

Item 8.1 Cover sheet – Meadow Vista Restroom Improvements

May 16, 2016 Acquisition & Development Meeting, May 26, 2016 Board of Directors Meeting

Subject: Restroom ADA Improvement and Amendment of Approved Project List

The Issue

Shall the ARD Board of Directors amend the 2016/2017 Project List for the Meadow Vista restroom project to increase the approved budget from \$150,000 to \$220,000?

Background

Meadow Vista does not have an ADA compliant restroom facility. Staff has researched various options that included 1) remodeling the existing restroom interior/exterior; or 2) the construction of a satellite unisex facility close to the shade structure and playground and close to existing parking that can be revised to meet ADA compliance. The satellite project would include renovating a portion of the existing asphalt walking path to meet ADA grade compliance and completing a POT from parking to the restroom, shade structure and playground. Adding a satellite restroom facility would require adding a second septic tank, pump tank and pump to the existing septic/drain-field system as well as other add-on costs (see attached).

In 2011 staff conducted research and solicited quotes for the installation of a stand-alone unisex restroom to be located near the parking lot that serves the shade shelter and playground. This research was conducted to examine alternatives to remodeling the existing restroom and construct ADA parking. In this fiscal year 2016/2017, staff looked at the cost to renovate the existing restroom interior/exterior and identified an estimated budget of \$150,000. This figure was published on the current 2016/2017 approved project list. This was staff's best estimate at the time, however this figure was not based on complete knowledge of issues yet to be identified.

Staff consulted with the Placer County Department of Environmental Health Services about construction of a single satellite unisex restroom. They informed staff that adding a satellite restroom was doable, however, there would be requirements to add an additional septic tank and a pump tank to the existing system. Permits would be required. The drain-field does not need alteration. The satellite option was evaluated to ascertain if such a facility could be installed at a more affordable cost than renovating the existing restroom interior and exterior. Staff spoke with RFL, the same company we researched in 2011. Staff received a preliminary estimate for two different units: 1) a single unisex restroom; and 2) a double unisex restroom. A summary of the costs are attached. It appears that the cost of a satellite restroom and all the necessary add-on costs would cost more. Please keep in mind these are preliminary rough estimates.

One of the reasons the satellite system cost is higher is the potential to connect other park amenities as follows:

- The satellite restroom project would include renovating a portion of the existing asphalt pathway that connects to the shade shelter and playground. An ADA compliant seating area would also be provided at the playground and shade shelter. It includes renovating a small area of the existing parking lot to provide an ADA compatible parking connection.

This is a significant improvement to ADA compatibility and better meets the ADA code. It does add approximately \$20,000 to the cost to do the pathway and parking reconstruction so that parking, grades, connectivity and seating areas meet ADA code. Staff feels the satellite project would better meet ADA compliance than the previously explored option of renovating the existing restroom and therefore the higher cost is justified.

Funding the satellite restroom project would happen as shown on the attached 2016/2017 project list. The increase from \$150,000 to \$220,000 would be covered through increased County Mitigation funding and the Future Capital Reserve account.

Recommendation:

Staff recommends moving forward with the satellite restroom project and amending corresponding costs on the project list. The current Project List has a budget of \$150,000. Staff recommends increasing the budget to \$220,000. The additional \$70,000 would come from County Mitigation funds and the Future Capital Reserve account.

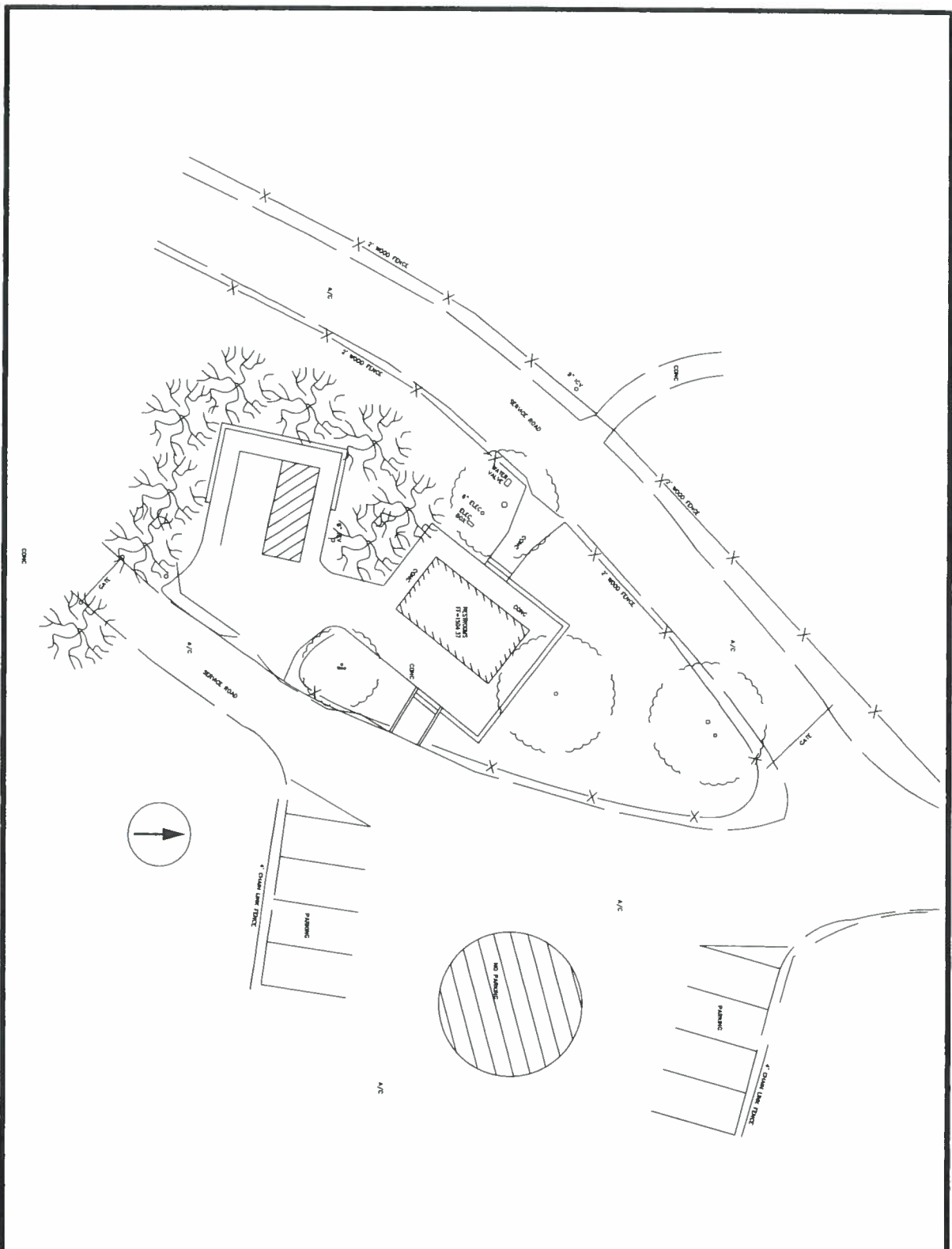
Alternatives Available to the Board of Directors:

Do not move forward with the project at this time.

