



**California Special
Districts Association**
Districts Stronger Together

2015 PROFESSIONAL DEVELOPMENT CATALOG

Education opportunities for special district elected officials and staff.

NEW | **webinars &**
for | **workshops**
2015





“All was very useful to me since I am brand new to my position.”

– C. Porteur, Executive Assistant, Sunnyslope County Water District

REGISTER FOR ALL WORKSHOPS, WEBINARS AND CONFERENCES ONLINE AT WWW.CSDA.NET

Workshops - Pages 3-5

- **Best Practices in Strategic Planning: Effective Approaches that Work!**
- **Introduction to Good Governance Principles**
- **Proposition 26, Proposition 218 and Rate Setting**
- **Building Confidence in Public Speaking**
- **So You Want to Be A General Manager?**
- **Staying in Compliance: Understanding Fundamental Special District Laws**
- **Social Media Basic Training: Launching an Effective Online Presence for Your District**
- **Social Media Mastery for Districts: Taking Your Existing Efforts to The Next Level**
- **Supervisory Skills for the Public Sector**

Webinars - Over 20 webinars on pages 10-17!

- **Annual Employment Law Update**
 - **Best Practices in Managing Special District Investments**
 - **California Tort Claims Requirements**
 - **Introduction to Special District Finances for New Board Members**
 - **Legislative Round-Up**
 - **Maximize Your CSDA Membership**
 - **Positioning Your Agency for a Successful Financing**
 - **Records Retention & Management**
 - **Required Ethics Compliance Training – AB 1234**
 - **Required Sexual Harassment Prevention Training for Special Districts**
 - **Rules of Order Made Easy!**
 - **Spot the Fraud! Fraud Detection/Prevention for Special Districts**
 - **The Essential Guide to the Brown Act**
 - **The Power of CSDA's Alliance Partners**
 - **Understanding Public Entity Liability Exposures**
 - **Workers' Compensation Claims and the Interactive Process**
- **AND MORE!**

Special District Leadership Academy - Pages 8-9

Module 1: Governance Foundations

March 24, 2015 - Sacramento

June 16, 2015 - Fresno

September 21, 2015 - Monterey

Module 2: Setting Direction/Community Leadership

July 22, 2015 - Sacramento

Module 3: Board's Role in Finance and Fiscal Accountability

August 18, 2015 - Sacramento

Module 4: Board's Role in Human Resources

July 23, 2015 - Sacramento

Conferences - Pages 6-7

Board Secretary/Clerk Conference

February 11-13, 2015 - San Diego

Special Districts Legislative Days

May 19-20, 2015 - Sacramento

General Manager Leadership Summit

July 12-14, 2015 - Newport Beach

CSDA Annual Conference & Exhibitor Showcase

September 21-24, 2015 - Monterey



Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an Agency's attendance at workshops/webinars noted by "Earn SDRMA Credit Incentive Points or CIPs."



Printed on recycled paper.





California Special Districts Association

2015 WORKSHOPS

NEW WORKSHOP!



Best Practices in Strategic Planning: Effective Approaches that Work!

SACRAMENTO – May 18, 2015

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

If there is one thing that is a critical best practice for special districts, it's a well-devised strategic plan. A good plan takes into account the past, understands the current environment, evaluates risks and allows a district to visualize the future. All of the ambiguity about strategic planning, its definitions, its uses, its approaches, who and when, etc. will be discussed and answered at this great day-long class. The class is valuable for both large and small districts. Board members and staff should attend so that together the benefits of planning can be made clear.

AGENDA:

| | |
|------------------------|-------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 4:00 p.m. | Workshop |

\$225 CSDA member
\$375 Non-member

Workshop presented by:



Introduction to Good Governance Principles

Earn SDRMA Credit Incentive Points

THIS COURSE QUALIFIES FOR SIX HOURS OF GOVERNANCE TRAINING TOWARD THE SPECIAL DISTRICT LEADERSHIP FOUNDATION DISTRICT OF DISTINCTION DESIGNATION.

