

Special District Risk
Management Authority

Maximizing Protection.
Minimizing Risk.

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October 30, 2009

Mr. Don Lockhart
Assistant Executive Officer
Sacramento Local Agency Formation Commission
1112 I Street, Suite 100
Sacramento, California 95814

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SACRAMENTO LOCAL AGENCY
FORMATION COMMISSION

NOTICE OF DIRECTOR VACANCY

Dear Mr. Lockhart:

On behalf of the SDRMA Board of Directors, I'm writing to notify members of a vacant Director's seat on SDRMA's Board of Directors effective January 1, 2010. The vacancy is due to a resignation of an existing Director. The remaining balance of the unexpired term is 2-years, expiring December 31, 2011, and will be filled by appointment based on an application and interview process.

The appointment will be based on the following procedures according to SDRMA Bylaws and Election Policy 2007-06:

Candidate Qualifications

Interested candidates must be a Board member or full-time management employee and be an active member agency of either SDRMA's Property and Liability or Workers' Compensation Programs. Only one representative from any member agency may serve on the Board of Directors at one time. Member Districts/Agencies serving on the Board as of January 1, 2010 will be:

Alameda County Water District
Bear Valley Community Services District
Cambria Community Services District
Mojave Desert Air Quality Management District
North of the River Municipal Water District
Stallion Springs Community Services District

These districts/agencies are not eligible to nominate another representative for the vacancy.

Candidate Documents and Information - Candidate documents (Board of Director Fact Sheet and Resolution) and information may be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2009 Nomination and Election Information" button located on the left side of the web page just below Member Log-in. All necessary documents may be downloaded and printed.

Candidate documents may also be obtained by contacting SDRMA SR. Member Services Representative Ellen Doughty at 800.537.7790.

Application Packet

Candidates shall submit the following;

- a) A letter of interest; and
- b) A resume, with particular emphasis on the candidates knowledge of special districts and risk-management; and
- c) A resolution from or a letter approved by the candidate's Governing Body nominating the candidate.
- d) Completed application packets must be received in SDRMA's office no later than 5:00 P.M. November 30, 2009.

Interview Process

- a) Qualified candidates who have submitted an approved application packet will be advised in writing acknowledging the receipt of their application packet and confirming the date, time and location of their interview.
- b) Interviews will be conducted by SDRMA's Board of Directors on Friday, December 11, 2009 in Sacramento at SDRMA's office.
- c) SDRMA shall reimburse the reasonable expenses, in accordance with SDRMA policy, (for travel, meals and, if necessary, lodging) of the appointed candidate for his/her attendance at the interview. **The expenses of all other candidates/interviewees shall be borne by the candidate or their district/agency.**

Selection

The Board of Directors anticipates making the selection and notifying candidates of the final selection by December 31, 2009. Candidates will be advised in writing of the Board's selection. The successful candidate will be seated at the February 3 and 4, 2010 Board and Strategic Business Planning Meeting.

SDRMA is governed by its members for the benefit of its members. This is an important opportunity for our members to participate in their Risk Management Program. Please contact our Chief Executive Officer, Jim Towns, at 800-537-7790 if you have any questions regarding the Board vacancy or the appointment process.

Sincerely,

A handwritten signature in black ink, appearing to read "Kerri Sonksen".

Kerri Sonksen, President
Board of Directors

cc: SDRMA Board of Directors

**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 and worker's compensation coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven (7) Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>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.</i>
Board Member 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; <i>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.</i>
Term of Director	2-Year Term: The remaining balance of the unexpired term is 2-years, effective January 1, 2010 and expiring December 31, 2011.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2006-04 and applicable laws.
Number of Meetings per Year	12-Board Meetings Annually: Generally not more than one (1) meeting per month, with an average of nine (9) meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first or last Wednesday of each month (overnight stay recommended the night prior to the meeting).
Meeting Starting Time	8:30 a.m.: Meetings begin promptly.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."