Fiscal Impact: Anticipated cost for the satellite alternative is approximately \$220,000.

Attachments

Satellite Project Estimate Breakdown
Schematic Diagram Satellite Restroom
2016/2017 Project List



Concept Plan for remodeling
Existing bathroom

DRAWN BY
FAMELA VANN, PLA

AUBURN AREA RECREATION AND PARK DISTRICT
471 MAIDU DRIVE AUBURN CA 95603
MEADOW VISTA RESTROOM REMODEL
CONCEPT SITE PLAN



MEADOW VISTA SATELLITE RESTROOM PROJECT ESTIMATE

PROJECT DESCRIPTION: Basic CMU building with metal roof. ADA parking lot renovation and existing asphalt trail renovated to ADA POT to connect restroom to shade shelter and playground. Add two ADA picnic table pads and tables (one at picnic shelter and one at playground). Project requires large crane for installation (\$3000 upcharge).

One ADA Unisex Unit installed \$74,000

Two ADA Unisex Units installed \$87,000

Additional Costs Incurred By Owner:

As per Placer County requirements:

- o New 1500 gallon Septic Tank installed \$ 12,500*
- o New 1200 gallon Pump Tank and new pump \$ 12,500*
- o 2" PVC line connecting pump tank to existing septic tank \$ 1,000
- o 2" PVC sewer line from restroom to new septic tank (250 linear feet @ \$20/ft) \$ 5,000
- o Electrical Service to restroom (130 lf @\$25/ft + pump) \$ 4,000
- o New Water service line to restroom (25 GPM at 60 PSI) (130 lf @ \$15/ft) \$ 1,950
- o Optional Holding Tank if can't get 25 GPM at 60 PSI \$ 2,500
- o Soils Test and Compaction Test \$ 1,800
- o Surveyor to mark building corners and elevations \$ 1,200
- o Excavation and Subgrade pad \$10,000
- o Possible 1' perimeter concrete footing if Placer County Requires it \$ 3,000
- o "Safe and Clear" crane access/plating contingency \$ 3,000
- o Final Utility connections: sewer, water and electrical \$ 3,000
- o ADA POT renovation of existing asphalt pathway \$20,000
- o ADA Parking lot renovation/signage/overlay/stripping \$ 5,000

SubTotal \$71,200

Contingency on Owner Costs 15% \$10,680

Total Owner Costs: \$84,000

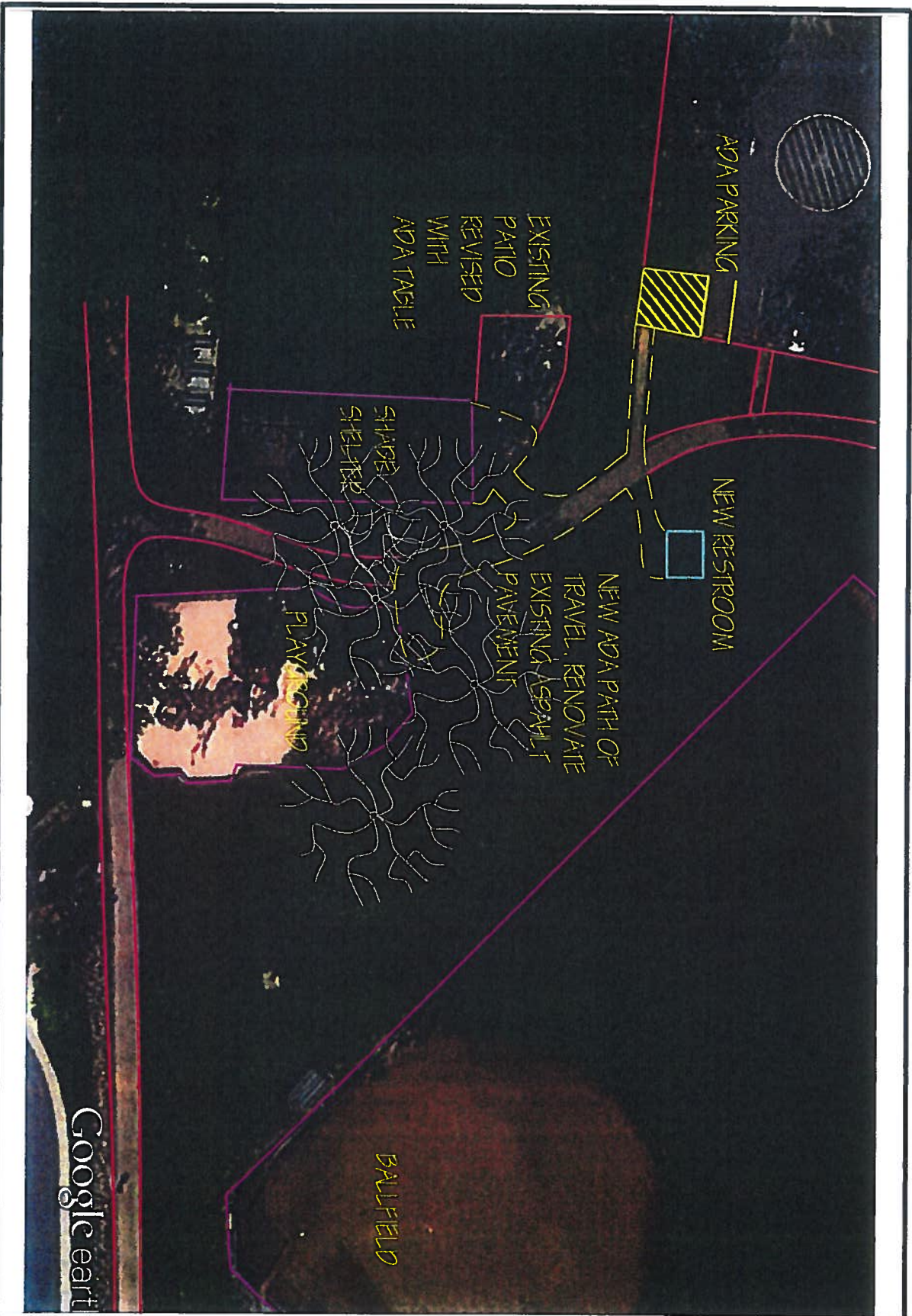
Add Contingency on Owner's Costs for General Contractor 30% \$26,000

Permits \$1600

Estimated Total One Unit \$200,000

Estimated Total Two Unit \$212,000

*Based upon quote from Sierra Pre-Casting Co.



