats suggested a local bookkeeper that is familiar and specializes in QuickBooks. Ms. Wasielewski will call and get another quote.

VI. NEW BUSINESS

NONE

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA
None

VIII. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 12:53 PM

DRAFT

Tab 4

Strategic Planning Committee Meeting Minutes

1/12/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
January 13, 2022
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

Staff Present: Caroline Wasielewski, CEO , Lisa Hughes, Business Manager

Transcribed by: Recorded and Transcribed by Caroline Wasielewski, CEO

Approval: _____ **Date:** _____
Mike Nixon, Chair

COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
None
- III. **APPROVAL OF MINUTES**
 - A. December 8, 2021
APPROVED by committee, NIXON/SHERRILL
- IV. **OLD BUSINESS**
 - A. None
- V. **NEW BUSINESS**
 - A. Discuss and create a project plan for new building construction
The committee discussed the prospect of using a design build project model for the new community resource building. The district would like the building to be a pre-engineering, hopefully, steel building that would be modern and quick to assemble. A design build plan would allow the entire process to be managed and completed by one firm from architecture and plans to construction. This would also allow better communication and flexibility from District to contractor. The committee decided this would be a favorable way to proceed and will give the full board their recommendation that design build is pursued and an engineer is retained by sending out RFP's. The next item discussed was the finance piece. The committee suggested about 70% of the total could be financed. This way the district will still have cash to use for operational purposes.

B. Updates on grant opportunities

Ms. Wasielewski reported that grants are tricky to apply for until the building is planned and built so there are places to house potential assets, and plans to report to the awarding entity. The generators that were previously awarded to TVHD are now being stored in Bakersfield. TVHD will need a place to store them in Tehachapi. Ms. Wasielewski will get the exact dimensions of the units.

VI. **REPORTS**

None

VII. **BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**

None

VIII. **Adjournment**

The meeting adjourned at 1:20pm

Tab 5

Board Goals

Complete Phase one of Community Resource Center

Begin research on phase two, construction of additional buildings for district use.

Create and execute a plan involving community engagement surrounding emergency preparedness.

Financial

Budget for FY22

Additional funding for Community Center

Grant application for EV Charging Stations

Research involving AH acquiring new Hospital

Board Development

Ethics Training

Sexual Harassment Training

Community Outreach

Conduct a community Needs Assessment

Tab 6

Staff Development/ Goals

Ethics Training

Sexual Harassment Training

Notary Certification

Compliance Certification

ACHE Certification

Employee Handbook

Policy Manual

Tab 7

DMV Grant Resolution

Please See Pages 2, 3, 6, 7, 8

**Eastern Kern
Air Pollution Control District**

**2022
DMV GRANT
PROGRAM**

GUIDELINES

Released October 1, 2021

**One signed original project proposal must be submitted to the
Eastern Kern Air Pollution Control District Bakersfield Office
By 5:00 p.m. on February 25, 2022
(Late Proposals Will Not Be Accepted)**

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**Signed Original Proposal Must Be Submitted by 5 pm, February 25, 2022
(Late Proposals Will Not Be Accepted)**

**Eastern Kern Air Pollution Control District
2700 "M" Street, Suite 302
Bakersfield, CA 93301**

I. DMV GRANT PROGRAM BACKGROUND

Assembly Bill 2766 (AB 2766) authorized the Department of Motor Vehicles (DMV) to collect a motor vehicle registration clean air surcharge of \$4 per vehicle to implement the California Clean Air Act (CCAA). Revenue generated from AB 2766 are directed for use in the purposes of reducing air pollution generated from motor vehicles and other related sources. The Eastern Kern Air Pollution Control District (District) allocates a substantial portion of annual AB 2766 funds to support its DMV Grant Program and DMV Grant Voucher Program.

The DMV Grant Program is designed to provide a mechanism for the fair, unbiased distribution of AB 2766 funds to eligible emission reduction projects located within Eastern Kern County. This Request for Proposal (RFP) describes eligible projects and addresses the requirements for submitting a project proposal. The District reserves the right to reject any or all project proposals. Project funding varies from year-to-year but is generally around \$250,000.

District staff reviews all project proposals submitted by the deadline to determine eligibility and potential grant amount. All applications become property of the District. If the DMV Grant Program is oversubscribed, a public project selection meeting may be held in April 2022 (exact date TBD), where projects will be selected using a random selection process. All applicants are welcome to attend this meeting, however it is not mandatory to be present. The selected project list will be presented to the District's Board of Directors for approval at the May 2022, Board meeting. Once approved, project agreements will be developed and presented to the Board for final approval at the July 2022, Board meeting.

II. ADDITIONAL GRANT PROGRAMS

If your project does not qualify for the DMV Grant Program you may be eligible for funding through one of the District's other programs. The following sections give a brief overview of potential emissions reduction grant funding opportunities available to Eastern Kern residents.

1. DMV Grant Voucher Program

The District's DMV Grant Voucher Program offers financial incentives in the form of a voucher to be used toward the purchase of a new, eligible lower-emitting vehicle. The DMV Grant Voucher Program is on-going and has its own application process (separate from this RFP). DMV Grant Voucher applications are processed first-come first-served and vouchers are issued accordingly. Voucher awards and associated new vehicle emission classification requirements are as follows: \$4,000 for purchase of a Zero Emission Vehicle (ZEV); \$2,000 for purchase of a Partial Zero Emission Vehicle (PZEV) or Alternative Technology Partial Zero Emission Vehicle (ATPZEV).

2. Carl Moyer Program

The Carl Moyer Program (CMP) offers incentive funding for projects that reduce emissions from heavy-duty diesel-fueled engines. CMP funds are not part of this RFP and are administered through a separate application process. CMP projects generally involve repower or retrofit of heavy-duty and medium heavy-duty diesel-fueled off-road vehicles and emergency equipment. CMP applications are processed first-come first-served and eligible projects are awarded accordingly. For more information please see the District's website www.kernair.org/Carl_Moyer.

3. **Community Air Protection Funds**

In 2017, Governor Brown signed into law Assembly Bill (AB) 617 (Chapter 136, Statutes of 2017) which directed the California Air Resources Board (CARB) in conjunction with local air quality management districts and air pollution control districts (air districts) to establish the Community Air Protection Program (CAPP). CAPP funds supplement the Carl Moyer Program, to expedite funding of vehicle and equipment engine replacement, focusing on criteria and toxic emissions reductions in disadvantaged and low-income communities that suffer poor air quality.