RIVERSIDE AREA - January 15, 2015

Western Municipal Water District
14205 Meridian Parkway, Riverside, CA 92518

ORANGE COUNTY AREA – January 22, 2015

Municipal Water District of Orange County
18700 Ward Street, Fountain Valley, CA 92708

HUMBOLDT COUNTY AREA – April 16, 2015

McKinleyville Community Services District
Azalea Hall: Hewitt Room, 1620 Pickett Road, McKinleyville, CA 95519

Also meets AB1234 Requirement. Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. The Introduction to Good Governance Principles training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader.

AGENDA:

| | |
|------------------------|--------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch |
| 1:00 – 4:00 p.m. | Workshop |

(sponsored by the California Special Districts Alliance)

\$225 CSDA member
\$375 Non-member

NEW WORKSHOP!



Proposition 26, Proposition 218 and Rate Setting

SACRAMENTO – April 22, 2015

CSDA Training Center
1112 I Street, suite 250
Sacramento, CA 95814

On November 2, 1996, the California voters approved Proposition 218, which amended the California Constitution by adding new substantive and procedural requirements for the adoption of taxes, assessments, and property-related fees and charges. On November 2, 2010, the voters approved Proposition 26, another ballot initiative that further restricts the ability of the state and local governments to raise revenues to fund government services, facilities, and regulatory programs, by reclassifying certain fees and charges as taxes. This workshop will provide an update on recent court cases and legislation interpreting and clarifying Proposition 218 and an overview of the provisions of Proposition 26 and the impacts that they may have on local governments and their ability to raise revenues.

AGENDA:

| | |
|------------------------|-------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 4:00 p.m. | Workshop |

\$225 CSDA member
\$375 Non-member

Workshop presented by:



**NEW
WORKSHOP!**



Building Confidence in Public Speaking

MONTEREY – September 21, 2015

Marriott Monterey
350 Calle Principal
Monterey, CA 93940

This workshop is designed to help employees improve their public speaking skills in a supportive and non-threatening environment. As a result of this workshop, students will learn how to: deal with nervousness about speaking in public; improve their presentations skills; prepare the best introduction for their audiences; fine tune their messages; deal with difficult questions; and develop a positive outlook for their next public speaking opportunities. This is an interactive workshop.

AGENDA:

| | |
|------------------------|-------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 4:00 p.m. | Workshop |

\$225 CSDA member
\$375 Non-member

Workshop presented by:



So You Want to Be A General Manager?



SPONSORED BY THE SPECIAL
DISTRICT LEADERSHIP
FOUNDATION

A CAREER DEVELOPMENT WORKSHOP FOR SENIOR EXECUTIVES AND EMERGING LEADERS IN SPECIAL DISTRICTS.

NEWPORT BEACH - July 12, 2015

Hyatt Regency Newport Beach
1107 Jamboree Road, Newport Beach, CA 92660

MONTEREY – September 21, 2015

Marriott Monterey
350 Calle Principal, Monterey, CA 93940

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager; identifying general manager opportunities, including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices. Registration fee includes continental breakfast and lunch. Limited class size - register early!

AGENDA:

8:00 – 8:30 a.m.
Registration and Continental Breakfast
8:30 a.m. – 4:00 p.m.
Workshop and Lunch Provided

\$100 CSDA member
\$100 Non-member

Part of Board Secretary/Clerk Certificate Program



Staying in Compliance: Understanding Fundamental Special District Laws

Earn SDRMA Credit Incentive Points

ALSO MEETS AB1234 ETHICS TRAINING REQUIREMENT

SACRAMENTO – June 3, 2015

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

Attendees will receive: an overview of the latest updates and protocols for closed session; an understanding of the Public Records Act; current legislative developments; an understanding of the Political Reform Act; an overview of Government Code 1090, which addresses contractual conflicts of interest; and AB1234 Compliance Training.