DRAWN BY
PAMELA VANN, PLA

DATE
1/20/14

ALBURN AREA RECREATION AND PARK DISTRICT
471 MAIDLI DRIVE ALBURN, CA 95603

MEADOW VISTA

CAPITAL RESTROOM PROJECT



DATE
1/20/14

2016/2017

PROJECTS	Total Proposed Project Budget	Spent from General Funds or Grants in Prior Year(s)	2016 - 2017 Budget Year								
			Est. Cost	Gen. Fund	ADA	Reserves	County Mit.	City Mit.	Grants	In Kind	
<i>Recreation Park</i>											
Sierra Pool Replaster + Upgrades	150,000		150,000	150,000							
<i>Placer Hills Pool</i>											
ADA Path of Travel	10,000		10,000				10,000				
<i>Regional Park</i>											
Dry Creek Picnic ADA improvements	15,000		15,000		15,000						
<i>24 Acres</i>											
Preliminary planning	48,081	(13,081)	35,000				35,000				
<i>Meadow Vista Park</i>											
New satellite restroom	221,500	(1,500)	220,000				70,000	150,000			
<i>Overlook Park</i>											
Planning and CEQA	90,000		90,000				60,000		30,000		
<i>Bell Rd²</i>											
Planning/CEQA/Const. docs/permits ²	517,000	(71,178)	445,822	77,820						367,790	
<i>CVCC</i>											
Bike Park - Construction ¹	175,000		175,000	50,804				87,300			36,896
Bike Park - Design, CEQA (continued)	100,000	(92,603)	7,397				1,434				10,000
<i>Multi-Park</i>											
Streambed Alt. Agree. (not incl. labor)	44,000		44,000	44,000							
TOTAL	1,370,581	(178,362)	1,192,219	322,624	15,000	176,434	237,300	30,000	367,790	46,896	

Note 1:
Received \$50,804 in funds raised currently

Note 2:
Received \$ 77,820 In funds from Stewardship Council

SECTION: 8.0

**ITEM: 8.2 PLACER COUNTY LOCAL AGENCY FORMATION
COMMISSION – ELECTION OF SPECIAL
DISTRICT REPRESENTATIVES TO THE LOCAL
AGENCY FORMATION COMMISSION (LAFCO)**

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

**STAFF
RECOMMENDATION: BOARD OF DIRECTORS REVIEW AND VOTE FOR
TWO SPECIAL DISTRICT REPRESENTATIVES
LISTED ON THE ATTACHED BALLOT THAT
CONTAINS THE NAMES OF ALL NOMINEES**

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 MAPLE STREET, AUBURN, CALIFORNIA 95603 - 530-889-4097

LAFCO@PLACER.CA.GOV

COMMISSIONERS:

**MIGUEL UCOVICH
CHAIR (CITY)**

**JIM HOLMES
VICE-CHAIR (COUNTY)**

**GRAY ALLEN
(SPECIAL DISTRICTS)**

**DR. BILL KIRBY
(CITY)**

**E. HOWARD RUDD
(PUBLIC)**

**RON TREABESS,
(SPECIAL DISTRICTS)**

**ROBERT WEYGANDT
(COUNTY)**

**ALTERNATE
COMMISSIONERS:**

**JACK DURAN
(COUNTY)**

**JIM GRAY
(PUBLIC)**

**STAN NADER
(CITY)**

**SUE DANIELS
(SPECIAL DISTRICTS)**

STAFF:

**KRIS BERRY, AICP
EXECUTIVE OFFICER**

**LINDA WILKIE
CLERK TO THE
COMMISSION**

**WILLIAM WRIGHT
LAFCO COUNSEL**

DATE: April 20, 2016

TO: Special District Board members

FROM: Linda Wilkie, Clerk to the Commission

RE: Election of Special District Representatives to the Local Agency Formation Commission (LAFCO)

Dear Special District Board Members:

The nomination period for Special District Representatives to the Local Agency Formation Commission (LAFCO) ended Friday, April 15, 2016. A total of four (4) nominations were received during the nomination period.

The attached ballot contains the names of all nominees. Each district shall receive one ballot and vote for two candidates. The candidate receiving the highest number of votes shall assume the regular special district seat for the term ending May 2020. The candidate receiving the second highest number of votes shall assume the alternate special district seat for the term ending in May 2020.

The enclosed ballot and certification sheet are to be completed by the district's independent special district selection committee member (the district's presiding officer) or the designated alternate selection committee member and returned to the LAFCO office by 4:30 PM Tuesday, May 31, 2016. Any ties will be broken by a coin toss at the June 8, 2016.

PLACER LAFCO
SPECIAL DISTRICT BALLOT

Please vote for 2

From District Name: _____

Signature: _____

Ballots due by May 30, 2016

Joshua Alpine, PCWA _____

Sue Daniels, No. Tahoe PUD _____

Mike Lynch, ARD _____

Chris Reams, Foresthill FPD _____

Joshua Alpine

Biography

Joshua Alpine is currently a member of the Placer County Water Agency Board of Directors. Elected in 2012, Mr. Alpine represents District 5 which extends eastward from Auburn to Lake Tahoe and the Nevada state line. He also serves on the Association of California Water Agencies Board of Directors representing region 3 which is comprised of 14 counties including the counties of Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sierra and Tuolumne. He served on the Colfax City Council from 2003-2012, including two terms as Mayor. During that time he was very involved in waste water, regional water and land planning issues. He also served on Placer County LAFCO from 2011-2012.