4. **Lower Emission School Bus Program**

Assembly Bill 923 (AB 923) provides a mechanism for the District's Governing Board to reduce emissions from older high-emitting school buses through retrofit and replacement pursuant to the Lower-Emission School Bus Program (LESBP). AB 923 funds are not part of this RFP and are administered through a separate process. School districts located in Eastern Kern interested in retrofitting or replacing their older school buses are encouraged to contact the District at ekapcd@kerncounty.com or (661) 862-5250.

5. **FARMER Program**

In 2018, State Legislature allocated a substantial amount of funds to the agricultural sector through the Funding Agricultural Reduction Measures for Emission Reductions (FARMER) program. The FARMER program is designed to "reduce agricultural emissions by providing grants, rebates, and other financial incentives for harvesting equipment, heavy-duty trucks, pump engines, tractors, and other equipment used in agricultural operations." The District will offer FARMER funds for the replacement of older tractor and agricultural pump-engine replacement projects within Eastern Kern County. The CMP guidelines will be used to determine project eligibility and grant award amounts. FARMER funds are not part of this RFP and are administered through a separate process. More information can be found at: www.kernair.org/FARMER.

III. ELIGIBLE PROJECTS

An eligible DMV Grant Project can receive up to \$50,000. Projects from the following four categories are eligible for 2022 funds: Infrastructure, Road Improvement, Public Education, and Innovative Emission Reduction. Project descriptions and requirements are as follows:

1. **Infrastructure**

The purpose of this category is to encourage the use and development of cleaner vehicles by providing funding for electric and alternative fuel vehicle infrastructure. Strategically placing more EV charging stations and CNG refilling stations will make the use of alternative fuel vehicles more convenient; thereby encouraging their purchase and use. Examples of Infrastructure projects include:

- A. Installation of Level II or Level III **public charging**, fleet charging, or workplace charging station that serves electric and plug-in hybrid vehicles.
- B. Installation of public, fleet, or workplace CNG refilling station.

Requirements for an Infrastructure Project

- a. Proposal must indicate type of station being installed (including charge level), how long station will be operated, detailed maintenance plan, and party or entity responsible for maintenance.
- b. Written documentation is required with project proposal if applicant plans to partner with a business, government agency, or municipality that has a publically accessible location, and is willing to provide electricity and maintain the station.
- c. If real property is an essential part of the project the applicant must show evidence of the right or authority to construct by demonstrating ownership, control of property, or land owner's written permission.
- d. Proposal must include a detailed site map showing location of station or signage and all property easements adjacent to proposed site.
- e. Contractor(s) hired to complete construction must be licensed, bonded, and insured.
- f. Electric vehicle supply equipment (EVSE) installations must comply with local, state, and national codes and regulations. Appropriate permits may be required from the local building, fire, environmental, and electrical inspecting and permitting authorities. You can learn about related codes and standards on the Codes and Standards Resources page at: http://www.afdc.energy.gov/codes_standards.html.

2. Road Improvement

Road Improvement projects reduce fugitive dust (PM10) emissions that result from vehicle activity on public roads. Eligible road improvement projects include:

- A. Paving unpaved dirt public access road that has an average of at least 100 one-way vehicle trips per day or serves a minimum of ten occupied residences.
- B. Application of long-term (lasting at least one year) dust palliative(s) (excluding oil and water) to an unpaved dirt public access road that has an average of at least 100 one-way vehicle trips per day or serves a minimum of ten occupied residences.

Requirements for a Road Improvement Project

- a. Each public access road to be improved must have an average of at least 100 one-way vehicle trips per day or serve a minimum of ten occupied residences.
- b. At least one end of improved segment must tie into an existing paved road.
- c. If real property is an essential part of the project the applicant must provide evidence that s/he has the right or authority to construct by demonstrating ownership, control of property, or land owner's written permission and provide a detailed site map showing location of all homes and property easements adjacent to proposed road to be improved.
- d. All contractor(s) hired must be licensed, bonded, and insured.

- e. All paving projects, excluding palliatives, must have a nominal depth/thickness of at least three (3) inches.
- f. Dust palliative must be durable for at least one year. Project proposal must include documentation from manufacturer stating average life and durability of the palliative to be applied to the road surface.

All Road Improvement Project Proposals Must:

- i. Specify length and width of road to be improved, type of road base to be used (if applicable), average number of one-way trips per day, and average speed of vehicles travelling on the road;
- ii. Describe steps taken to deal with run-off, and estimated life expectancy of improvement;
- iii. Include a detailed maintenance plan indicating how long the project will be maintained and identifies the party or entity responsible for maintenance.

3. Public Education

Public Education projects generally lead to indirect emissions reductions. An effective public education program should be designed to deliver a focused message that instills behavioral changes and creates lifelong habits geared toward reducing emissions. Eligible public education programs can include:

- A. Development and implementation of air quality curriculum in school districts;
- B. Development and distribution of educational materials, educating at-risk populations on the health impacts of poor air quality, including how to avoid the impacts of poor air quality, and what they can do to improve overall air quality;
- C. Tuition reimbursement for mechanics training for servicing alternative fuel systems, including electric and hybrid technology or vehicles operating within the District.
- D. Other innovative public education projects are encouraged.

Requirements for a Public Education Project

- a. Proposal must describe in detail, how the project will lead to a reduction in motor vehicle emissions or increase awareness of at-risk groups.
- b. An outreach type program should describe size and location of its target audience and the methods and materials that will be used.
- c. A participatory program description should include the number of participants, level of involvement of the participants, and the extent of participation in approximate hours.
- d. Project submitted by a non-profit organization must include proof of 501c3 tax-exempt non-profit designation in proposal.

Requirements for Alternative Fuel Mechanics Training

- a. Proposal must demonstrate educational course specifically provides training in mechanics, operational safety, and maintenance of Alternative Fueled Vehicle (AFV) technology or alternative fuel infrastructure technology systems.
- b. Proposal must demonstrate the need for an instructor/training course, length of time required to complete training, required material(s), and number of possible students.
- c. Applicant must demonstrate the need for trained personnel by identifying approximate number and type of AFVs the mechanic will be servicing once trained.