AGENDA:

| | |
|------------------------|-------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 3:00 p.m. | Workshop |

\$175 SDRMA member
\$225 CSDA member
\$375 Non-member

Workshop presented by:



**NEW
WORKSHOP!**

**ONE OR TWO
SESSIONS!**

**NEW
WORKSHOP!**



Social Media Basic Training: Launching an Effective Online Presence for Your District

SACRAMENTO – June 23, 2015
8:30 – 12:00 p.m.

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

Training elements include: why social media is influential; the impact of social media on communications and outreach programs; how social media has transformed newsgathering; review of key social media platforms; social media getting-started steps for special districts; how to manage social media within the scope of your other responsibilities; how often you should update, and who should do it; creating content for social media; and social media tools, tips and techniques you can use!

AGENDA:

| | |
|------------------------|------------------------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Social Media Basic Training |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 4:00 p.m. | Social Media Mastery for Districts |

\$150 CSDA member - one session
\$225 CSDA member - both sessions

\$200 Non-member - one session
\$375 Non-member - both sessions

Social Media Mastery for Districts: Taking Your Existing Efforts to The Next Level

SACRAMENTO – June 23, 2015
1:00 – 4:00 p.m.

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

Training elements include: update on key social media platforms; effective social media management tools; what to do about Facebook's changes that limit the reach of pages; techniques for writing the most effective social media headlines that will get clicks and shares; using audio and video to take your outreach to a new level; using social media for listening; using social media in emergencies; and best practices.

Supervisory Skills for the Public Sector

Earn SDRMA Credit Incentive Points

SACRAMENTO – April 14, 2015

CSDA Training Center
1112 I Street, Suite 250, Sacramento, CA 95814

Supervision for the public sector is designed exclusively for supervisors working in cities, counties and special districts with less than one year of experience. The topics are modular and presented using hands-on, practical teaching methods designed for supervisors to acquire the necessary information, skills and techniques they need to: supervise, motivate and direct staff; efficiently and effectively manage publicly funded programs; promote positive change within their communities; and improve leadership practices within their department. This one day session will focus on the following topics: the role of the supervisor; monitoring and evaluating employees; and coaching, mentoring, and motivating employees.

AGENDA:

| | |
|------------------------|-------------------|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 a.m. – 12:00 p.m. | Workshop |
| 12:00 – 1:00 p.m. | Lunch on your own |
| 1:00 – 4:00 p.m. | Workshop |

\$175 SDRMA member
\$225 CSDA member
\$375 Non-member

Workshop presented by:





2015 CONFERENCES



Board Secretary/Clerk Conference

Earn SDRMA Credit Incentive Points

SAN DIEGO – February 11 – 13, 2015

Embassy Suites Hotel San Diego Bay - Downtown
601 Pacific Highway
San Diego, CA 92101

Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program. The Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries and clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate and come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored for you.

\$525 Early Registration / \$575 Regular Registration SDRMA Member
\$575 Early Registration / \$625 Regular Registration CSDA Member
\$750 Early Registration / \$800 Regular Registration Non-Member

Early registration rate is available on or before January 9, 2015

HOTEL ROOMS

Room rates are only \$145 plus tax per night single/double occupancy by calling 1-800-EMBASSY and using group name California Special Districts Association. The room reservation cut-off is January 11, 2015 however, space is limited and attendees are encouraged to make their reservations early. The CSDA room rate also offers attendees a discounted parking rate of \$20 per day and a discounted guest room internet rate of \$6.50 per day.

**Earn your certificate OR
take advanced track
sessions for returning
attendees!**



Special Districts Legislative Days

SACRAMENTO – May 19 – 20, 2015

May 19 – Full Day
May 20 – Half Day
"The Grand" - 1215 J Street
(directly across from the Sheraton Grand Sacramento)
Sacramento, CA 95814

Gain the edge on policy changes impacting your agency at the 2015 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol.

Representatives from all types of districts attend Special Districts Legislative Days to exchange ideas with California's top decision-makers and to discuss priority legislative issues at pre-arranged Capitol office visits and a private reception.