Mr. Alpine works effectively with elected officials and agencies on the local, state and federal levels, including the Regional Water Quality Control Board and the State Water Resources Control Board, developing solutions to water and land use policies that affect our region. At the Federal level, he has worked with the EPA, U.S. Corps of Engineers, U.S. Department of Agriculture and U.S. Department of Housing & Urban Development. He has also served on the Placer County Economic Development Board.

Mr. Alpine has a B.S. in Information Systems Management and has held a California State Hydro Power System Operator certification since 2003. He worked as a Hydro System Operator from 2003 until 2009 for Pacific Gas & Electric (PG&E) on the Bear, South Yuba and the American Middle Fork river systems and currently is a Lead System Operator of PG&E's electric transmission system. He is a member of the Colfax Lions Club and lives in Colfax.

SECTION: 8.0

**ITEM: 8.3 PROPOSED CALIFORNIA SPECIAL DISTRICTS
ASSOCIATION (CSDA) BYLAWS UPDATES**

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

**STAFF
RECOMMENDATION: BOARD OF DIRECTORS REVIEW AND ADOPT
THE PROPOSED CALIFORNIA SPECIAL
DISTRICTS ASSOCIATION (CSDA) BYLAWS
UPDATES**



**California Special
Districts Association**

Districts Stronger Together

MEMORANDUM

DATE: April 29, 2016

TO: California Special Districts Association (CSDA) Voting Members

FROM: Bill Nelson, CSDA Board President
Neil McCormick, Chief Executive Officer

SUBJECT: Proposed CSDA Bylaws Updates

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.csda.net/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted. Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!



California Special
Districts Association
Districts Stronger Together

MAIL BALLOT FOR PROPOSED
BYLAWS AMENDMENT

Shall the 2016 Proposed CSDA Bylaws Amendments be Adopted?

- Yes
- No

CSDA Member District Name: _____

Authorized Signature: _____
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at csda.net/bylaws
Must be received by June 24, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814
(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,
CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective July 1, 2016



BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

Revised July 1, 2014

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ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

Section 2. CSDA ~~Regions~~/Networks:

The state of California shall be divided along county boundaries into six voting ~~regions~~/networks. The areas of the ~~regions~~/networks have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) ~~regions~~/networks of CSDA.

Section 3. Principal Office:

The principal business office of CSDA shall be located in Sacramento, California.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of "independent special district" set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Associate members shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. Business Affiliate Members:

Business Affiliate members shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of

CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate ~~by resolution~~, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member.

B. Voting Authorization:

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or ~~mail~~ by ballot.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. ~~Absentee ballots shall not be accepted. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.~~

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall

be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

~~Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or ~~by a majority of~~ at least a quorum of the members (25 members). ~~Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.~~ Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

~~Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.~~

C. Notice of Meetings:

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to a member which has provided to CSDA an unrevoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by electronic video screen communication by and between such members and CSDA. Any eligible member participating in a meeting electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by electronic video screen communication by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

~~C. Mail Ballot:~~

~~The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall~~

~~be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.~~

E. Majority Vote:

~~A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed. Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue.~~

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.

H. Number of Votes Required for Approval:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.

Section 7. Termination of Membership:

Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after said notice, the delinquent member shall automatically cease to be a member of CSDA. [CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary.](#)

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA ~~regions/~~networks. Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. The three directors serving a term of office from a ~~region/~~network shall be elected from three different regular voting member agencies located in that ~~region/~~network.

Section 2 Term of Office:

Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

Section 3. Nomination of Directors:

Nomination shall be by ~~region/~~network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that ~~region/~~network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each ~~region's/~~network's qualified nominees will be submitted by mail or electronic ballot, to that ~~region's/~~network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the ~~region/~~network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the ~~regions/~~networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least 120 days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a ~~written~~mailed ballot specifying the certified nominees in each ~~region/~~network shall be distributed by first class mail or electronically to each regular voting member in that ~~region/~~network ~~by first class mail~~. Each such regular member in good standing in each ~~region/~~network shall be entitled to cast one vote for each of that ~~region's/~~network's open seats on the Board.

The ballot for each ~~region/~~network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a ~~region/~~network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each ~~region/~~network were ~~mailed~~ sent a ballot, either by first class mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6.F-H of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or first class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement (25); (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action (25); and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each Board position subject to election as would be required for an election of a nominee at a meeting of the members. -

Written Ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the

designated election date, which shall be at least 45 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental mail-written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically ~~mailed~~ to each regular voting member in the ~~region/~~network where the tie vote occurred.

Those mail-written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail-written ballots received after the designated date whether by first class mail or electronically shall will be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws. ~~until opened in the presence of the Committee chair or his/her designee.~~

In the event the supplemental mail-written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same ~~Region/~~Network:

In the event more than one seat on the CSDA Board of Directors in any one ~~region/~~network is vacant at the same time, such vacancies shall be filled by election. A mail-written ballot shall be prepared; listing all nominees for that ~~region/~~network accepted and approved by CSDA and distributed o each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4. A and B of these Bylaws

Regular members of each ~~region/~~network shall be entitled to cast one vote for each open seat in that ~~region/~~network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Before Nomination Period

In the event of a vacancy occurring "before" the nomination period, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

B.C. Vacancy During Nomination Period:

In the event of a vacancy occurring "during" the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the ~~region/~~network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the ~~mail written~~ ballot for election in that ~~region/~~network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C.D. Vacancy After Nomination Period:

In the event of a vacancy occurring "after" the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the ~~region/~~network in which the vacancy occurred.

The ~~region's/~~network's existing directors sitting on the CSDA Board shall interview all interested candidates of that ~~region/~~network and bring a recommendation to the CSDA Board of Directors. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Section 7. Director Disqualification:

A. A director shall become disqualified from further service upon the occurrence of the following:

A director's district is no longer a member of CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review and evaluate the plans, policies and activities related to the business interests of CSDA.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of ~~seven~~ 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:

Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

Section 98. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

[Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, video screen communication or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the](#)

following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for plan, organize and direct CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by

this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. Member Services Committee:

~~The Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors~~
The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA’s creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA’s assets for payment.

ARTICLE VIII – ~~LOCAL CHAPTERS~~AFFILIATED CHAPTERS

Section 1. Purpose:

The purpose of ~~local~~-affiliated chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The ~~local~~-affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish ~~local~~-affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to the following chapters must have at least one CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such ~~local~~-chapters may include members of local organizations and professionals who are not members of CSDA.