4. Innovative Emission Reduction

The Innovative Emission Reduction category includes projects that reduce motor vehicle emissions by providing alternative methods of travel and lower the total number of vehicles on the road. These projects can include:

- A. Videoconferencing system.
- B. Subsidy to initiate new commuter vanpool.
- C. Construction of public accessible park and ride facility.
- D. Construction of bike path that serves schools or employment centers.

Requirements for an Innovative Emission Reduction Project

- a. Proposal must include a thorough explanation of the number, estimated length, and type(s) of motor vehicle trips that could be reduced.
- b. Proposal must include a detailed maintenance plan indicating how long the project will be maintained and party/entity responsible for maintenance.
- c. Park and ride or bike path proposal must provide a detailed site map showing location of all property easements adjacent to proposed paving.
- d. Contractor(s) hired to complete any construction project must be licensed, bonded, and insured.

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IV. PROJECT PROPOSAL REQUIREMENTS

1. A completed copy of the DMV Grant Program Application along with all required support documentation pursuant to Section V, Proposal Format of this RFP, must be submitted with all project proposals.
2. Applicant must be a legal entity or individual with whom an agreement can be entered into; voluntary or informal associations not recognized by the state as a legal entity are not eligible to apply.
3. Project proposal submitted by an agent representing a company, non-profit group, government agency, or home owner's association with a governing board must provide an approved Board Resolution or signed Board Letter from agent's governing entity stating authority has been given to make the proposal. All other applicants must sign statement of authority to submit a proposal.
4. Project proposal is limited to a maximum grant request of \$50,000. However, total project cost, including other funding sources, can exceed \$50,000.
5. Maintenance contracts, extended warranties, insurance or other operational items are not eligible for funding.
6. Any additional funding or incentive applicant is expecting to receive, or made available after the application has been submitted, must be immediately disclosed to District.
7. Portions of a project funded by DMV grant funds cannot commence prior to the effective date of an approved agreement (July 2022 at the earliest).
8. If a project requires liability insurance, the applicant must provide certificate(s) of insurance that meet all applicable requirements, as indicated in the project agreement, prior to commencing project.
9. Applicant must provide a maintenance schedule (if applicable) demonstrating the ability to maintain the project for its proposed life.

Project Proposal with original signature must be received at the District's Administrative Office located at: 2700 "M" Street, Suite 302, Bakersfield, CA 93301 BEFORE 5:00 P.M. ON FEBRUARY 25, 2022.

You are encouraged to submit your application before the final day.
(Late proposals, Faxed proposals, or emailed proposals will not be accepted)

V. PROPOSAL FORMAT

Applicant must use DMV Grant Program application located on this RFP and on the District's website www.kernair.org. In addition to an application, each applicant must also provide support documents for the following five categories, arranged in the same order as listed below:

1. Project Overview and Emission Reductions

Provide project details including location/area of operation. Infrastructure projects should indicate the estimated number of vehicles it will serve. Road Improvement projects should indicate the number of homes the road serves.

Clearly explain how the program will lead to emission reductions or to greater awareness of air quality issues among at-risk populations. For an indirect emission reduction project, such as public education, please provide a detailed description that lists the estimated number of people the program will reach and their participation level.

2. Project Organization/Background

Provide a brief description of the organization, agency, or firm proposing the project. If the project is a joint venture list the organization that will act as lead. Specify the proposing entity's qualifications to carry out the project. Describe the resources available to operate and maintain the project for its proposed life span.

All non-profit organizations must provide proof of 501c3 tax-exempt designation.

3. Work Statement/Schedule

Describe each phase of the work to be performed. Provide a list of all work products, deliverables, and anticipated dates of delivery (*if applicable*).

4. Funding Request/Breakdown of Cost

Briefly define the portion or percentage of the proposed project funded by the DMV Grant. Specify whether the project is new or a continuation/expansion of an existing program. Indicate whether the proposal is for a short-term project that will be part of a long-term ongoing program. Include total amount of DMV Grant funds required and the amount, if any, of a co-funding source.

Clearly state the total project cost excluding extended warranties, maintenance, insurance or other such costs. Include the following in your cost section:

- A. Estimated total cost and itemized breakdown by task.
- B. List all expected funding sources, including DMV Grant funds, and any in-kind (non-monetary) contributions.
- C. Provide a letter of commitment from each co-funding source or your agency indicating the status of the funds designated for the project (if applicable).

5. Authority to Submit Proposal

The person signing and submitting a DMV Grant Program application must have authority to do so. If a governing board or other such entity is required to authorize submittal, then the project proposal must include a board resolution delegating authority to the person responsible for submitting the proposal. If the proposed project is not associated with a business or agency, then a board resolution is not required.

The District understands many agencies have a limited number of board meetings. In an effort to accommodate applicants, District will accept an approved board resolution authorizing submittal of a DMV Grant proposal up to thirty (30) days after the project proposal deadline. To be granted this extension, an otherwise complete project proposal must be submitted to the District by the deadline and the applicant must request an extension for the Board Resolution in the proposal. A copy of the board letter requesting authority to submit a DMV Grant proposal and a copy of the draft resolution must be included in the project proposal.

NOTE: District may request additional information after the proposal has been submitted. DMV Grant project proposals may not be altered after February 25, 2022, except at the request of District staff. Applicants should immediately inform the District if there is need to withdraw a project proposal.

VI. PROJECT SELECTION & AGREEMENT

All eligible projects may be awarded DMV funds unless the Program is oversubscribed. If oversubscribed, the District will hold a public meeting to select eligible projects for funding through a random selection process. Applicants will be notified of date, time, and location of the DMV Grant Program project selection meeting if applicable. Otherwise, a funding award letter will be mailed to each applicant with a qualifying project.

The DMV Grant Program is generally oversubscribed. Project proposals meeting requirements of this RFP, and deemed complete and eligible by staff, have equal merit. Staff determination of eligibility is final. After all 2022 DMV Grant funds are allocated to eligible projects, one project may be placed on a standby list.

The District's Board of Directors must concur with staff's recommended funding list prior to developing agreements (contracts). Each Grantee will be required to execute an agreement with the District as a condition of receiving funds. After the Grantee signs the agreement, the agreement is presented to the Board for final approval with Chair's signature. For most projects, agreement approval will occur at the July Board meeting.

The agreement may require Grantee to perform monitoring, record keeping, or reporting. Scope and duration will vary depending upon the nature of the project. All applications become public information. Applicants should limit submissions of proprietary information.

VII. PROJECT PAYMENT

All projects that have been selected, approved for funding, and have executed agreements with the District, will be eligible to receive monetary reimbursement upon completion of the project as stipulated in Exhibit A of the agreement. Payment will not exceed total project costs or maximum dollar amount listed in Exhibit A of the agreement. In order to receive DMV Grant reimbursement the project must be completed pursuant to the requirements listed in Exhibit A of the agreement and Grantee must provide the following documentation to the District:

1. District Invoice for Payment form;
2. Verification of fiduciary authority if not clearly stated in Board Resolution;
3. Completed IRS Form W-9;
4. Proof of 501c3 tax-exempt designation (if applicable);
5. Contractor/Vendor invoice(s) showing real costs and charges associated with project;
6. Proof of liability insurance (if applicable); and
7. Project report (if applicable).

VIII. AUDIT PROCEDURES

Any entity that receives DMV Grant funds may be subject to an audit of each project funded. The audit may be conducted by District staff or by an independent auditor selected by District. District will review the audit to determine if the funds were used appropriately for the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act.

2022 DMV Grant Program Schedule

Program Guidelines Available	October 1, 2021
Final Date to Submit Proposal (Late Proposal Will Not Be Accepted)	February 25, 2022
Project Selection Public Meeting (if required)	April, 2022*
Board Meeting to Consider Funding Selected Projects	May, 2022**
Agreements Ready for District Board Approval	July, 2022**

*A meeting will be held if the program is oversubscribed.

**Date may change based on availability of District Board members.



EASTERN KERN AIR POLLUTION CONTROL DISTRICT
 2700 "M" STREET SUITE 302, BAKERSFIELD, CA 93301-2370
 PHONE: (661) 862-5250 • FAX: (661) 862-5251 • www.kernair.org

2022 DMV Grant Program APPLICATION

(Please Type or Print)

Individual or Business Name:		
Contact Person (if different than above):		
Address:		
City:	State:	Zip:
Phone:	Email:	
Project Type (Select All that Apply)		
<input type="checkbox"/> Infrastructure	<input type="checkbox"/> EV Charging Station	<input type="checkbox"/> CNG Refueling Station
<input type="checkbox"/> Road Paving	<input type="checkbox"/> Public Education	<input type="checkbox"/> Innovative
		<input type="checkbox"/> Videoconferencing
		<input type="checkbox"/> Van Pool
Geographic area served by project:		
Brief Project description:		

Total Project Cost:	Total Funds Requested:	

I hereby certify that I am authorized to submit this application and all information provided in this application is true and correct to the best of my knowledge.

Print Name of Responsible Person:	Title:
Signature of Responsible Person:	Date:

DATE RECEIVED	Validation (for DISTRICT use)
	Is Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Eligible for Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No

Tab 8

ACHD and CSDA information

Association of California Healthcare Districts

California Special District Association

8,111

MEMBERSHIP

DRIVES CHANGE

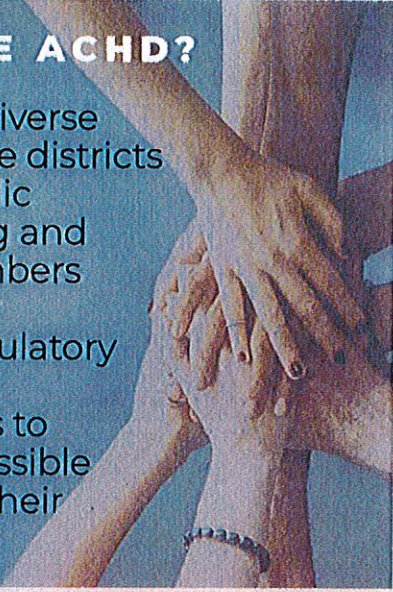
2021 - 2022



ACHD
ASSOCIATION OF CALIFORNIA
HEALTHCARE DISTRICTS

WHY CHOOSE ACHD?

ACHD serves the diverse needs of healthcare districts by enhancing public awareness, training and educating its members and advocating for legislation and regulatory policies that allow healthcare districts to deliver the best possible health services to their communities.



ACHD'S COVID-19 RESPONSE

- Delayed dues payments and froze dues increases for all members
- Disseminated valuable vaccination information received from meetings with key state officials
- Continue to advocate for funding and reimbursements for healthcare district COVID-19 expenses



16
VIRTUAL
TRAININGS
OFFERED IN
2020-2021

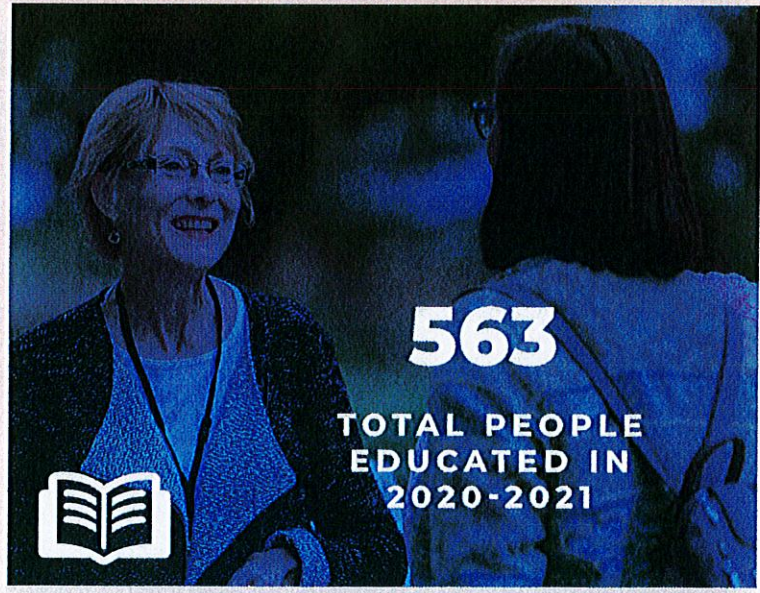
17

ACHD CERTIFIED
HEALTHCARE
DISTRICTS



563

TOTAL PEOPLE
EDUCATED IN
2020-2021



ADVOCACY BY THE NUMBERS

MEMBER OF

35

ACTIVE BILL
POSITIONS

14

KEY COALITIONS

144

TRACKED BILLS

VALUABLE MEMBER TOOLS

CEO ROUNDTABLE

ACHD hosts a monthly CEO Roundtable for all member district CEOs to connect and brainstorm issues facing their district.