~~Local~~-Affiliated chapters shall be determined ~~to be affiliates of the CSDA~~ upon approval and execution of the Chapter Affiliation Agreement by the ~~local~~-chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its ~~local~~-affiliated chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each ~~local~~-affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such ~~local~~-affiliated chapter may decide by majority vote. Rules and regulations of the ~~local~~-affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of ~~Local~~-Affiliated Chapters:

No part of CSDA's funds shall be used for the operation of the ~~local-affiliate~~ chapters ~~s-affiliates~~. CSDA is not responsible for the debts, obligations, acts or omissions of the ~~local-affiliate~~ chapters.

Section 5. Legislative Program Participation:

~~Local-Affiliate~~ chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon ~~resolution~~ approval by of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by ~~a-mailed~~ or electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendment/s shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. ~~Mailed~~ Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a ~~mailed-written~~ ballot is ~~utilized~~ used to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments and matters the Board of Directors intends to present for ~~action and~~ vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be mailed-distributed by CSDA to all regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot. The ballot shall be mailed by first class mail, not later than 45 days in advance of the date CSDA has designated for the receipt of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid. The amendment ballot must be received by CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid

Section 4. Bylaw Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by ~~a majority vote of all~~ regular voting members present at ~~a such~~ membership meeting meets or exceeds the required, ~~at which a~~ quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, ~~as defined in Article 2, Section 5 of these Bylaws, of the members is present.~~

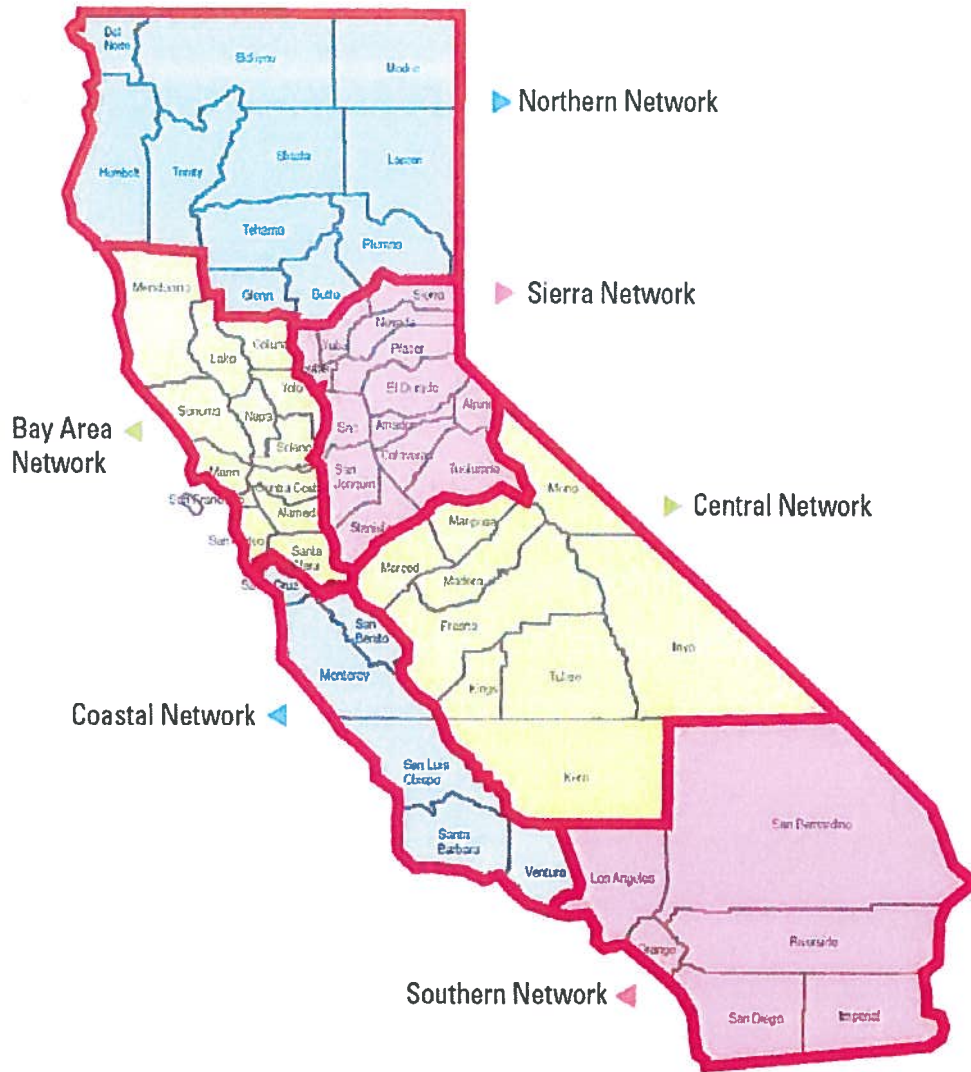
B. Mailed or Electronic Ballot:

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, ~~when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.~~

EXHIBIT A



California Special Districts Association
DISTRICT NETWORKS



Discussion Item 9.1 Cover sheet – Sierra Pool Major Renovation

Acquisition and Development Committee May 2016; Board of Directors meeting May 2016

The Issue

A discussion of major renovations for the Marsha Skinner Memorial Sierra Pool (“Sierra Pool”), including the replacement of the pool shell.

Background

Sierra Pool was built in 1953. In 2004/2005, ARD did a significant renovation to the pool, putting in a new deck, coping, and equipment. This was the last time the pool was re-plastered. The cost for this renovation was \$626,000.

Sierra Pool is the only full sized public pool in the greater Auburn area. Activities at this pool are varied, and include:

- Open/public swim
- Swim lessons
- Water aerobics
- Robalos youth swim team
- Mermaids youth synchronized swim team
- Masters Swimming
- Adult lap swimming
- Placer and Colfax High School swim team
- Lifeguard training
- Private party rentals

As part of the FY 16/17 Project List, ARD staff began researching the costs and other associated requirements to re-plaster Sierra Pool. Staff contacted Terracon (formerly Neil Anderson and Associates), an aquatic design and swimming pool engineering firm. Engineer Matthew Reynolds made a site visit. We asked him to assess the plaster in the pool and to give us a quote to provide the necessary scope of work for bidding purposes.

Upon review of our pool and their past experience with repairing several cracks in the plaster, Matthew commented as follows (bolded emphasis by ARD staff):

*I have spoken with Neil Anderson regarding the condition of the existing pool shell when the construction joint in the pool was removed and the epoxy injection was completed in the shallow end in 2013/2014. Neil's recollection was that the existing pool shell appeared to be in fair condition at the time. When the pool is re-plastered, we recommend performing a structural inspection of the exposed pool shell after the plaster has been removed. Depending on the visual inspection, additional testing may be required (e.g. ground penetrating radar, core sampling, etc.). At a minimum, a budget allowance should be provided for the inspection and epoxy injection within the re-plastering project. **The expected life cycle for marble dust pool plaster is between 7-10 years** depending on the condition of the pool shell, initial application of the plaster, and the pool water quality.*

As discussed when I was on site, a standard in-ground reinforced concrete pool shell designed and built today is planned for a 50 year life cycle. The design standards and regulatory codes of today are more stringent than they were in the past. The existing pool shell was built in the 1950's, and although it may not need to be replaced today, tomorrow, or several years in the future, it would be highly advisable to start planning for its replacement now.

*The most current version of the applicable public swimming pool code is Title 24, Part 2, Chapter 31B is the 2013 California Building Code (CBC) that includes the January 1, 2014 Errata and the July 1, 2015 Supplement. In the current code, **there are several items that the current pool does not meet.** If and when the pool is replaced, it would be an opportune time to address the following deficiencies:*

- *3136B.2 Perimeter overflow systems. A perimeter overflow system shall be required in pools whose water surface area equals or exceeds 5,000 square feet (464.52 m²).*
- *The existing pool is approximately 100 FT long x 50 FT wide with a surface area of 5,000 SF and would require a perimeter overflow systems similar to a deck level gutter or fully recessed gutter with a surge tank.*
Staff note: this entails making our existing "skimmer" pool a "gutter" pool, and is a major renovation.
- *3110B.5 No diving markers. For pool water depths 6 feet (1830 mm) and shallower no diving markers with the universal symbol of no diving, which is a red circle with a slash through it superimposed over the image of a diver, shall be installed on the deck directly adjacent to the depth markers required by Section 3110B.4.1. No diving markers shall comply with Section 3110B.4.4(2-3).*
 - *Starting blocks are currently installed on the bulkhead with a water depth of 4 FT – 6 IN. Industry standard for water depth for starting blocks is 6'-6" (2 Meters).*
- *3137B.2.4 Floor inlets. Pools that are greater than 40 feet (12,192 mm) in width or 3,000 square feet (278.7 mm²) in surface area shall have floor-mounted return inlets. The number of floor inlets shall be in compliance with Section 3137B.2. All floor inlet fittings shall be located to provide uniform circulation and shall be installed so as to be flush with the surface of the pool bottom.*
 - *The existing pool appears to only have wall return inlets.*
- *3124B Turnover Time. The recirculation system shall have the capacity to provide a complete turnover of pool water in: 1. One-half hour or less for a spa pool; and 2. One-half hour or less for a spray ground; and 3. One hour or less for a wading pool; and 4. Two hours or less for a medical pool; and 5. Six hours or less for all other types of public pools.*
 - *The turnover time and recirculation flow rate for the existing pool were not observed while onsite. Typically, pools of this age are designed for an 8 hour turnover time or greater. Any improvements to the pool equipment to meet the current required turnover time of 6 hours or less would require that all of the pool piping and fittings be properly sized for the new recirculation flow rate and meet the piping velocity limits of the CBC (6 FT/S for suction, 8 FT/S for return).*

- *USA Swimming Regulations Article 103.3.2.B. Minimum lane width for competitive swimming shall be 7 feet (2.13 meters).*
 - *The existing pool has eight (8) lanes, each with a width of approximately 6 FT – 3 IN.*

Additionally, Matthew added:

According to ARD, the existing plaster was installed in 2004/2005 and has had periodic repairs in problem areas since then. As previously stated, the typical expected life cycle is 7-10 years for a plaster pool finish. As long as the plaster finish is not breaking off in large chunks and posing a hazard to swimmers, the re-plaster can be completed when ARD has the available funds. Either this year or next year were discussed as possibilities. The main indicator that the plaster needs to be replaced is the cracking and spalling off of the plaster from the concrete pool shell. Based on the shallow portion of the pool that was visible while onsite, discoloration was observed on the plaster finish due to the spot repairs. There did not appear to be any visible cracking or spalling in the shallow area of the pool. It is recommended to check the remainder of the pool for and cracking or spalling of the plaster. In my professional opinion, the pool plaster is past its useful life and should be replaced ideally this year, but no later than next year if the aforementioned safety hazards and cracking/spalling are not yet taking place.

I discussed the inspection and possible repair work prior to the re-plaster further with Neil. We estimate that a \$20,000 allowance should be sufficient for visual inspection, additional testing, and substantial epoxy injection repair work.

Recommendation

The Board should review this information and discuss the options going forward. **Staff will be seeking additional opinions on this matter from other qualified pool experts and expects to have at least one other opinion by the Board meeting on 5/26/16.**

Options going forward include:

- 1) Replastering Sierra Pool in the next two years. This should include inspection and repair of the pool shell, as noted by Matthew Reynolds above. In choosing this option, we would be hoping to get another 7 – 10 years out of the pool shell. The cost to replaster and inspect/repair is estimated to cost \$200,000. This would allow for time to come up with funding to make the major repairs to the pool, estimated to be over \$1.5 million.
- 2) Move forward with replacing the shell of the pool. This would entail ARD replacing the shell in the next 2 – 3 years. We would not replaster the pool at this time, instead using that money to go toward the cost of replacing the shell. If this option was chosen, staff recommends moving forward with getting engineering and drawings done this year (estimated cost \$100,000 – 150,000).
- 3) Do option #2, but also fold in widening the pool and replacing the splash pool. This would add an estimated \$300,000 - \$500,000 in costs.