CEO AND BOARD EVALUATIONS

ACHD subsidizes the cost of annual Board self-assessments and CEO evaluations to assist members in identifying strengths and creating high-performing teams.

GOVERNANCE TOOLKIT

ACHD's governance toolkit is a free member resource that supports district growth in areas such as community engagement, board orientations, strategic planning and more.

COMMUNICATIONS

Members have access to essential legislative and educational information through the monthly newsletter, *The Advocate*, our new Call to Action page and much more.



ACHD CERTIFIED HEALTHCARE DISTRICT PROGRAM

Certified Healthcare Districts have demonstrated compliance with a core set of standards in governance, accountability and transparency. Certification is complimentary for members, effective for three years and is an important way to show compliance with California's laws, regulations and best practices in local governance.

EDUCATION

ACHD ANNUAL MEETING

Attendees learn strategies to navigate the changing environment of health care, network with other leaders and enhance their effectiveness.

The pre-conference Governance Day focuses on relevant governance topics and issue areas.

WEBINAR EDUCATION SERIES

ACHD hosts monthly webinars that are free for members featuring the most relevant topics to healthcare districts.



All webinars are recorded and made available for members to watch at any time on demand.

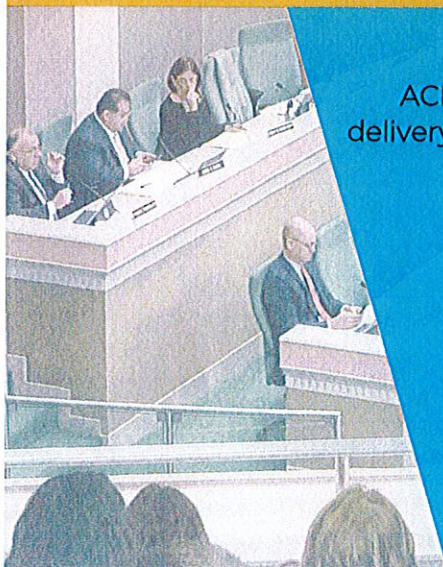
REGIONAL EDUCATION EVENTS

ACHD offers regional training events throughout California. These events provide Districts with the opportunity for tailored training as well as networking in their local areas.



“The value of going to ACHD conferences is that we can improve our perspectives on the healthcare industry by sharing information outside our immediate communities.”

- Candy O'Donel-Browne, John C. Fremont Healthcare District



ADVOCACY

ACHD ensures healthcare districts are represented in the legislature on health care delivery, telehealth, hospital infrastructure, local government, workforce, MICRA, labor relations, public works, workers' compensation and more.

Of the 13 high priority oppose bills last year, ACHD successfully halted 10, including SB 977 which would have given the State Attorney General broad discretion over district facility transactions.

ACHD was essential to the passage of AB 890, which expands the practice authority for nurse practitioners. This change is vital to closing the provider gap and increasing access to care for millions.



ACHD also supported efforts to pass SB 793, which bans the retail sale of flavored tobacco products.





California Special Districts Association

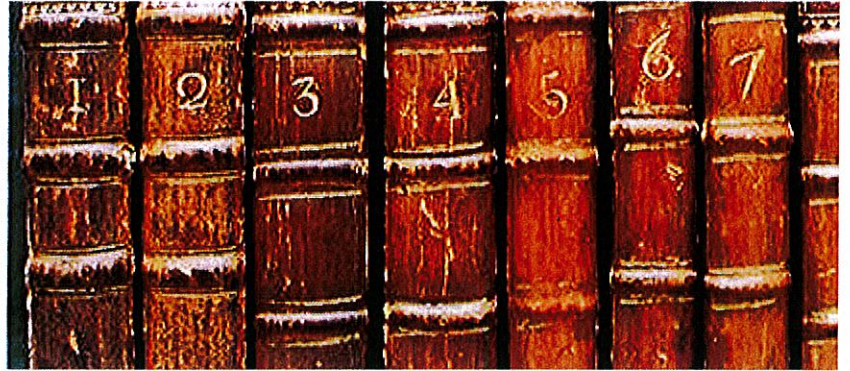
Districts Stronger Together

[CONTACT US](#) [JOIN](#) [SUPPORT](#)



[LOGIN](#)

Who We Are



About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,300 organizations throughout California. We are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts...just to name a few

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and

Maximize Your Membership.



CSDA Transparency

CSDA transparency policy states that CSDA will post in a public forum such as the CSDA website and/or other appropriate venues the following information at all times:

Chat-How Can We Help?



equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

Mission

“ CSDA is the voice for all special districts, providing members with the resources necessary to best serve their communities. ”

Vision

“ CSDA is the essential statewide network of all special districts. ”

It is CSDA's goal to be transparent and operate in the most prudent and ethical manner on behalf of our member agencies. While CSDA is a private, not-for-profit corporation, our members and partners are public agencies. Recognizing this, CSDA strives to maintain the highest levels of transparency and accountability expected of corporations and public agencies.

Looking for Information Not Provided Here?

REQUEST INFORMATION

CSDA will consider all further requests for information as received. The CEO shall review and approve these requests as appropriate taking into consideration staff time and cost to fulfill the request, employee privacy, and the impact to business operations of releasing the information.

- [Staff Roster](#)
- [Board of Directors](#)
- [Membership Directory](#)
- [2022 Salary Ranges](#)
- [CEO's Current Salary and Benefits](#)
- [Board Reimbursement Policy](#)
- [2020 Audit Report](#)
- [IRS Form 990 – 2020](#)
- [Antitrust Compliance Policy](#)
- [Enterprise Systems Used by CSDA](#)
- [Anti-Discrimination and Harassment Policy](#)

Chat-How Can We Help?



FIND IT FAST

1112 "I"
Street,
Suite 200
Sacramento
CA, 95814
877.924.2732
|
916.442.7887

- SDLF
- Scholarships
- Register for an Event
- Career Center
- Membership Information
- Take Action
- Bill Tracking
- Knowledge Base
- Privacy Policy



CALIFORNIA SPECIAL DISTRICTS ALLIANCE



SPECIAL DISTRICT LEADERSHIP FOUNDATION

DISTRICTS MAKE THE DIFFERENCE



Chat-How Can We Help?