Fiscal Impact

The ESTIMATED fiscal impacts are as follows:

- Pool replaster and inspection/repair: \$200,000
- Pool shell replacement: \$1.5 million+
- Pool shell replacement, splash pool replacement, lane widening: \$2 million +

Paying for these costs can be done in numerous ways, including (with estimated \$ available):

- A. County Mitigation Funding (\$300,000 - \$500,000)
- B. City Mitigation Funding (100,000)
- C. ARD Future Capital Reserve Funding (250,000 - \$500,000)
- D. Fund raising (\$200,000). The list of fund raising alternatives could include, but is not limited to:
 - Brick sales
 - Tile sales
 - Bench sales
 - Robalos/Mermaids alumni donations
 - Fund raising events
 - Swim-a-thons
 - "Celebrity" swim meets
 - Large donor/corporate donations
 - Naming rights to certain features
- E. Financing/loan
- F. Bond measure

Attachments

Pictures from 2004/2005 remodel

Sierra Pool remodel



10/13/04: Deck is pulled up



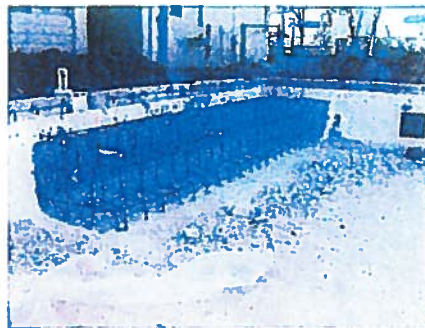
10/18/04: Old fiberglass removed



10/25/04: Bulkhead moved



11/03/04: New deck plumbing



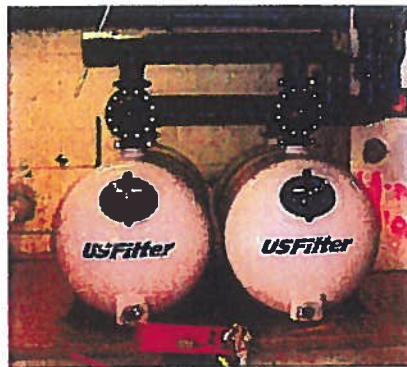
11/22/04: New steps framed



12/03/04: Framing new drain



1/19/05: New tiled stripes



2/03/05: New filters



2/03/05: New heater



3/07/05: New deck pour



3/31/05: New plaster



4/01/05: Bulkhead replaced

Daryl Henry receives Friend of Recreation Award

BY TESSA MARGUERITE
OF THE AUBURN JOURNAL

Coach, craftsman, father, husband and community aide Daryl Henry has been chosen to receive this year's Chamber of Commerce Friend of Recreation Award.

Daryl Henry was the fifth baby to be born in Auburn State Hospital. He grew up enjoying the great outdoors and graduated from Placer High School in 1984. For the past 30 years, Henry has worked in Auburn as a home designer and craftsman. He worked with Bolander Design for 26 years, and is now the owner of his own company, D-Line Design.

Amidst long hours of working drawings, electrical plans and obtaining permits to build homes, Henry dedicated much of his spare time to volunteer with the Placer Junior Hillmen, Auburn Little League and Auburn Recreation and Parks District.

"I got involved because my daughter was a cheerleader for the Hillmen in 1997. I was one of those parents who was there all the time and helping," said Henry. He became a parent coordinator on the board of directors, and within a year and a half was elected as president of the Placer Junior Hillmen. The responsibility

• SEE AWARD PAGE A5



COURTESY

Daryl Henry and his wife, Kristan.

AUBURN Journal
4-26-16

AWARD: Henry still volunteers with young athletics, attends Hillmen football, baseball games

continued from A1

ties included organizing board meetings, managing finances, scheduling games and being a liaison with the Auburn Recreation and Parks District. He was also vice president on the board of directors for Auburn Little League on and off for nine years. "I was the first one there on game days and the last one to leave," Henry added.

Henry met his wife, Kristan, on a Placer County football field. He was coaching for Placer Junior Hillmen and Kristan's son, Jake, was one of his players. "I got to know her son after practices. Then I met his mom and it's been perfect since then." Henry also has a 28-year-old daughter, Jessica Greenlau, who lives in Carlsbad with her husband Jordan and their 4-month-old son, Wyatt.

After 13 years as president of the Hillmen, Henry stepped down in 2010. Henry still volunteers with youth athletics and attends football and baseball games.

The Auburn Recreation and Parks District's mission is to: provide an excellent system of parks,

State of the Community

The Auburn State of the Community Dinner is on Friday, May 6, at The Ridge Golf Club and Event Center. This event includes presentations by representatives from the City of Auburn, Placer County, and the Auburn Chamber of Commerce.

It is followed by an awards ceremony to honor dedicated citizens who have contributed much to Auburn from the arts, agriculture, education, healthcare, recreation, city, and county.

The evening also includes the Auburn Business of the Year Award and the prestigious Auburn Journal McCann Award.

To make your reservation for this dinner and celebration, contact the Auburn Chamber of Commerce.

recreation facilities, programs and services that enrich the lives, health and happiness of our citizens. "They keep the fields in good playing conditions and create opportunities for people to play sports and for kids' activities outside," said Henry.

Henry has contributed to the community through thousands of hours of volunteering and has worked diligently to provide better fields and programs for Auburn's youth. "My dad always told me, you can't complain about anything unless you're willing to step up and take a position to make it better."



COURTESY PHOTOS

Daryl Henry is standing in the back row on the right, directly in front of him is his son, Jake Lewis. Some of these students are pitching for the Cal Bears (Ryan Mason) and playing ball at UCLA (Eddie Vanderdoes IV).



Get your groove on

STRING FLING GUITAR FESTIVAL COMES TO AUBURN

BY JULIE MILLER ▼ PHOTOS ARE SPECIAL TO Foothill MAGAZINE

Do you play guitar or did you play years ago?

Well, it's time to dust off the axe and bring it to Auburn's first annual Spring Fling. This acoustic guitar festival is less of a fiesta and more of a workshop to hone-in playing skills. About 70 to 100 are expected to attend.

"This is a unique opportunity to sit down with instructors in the area ... And take your skills to a new level," Preston Marx said, who is one of the event's instructors and founders.

The idea of the festival came from Marx when he attended Auburn Gold Pan Ukulele Festival.

"He said we should do something for guitar and the idea was born," said Sheryl Peterson, recreation services manager for Auburn Recreation District, who coordinates the Ukulele Festival.

Marx's idea was to use the same model of the Ukulele Festival and tailor it for guitar players.

"I've been a guitar player for 34 years and I thought (the event) would be great – it would be cool," Marx said. "Let's do this."