2021
operating revenues
\$ 2,207,665

CSDA Membership Dues - 2022

	Operating Revenue	2022
CAT 1	\$0-50,000	\$200
CAT 2	\$50,001-75,000	\$303
CAT 3	\$75,001-100,000	\$503
CAT 4	\$100,001-150,000	\$703
CAT 5	\$150,001-200,000	\$1,102
CAT 6	\$200,001-250,000	\$1,197
CAT 7	\$250,001-300,000	\$1,291
CAT 8	\$300,001-350,000	\$1,530
CAT 9	\$350,001-425,000	\$1,665
CAT 10	\$425,001-500,000	\$1,866
CAT 11	\$500,001-625,000	\$2,051
CAT 12	\$625,001-750,000	\$2,199
CAT 13	\$750,001-1,000,000	\$3,154
CAT 14	\$1,000,001-1,250,000	\$4,054
CAT 15	\$1,250,001-1,500,000	\$4,913
CAT 16	\$1,500,001-1,750,000	\$5,752
CAT 17	\$1,750,001-2,000,000	\$6,662
CAT 18	\$2,000,001-5,000,000	\$7,615
CAT 19	\$5,000,001 and over	\$8,195
Associate 1	\$0 - 500,000	\$1,250
Associate 2	\$500,001 - 10,000,000	\$1,556
Associate 3	\$10,000,001 and over	\$1,750
Business Aff-Bronze		\$750
Business Aff-Silver		\$1,000
Business Aff-Gold		\$2,500
Business Aff-Platinum		\$5,000
Business Aff-Diamond		\$7,500
Retiree (Individual Membership)		\$75

Dues are based on your agency's annual operating revenue/income as of June 30, 2021. Only one-time grants or straight pass-through funding should be excluded from this calculation. Any funding used to support agency operations such as payroll and other administrative expenses should be included. CSDA dues are adjusted annually to reflect the CPI and may be subject to change by majority vote of the CSDA Board of Directors.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%.



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**



High Performing District Checklist

FINANCE AND HUMAN RESOURCES

This checklist was designed and approved by the Special District Leadership Foundation (SDLF) to provide special districts with best practices in the areas of Finance and Human Resources.

Visit us online at sdlf.org for comprehensive resources and samples related to each of the best practices listed.



BEST PRACTICES - FINANCE

Training

- Board and staff obtain regular training on finance/fiscal accountability.
- Board and designated employees (those who participate in making decisions that may materially affect their financial interests) complete ethics training as required by law, including initial and biennial training requirements.*

Reporting

- All financial reports are filed on time and in compliance with applicable laws and recognized standards for best management/reporting practices (including Governmental Accounting Standards Board):
 - Comprehensive annual financial report
 - Annual Audit*
 - State Controller's Financial Transaction Report*
 - State Controller's Compensation Report*
- The district requires board members and designated employees to prepare and file statements of economic interests (FPPC Form 700) to identify and disclose potential conflicts of interest.

Governance

- Board establishes and periodically reviews strategic, financial, and other goals.
- Board approves an annual balanced budget in an open and public meeting and periodically reviews revenue and expenses for compliance with the budget.*
- Board approves capital improvement plans in an open and public meeting and periodically reviews revenue and expenses for compliance with the plans.
- Board sets rates and fees in compliance with applicable state laws and district ensures its revenues maintain financial stability and support its commitments.

Policies

- The district has written, board-approved codes of conduct and ethics policies, including compliance with conflicts of interest laws and proper financial management.
- Board establishes and periodically reviews fund balances and reserve policies that meet district's needs.*
- Board establishes and periodically reviews sound fiscal and internal control policies and procedures (including checks and balances) sufficient to (1) safeguard its assets and resources, (2) deter and detect errors, fraud, waste, abuse and theft, (3) ensure accuracy and completeness of its accounting data, and (4) produce reliable and timely financial and management information.
- District has an investment policy describing approved investment types, and management periodically reports investment information (types of investments held, market values, maturity dates, etc.) to the board, according to a board approved policy.
- The district has adopted and implements policies and procedures concerning the payment of claims, bills, and invoices, the issuance, approval and signing of district checks/warrants, and the use of district credit cards.
- District actively adopts mechanisms to prevent, detect, and/or report fraud, waste, and abuse.

- CONTINUED ON REVERSE -

*Also included on the District Transparency of Excellence Certificate Checklist


BEST PRACTICES - FINANCE *continued*

General Administration

- Board and employee travel and other expense reimbursements are supported by receipts, and reviewed and approved by an appropriate supervisor and manager to ensure that expenses are appropriate and comply with a board-approved policy.*
- Management periodically reports financial information to the board, according to a board-approved policy.
- If a prior audit was qualified or reported an adverse finding related to a financial or performance issue, the district promptly implemented effective corrective action.
- The district has available cash, funds, and short-term investments to pay its short-term obligations on time.
- The district's revenues and funds are sufficient to meet long-term debt, pension, and other postemployment benefit obligations.
- The district has implemented accounting and bookkeeping systems and records in accordance with generally accepted accounting principles for local government agencies.
- The district maintains a blanket performance or fidelity bond or insurance to protect against employee mishandling and theft of district funds.
- If the district has received federal or state grant or loan funds, the district carefully administers the grant or loan in accordance with the applicable grant or loan agreement and related requirements.

Procurement

- Board-approved policy establishes purchasing authorization levels for appropriate district positions, including authorization levels or contract change orders.
- A competitive process for purchasing goods and materials is established and followed according to a board-approved policy.
- District uses a competitive process for awarding construction and construction-related contracts (for construction, project management, architectural services, etc.) that complies with state law.
- District uses a competitive process for awarding contracts for general professional services unless appropriate criteria are met for not using a competitive process (sole-source procurement).
- Board approval or oversight is required for high-dollar, lengthy, or other sensitive procurement contracts.
- Board-approved policy establishes emergency procurement procedures, compliant with state law.
- Board directs staff to include in procurement documents processes for unsuccessful vendors, proposers, and/or vendors to protest the award of a contract.

 **BEST PRACTICES - HUMAN RESOURCES**

Ethics

- Board and appropriate staff obtain regular training on human resources.
- Board and supervisory employees complete sexual harassment and discrimination prevention training biennially.

Governance

- Board approves general manager job description and the organizational structure.
- Board establishes and regularly evaluates board and employee salary structures and benefit packages using, when appropriate, a salary survey that allows for comparison with other agencies by region, agency type (services provided), and agency size (annual budget, number of employees and population served). All compensation complies with state and federal laws.
- A board-approved policy or agreement establishes the processes for hiring and firing, including background checks, evaluating the performance and adjusting the compensation of the general manager.

General Administration

- Management uses written processes for hiring employees, evaluating performance, imposing progressive discipline, adjusting compensation and benefits, and accruing and using leave.
- Employee job descriptions, duties, and financial control responsibilities are effectively communicated and periodically reviewed.
- District's policies and procedures are reviewed on an annual basis to ensure compliance with new laws.
- District policies and procedures communicate important information about management's expectations for each district process. Policies are deployed thoughtfully and conscientiously to ensure that required actions are reasonable. Procedures articulate the distinct responsibility and accountability of each individual involved in the process.
- Management uses a written fraud reporting policy that includes procedures for employees to follow to report suspected fraud. Employees are periodically reminded of the policy.

**Also included on the District Transparency of Excellence Certificate Checklist*



INFORMATION AND RESOURCES FOR SPECIAL DISTRICT BOARD MEMBERS AND TRUSTEES

IN-PERSON WORKSHOPS

SDLA GOVERNANCE FOUNDATIONS

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities. This course qualifies for six hours of governance training for Special District Leadership Foundation (SDLF) programs.

MARCH 22, 2022 - Sacramento
9:00 a.m. - 3:30 p.m.
Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

- Free SDRMA Member
- \$125 CSDA Member

AUGUST 22, 2022 - Palm Desert
9:00 a.m. - 3:30 p.m.
JW Marriott Desert Springs Resort and Spa
74-855 Country Club Drive
Palm Desert, CA 92260

- \$225 CSDA Member
- \$340 Non-member

Demonstrate your commitment to good governance by attending professional development opportunities!

CAN'T MAKE IT ON THESE DATES?

Many other titles are also available on-demand at www.csd.net under Learn.

VIRTUAL WORKSHOPS & WEBINARS

REQUIRED ETHICS COMPLIANCE TRAINING - AB 1234

This live two-hour webinar covers general ethics principles and state laws related to: personal gain by public servants, conflict of interest, bribery and nepotism; gift, travel and mass mailing restrictions; honoraria, financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Brown Act Open Meeting law; and the Public Records Act.

JANUARY 26, 2022 OR OCTOBER 11, 2022
10:00 a.m. - 12:00 p.m.

REQUIRED SEXUAL HARASSMENT PREVENTION TRAINING FOR SPECIAL DISTRICTS

This presentation will comply with the requirement of AB 1825 and AB 1661 and cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance to AB 2053, and orientation, gender identity & gender expression in compliance with SB396.

FEBRUARY 15, 2022 OR OCTOBER 18, 2022
10:00 a.m. - 12:00 p.m.

VIRTUAL WORKSHOP: BOARD MEMBER BEST PRACTICES

This fast paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance, general ethics principles related to special districts including an overview of the laws affecting special districts.

FEBRUARY 2 AND 3, 2022
10:00 a.m. - 12:00 p.m. each day

- \$175 CSDA Member
- \$260 Non-member

WEBINAR PRICING

- Free CSDA Member
- \$95 Non-member

SDLA CONFERENCE

GRADUATE FROM THE SPECIAL DISTRICT LEADERSHIP ACADEMY (SDLA) CONFERENCE

SDLA

The SDLA conference is a comprehensive governance conference for elected and appointed directors/trustees. Attendees will learn: the roles of board and staff, attributes of effective boards, specific jobs the board must perform, the importance of moving from "I" to "we" as the governance team, the board's role in setting direction, the board's role in fiscal accountability, and much more. Visit sdla.csd.net for more details.

APRIL 3 - 6, 2022
Embassy Suites San Diego Bay

SEPTEMBER 18 - 21, 2022
Embassy Suites Napa Valley

On or before March 3 (San Diego)
On or before August 19 (Napa)
- \$600 1st attendee CSDA Member
- \$900 1st attendee Non-member
- \$400 each additional attendee from the same CSDA member district
- \$600 each additional attendee from the same non-member district

After March 3 (San Diego)
After August 19 (Napa)
- \$675 1st attendee CSDA Member
- \$1,010 1st attendee Non-member
- \$475 each additional attendee from the same CSDA member district
- \$715 each additional attendee from the same non-member district

ATTEND ALL FOUR SDLA MODULES VIRTUALLY!

SDLA Module 1: Governance Foundations
FEBRUARY 16 AND 17, 2022

SDLA Module 2: Setting Direction / Community Outreach
MARCH 9 AND 10, 2022

SDLA Module 3: Board's Role in Finance
APRIL 18 AND 19, 2022

SDLA Module 4: Board's Role in HR
MAY 4 AND 5, 2022

9:00 a.m. - 12:00 p.m. each day
• \$175 CSDA Member
• \$260 Non-member



California Special Districts Association
2022 REGISTRATION FORM

Mail or Fax completed form to:
 CSDA, 1112 I Street, Suite 200,
 Sacramento, CA 95814
 f: 916.520.2465

Questions?
 Please contact us toll-free
 877.924.2732

One form per registrant. Please make copies as needed.