The String Fling is geared for a broad range of guitar players, from beginners to advanced and is a chance for all to learn and grow.

2016 STRING FLING ACOUSTIC GUITAR FESTIVAL

9 a.m. - 4 p.m. May 14
Canyon View Community
Center, 471 Maidu Dr #200,
Auburn
Tickets are \$25 advance, \$30
at the door
Information: 530-863-4615,
www.auburnrec.com



Guitar man: Preston Marx will be teaching the ABCs of guitar at the String Fling festival.

For the newbies, there are beginner's workshops to help with chords, tuning and tips to get on the fast track to strumming.

Ready to move to the next level? Learn how to take concepts already mastered and unlock them to advanced degrees.

Want to learn a new genre? There are workshops for that: Finger-style playing techniques in classical and Celtic style, bluegrass and flatpicking styles, plus, percussive fingerstyle which covers different tuning styles for the guitar.

Or attend a songwriting class.

There will be a dozen workshops. And, all classes will be taught by local celebrity guitar players from the region, such as Evan Zee, Jamey Bellizzi, Kathy Barwick, Forest Bailey, Gary Bowman, Marianne Smith and John Gorton.

The day won't be entirely in the classroom, however. Luthiers will be displaying handmade guitars. Scott Herch, of Davis, will be one of guitar-makers featured at the show. Herch crafts instruments out of unconventional things, such as soup cans, cigar boxes and cake pans.

One of the show's sponsors, Encore Music, will be giving away an acoustic guitar at the festival.

Plus, admission to the String Fling workshops includes lunch, appropriately provided by Strings Italian Cafe.

At the end of day, there will be time for jam sessions. Those who participated in the workshops are invited to listen or join in.

"My goal is always to see if there is a need in the community in the area of recreation and leisure, and provide an opportunity for locals to come together," Peterson said. ♦

WORKSHOPS

Advanced Music Theory Concepts for the Guitarist

Instructor: EVAN ZEE

Explore how the concepts you likely already know on the guitar are keys to unlocking those new levels. These concepts will apply to all styles, developing your improvising and harmonic knowledge.

Basic Classical and Celtic Styles - Introduction

Instructor: JAMEY BELLIZZI

This workshop is an introduction to finger-style guitar, basic techniques for Classical and Celtic and steel string styles. Also for anyone, intermediate and advanced classical guitar works.

Crosspicking Flatpick Guitar (flatpicking/bluegrass/folk)

Instructor: KATHY BARWICK

Take a look at a really fun technique to make your playing more interesting. Crosspicking is a great flatpicking technique. Attendees should be able to make the basic open chords. Bring a capo, and a flatpick.

Dancing with the Dinosaurs (An Epic Songwriting Adventure)

Instructor: GARY BOWMAN

Gary Bowman's lively 90-minute songwriting workshop will feature presentation, conversation, activities and performance.

Guitar ABCs

Instructor: PRESTON MARX

The class will cover how the guitar is tuned, basic chord shapes, major scales, and several tricks and short cuts that can get the beginner playing quickly. Strumming, basic rhythm and hand posture will be covered as well.

Harmonics and Unconventional Guitar Techniques

Instructor: FOREST BAILEY

This group class is focused on how to get more out of your acoustic guitar. In this class you will learn how to expand the range of your instrument with harmonics, and use your right hand to tap notes on the fretboard.

Jazz Chording

Instructor: JOHN GORTON

This workshop will concern Jazz chording as presented in the Mickey Baker jazz guitar book 1. It will show new ways of playing chords that the average guitarist may not be familiar with.

Looping

Instructor: JOHN GORTON

This workshop will feature the use of looping for practice and performance using the Boss re-20 and re-20XL loopers. This is a basic how-to use workshop.

Music Reading and Theory - Introduction

Instructor: JAMEY BELLIZZI

This workshop is an introduction to basic music reading and elementary theory for guitar. Understanding how chords work together and basic scales will be covered.

Now I Know My ABCs

Instructor: MARIANNE SMITH

Songs stay with us forever and learning to play one simple song can be the jumpstart to the next, and the next. The goal for this beginning guitar class, is to get the students strumming along to two 2-chord songs by the end of the class.

Percussive Fingerstyle

Instructor: FOREST BAILEY

This class focuses on different tunings for your guitar, such as DADGAD. The second half of this class will focus on the Percussive elements of an acoustic guitar, and how to "wake up your drummer." Students will learn how to play bass, melody and percussion on their guitar all at once.

Rhythm Guitar

Instructor: KATHY BARWICK

Effective accompaniment for singers (flatpicking/bluegrass/folk). With a focus on dynamics, in this workshop we'll look at techniques that will help you effectively accompany yourself, or another singer. We'll start with the basic alternating bass, then move on to the "boom-chuck" rhythm pattern, and move on from there.

Auburn Journal

Tuesday May 17 2016 | 0 comments

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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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Songwriting workshop instructor and his daughter...
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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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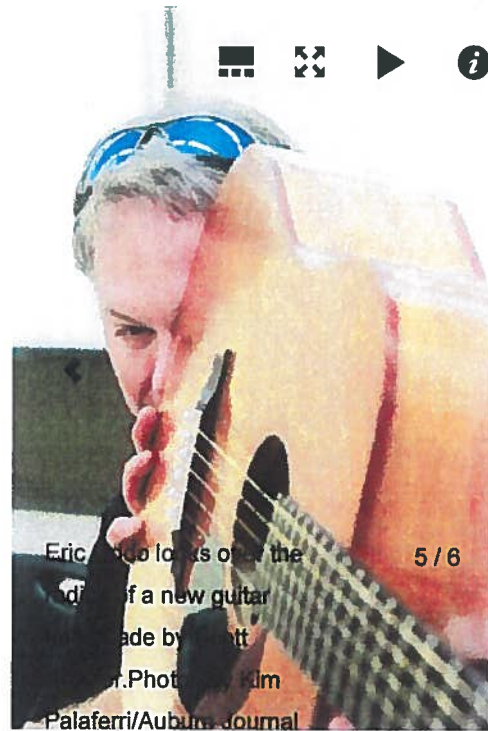


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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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Auburn Journal

Tuesday May 17 2016 | 0 comments

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Guitar enthusiasts of all ages attend inaugural String Fling workshop

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Ella Oudo, 8, practices a song she learned during String Fling. Photo by Kim Palaferri/Auburn