Name:	Title:
-------	--------

District:

Phone:	Email:
--------	--------

Member status: <input type="checkbox"/> CSDA + SDRMA Member <input type="checkbox"/> CSDA Member <input type="checkbox"/> Non-member
--

SDLA GOVERNANCE FOUNDATIONS **Total**

<input type="checkbox"/> Sacramento: March 22, 2022: 9:00 a.m. - 3:30 p.m. - Hilton Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815 <input type="checkbox"/> Free SDRMA Member <input type="checkbox"/> \$125 CSDA Member	
<input type="checkbox"/> Palm Desert: August 22, 2022: 9:00 a.m. - 3:30 p.m. - JW Marriott Desert Springs Resort and Spa, 74-855 Country Club Dr., Palm Desert, CA 92260 <input type="checkbox"/> \$225 CSDA Member <input type="checkbox"/> \$340 Non-member	

SDLA GOVERNANCE FOUNDATIONS SUBTOTAL 1:	
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WORKSHOPS AND WEBINARS

Required Ethics Compliance Training – AB 1234 <input type="checkbox"/> January 26, 2022 <input type="checkbox"/> October 11, 2022 <input type="checkbox"/> Free CSDA Member <input type="checkbox"/> \$95 Non-member	
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Required Sexual Harassment Prevention Training for Special Districts <input type="checkbox"/> February 15, 2022 <input type="checkbox"/> October 18, 2022 <input type="checkbox"/> Free CSDA Member <input type="checkbox"/> \$95 Non-member	
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Virtual Workshop: Board Member Best Practices - February 2 and 3, 2022 <input type="checkbox"/> \$175 CSDA Member <input type="checkbox"/> \$260 Non-member	
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WEBINARS SUBTOTAL 2:	
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SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

<input type="checkbox"/> April 3-6, 2022 – Embassy Suites San Diego Bay <small>EARLY BIRD DEADLINE ON OR BEFORE MARCH 3, 2022</small> <small>EARLY BIRD PRICING</small> <input type="checkbox"/> \$600 1st attendee CSDA Member <input type="checkbox"/> \$900 Non-member <small>CHECK DEADLINE</small> <input type="checkbox"/> \$400 each additional attendee from same CSDA Member district <input type="checkbox"/> \$600 each additional attendee from same Non-member district	<input type="checkbox"/> Sept. 18-21, 2022 – Embassy Suites Napa Valley <small>EARLY BIRD DEADLINE ON OR BEFORE AUGUST 19, 2022</small> <input type="checkbox"/> \$675 1st attendee CSDA Member <input type="checkbox"/> \$1,010 1st attendee Non-member <input type="checkbox"/> \$475 each additional attendee from same CSDA Member district <input type="checkbox"/> \$715 each additional attendee from same Non-member district
SDLA VIRTUAL WORKSHOPS SDLA Module 1: Governance Foundations - February 16 and 17, 2022 <input type="checkbox"/> \$175 CSDA Member <input type="checkbox"/> \$260 Non-member SDLA Module 2: Setting Direction / Community Outreach - March 9 and 10, 2022 <input type="checkbox"/> \$175 CSDA Member <input type="checkbox"/> \$260 Non-member SDLA Module 3: Board's Role in Finance - April 18 and 19, 2022 <input type="checkbox"/> \$175 CSDA Member <input type="checkbox"/> \$260 Non-member SDLA Module 4: Board's Role in HR - May 4 and 5, 2022 <input type="checkbox"/> \$175 CSDA Member <input type="checkbox"/> \$260 Non-member	

SDLA SUBTOTAL 3:	
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(COMBINE TOTALS 1, 2 AND 3) ---- TOTAL AMOUNT DUE:	
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Payment information

<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
--

Acct. name:	Acct. Number:
-------------	---------------

Expiration date:	CVC:	Authorized Signature:
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Cancellations must be in writing and received by CSDA no later than two weeks prior to the date of the event at 5:00 p.m. All cancellations received by that date will be refunded less a cancellation fee. Substitutions are acceptable and must be done in writing no later than one week prior to the date of the event at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cstda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.cstda.net/about-cstda/who-we-are.

TAB 9

Form 700

I will have a Packet and form for each Board member in their binder at the meeting.

TAB 10

Finance Report
January 2022

Jan-22

County of Kern		\$15,477.47
Interest		\$75.82
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$187.50
Private Pay Payments		\$180.00

Total Revenue		\$18,420.79
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Operating Expenses **\$11,587.48**

Payroll :

Wages \$9,106.90

Taxes \$4,536.38

Fees \$429.11

Total Payroll expense \$14,072.39

TOTAL Expenses \$25,659.87

Net Income -\$7,239.08

Check Register Report

Application Code: AP

User Login Name: cwasielowski

Bank Code	Check #	Check Date	Description	Status	Check Type	Amount
1	141260	01/03/22	BETA HEALTHCARE GROUP		C	597.19
1	141261	01/03/22	HUMANA INSURANCE CO.		C	545.14
1	141262	01/03/22	LUIS & CONSUELO RUIZ		C	500.00
1	141263	01/03/22	UNITEDHEALTHCARE		C	1,476.30
1	141264	01/06/22	AMERICAN EXPRESS		C	348.42
1	141265	01/06/22	DIAMOND TECHNOLOGIES, INC		C	1,711.94
1	141266	01/06/22	SOUTHERN CALIF EDISON		C	131.15
1	141267	01/06/22	STREAMLINE		C	100.00
1	141268	01/06/22	TEHACHAPI MINI-STORAGE		C	750.00
1	141269	01/13/22	DELFIN TORIBIO		C	100.00
1	141270	01/13/22	MITEL CLOUD SERVICES		C	227.64
1	141271	01/13/22	PETTY CASH		C	9.18
1	141272	01/13/22	WITT'S		C	111.35
1	141273	01/20/22	CITY OF TEHACHAPI		C	135.17
1	141274	01/20/22	DIAMOND TECHNOLOGIES, INC		C	73.63
1	141275	01/20/22	GEHRICKE, CARL		C	100.00
1	141276	01/20/22	MOATS, DUANE R.		C	200.00
1	141277	01/20/22	NIXON, MIKE		C	200.00
1	141278	01/20/22	STEELE, BILL		C	200.00
1	141279	01/27/22	ADVANCED DATA STORAGE, INC.		C	37.03
1	141280	01/27/22	AFLAC		C	39.12
1	141281	01/27/22	E.R. MOORE TERNITE & PEST CONT		C	80.00
1	141282	01/27/22	GAS COMPANY		C	413.36
1	141283	01/27/22	HEALTHLAND		C	1,404.89
1	141284	01/27/22	NAVE LAW OFFICE, PROFESSIONAL		C	1,973.00
1	141285	01/27/22	SPECTRUM		C	122.97
Grand Total:						11,587.48

Total Number of Checks Printed: 26

Bank Code: From 1 To 2

Check No: From 1000 To 141300

Check Date: From 01/01/22 To 01/31/22

Check Type: All

Check Status: All

Tab 11

CEO Report

Will be included in the Board Binders.