- Hear directly from state leadership on hot topics affecting local services and infrastructure.
- Get your questions answered at issue-focused, industry-specific roundtable sessions.
- Explore how decisions are really made in the Capitol and help shape their outcome.

\$175 Early Registration / \$225 Regular Registration CSDA Member
\$275 Early Registration / \$325 Regular Registration Non-Member

Early registration is available on or before April 17, 2015

HOTEL ROOMS

Overnight accommodations are available at the Sheraton Grand Sacramento Hotel, 1230 J Street (13th and J Street) at the CSDA rate of \$172 single/double occupancy plus tax. Call 1-800-325-3535 and ask for the California Special Districts Association rate. The room reservation cut-off is 5:00 p.m. on April 17, 2015, however space is limited and rooms may sell out before this date. The CSDA room rate includes complimentary guestroom internet access and discounted self and valet overnight parking at \$15 on May 18 and 19, 2015.



General Manager Leadership Summit

Earn SDRMA Credit Incentive Points

NEWPORT BEACH – July 12 – 14, 2015

Hyatt Regency Newport Beach
1107 Jamboree Road
Newport Beach, CA 92660

Your job as a general manager or emerging leader of a special district demands you stay current on governance best practices, state laws, human resources issues, pension reform issues, budgeting, risk management, policies and procedures and more!

The General Manager Leadership Summit is a way for you to come together with other special district leaders from throughout the state to network and learn more about your specific job responsibilities and emerging trends. Return to your district after two days of specialized training and education, ready to take your board relationship, staff and district to the next level.

\$625 Early Registration / \$675 Regular Registration CSDA Member
\$750 Early Registration / \$800 Regular Registration Non-Member

Early registration is available on or before Friday, June 12, 2015

HOTEL ROOMS

Room reservations are available at the Hyatt Regency Newport Beach at the CSDA rate of \$169 plus tax, includes complimentary self-parking. Call 1-888-421-1442 and ask for the California Special Districts Association rate. The room reservation cut-off is June 23, 2015, however space is limited and rooms may sell out before this date.

The program for this conference has new content every year!



CSDA Annual Conference & Exhibitor Showcase

Earn SDRMA Credit Incentive Points

MONTEREY – September 21 – 24, 2015

Marriott Monterey
350 Calle Principal
Monterey, CA 93940

The leadership conference for special districts.

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts.

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over thirty breakout session options, network with your peers and more at the leadership conference for special districts.

\$550 Early Registration / \$600 Regular Registration CSDA Member
\$750 Early Registration / \$800 Regular Registration Non-Member

Early registration is available on or before Friday, August 14, 2015.

HOTEL ROOMS

Room reservations are available at the Marriott Monterey at the CSDA rate of \$169 plus tax single or double occupancy, includes complimentary wireless guestroom internet access. Call 877-901-6632 and ask for the California Special Districts Association rate. The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of September 4, 2015.

CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal.

If you are a special district professional, you must include this training in your schedule. It is important. It is your responsibility. Completion of the Leadership Academy training program marks a hallmark in your special district career. This training is the signature of professionalism for special district leadership and special district governance.

PROGRAM PARTICIPANTS ATTEND FOUR SIX-HOUR MODULES.

COST PER CLASS

\$225 CSDA member
\$375 Non-member

SIGN UP FOR ALL FOUR ACADEMY COURSES AND SAVE MONEY!

\$800 CSDA member
\$1400 Non-member

AGENDA (FOR ALL MODULES)

8:30 – 9:00 a.m. Registration
9:00 a.m. – 12:00 p.m. Workshop
12:00 - 1:00 p.m. Lunch on your own
1:00 – 4:00 p.m. Workshop



SDLA

Now you can attend all four modules in one location at the Special District Leadership Academy Conference!

Visit sdla.csdanet.net for details.

**Module 1
Governance Foundations**

Earn SDRMA Credit Incentive Points

1 SACRAMENTO – March 24, 2015
Hilton Sacramento Arden West
2200 Harvard Street, Sacramento, CA 95815
In conjunction with SDRMA Safety/Claims Education Day
Workshop time may vary at this location
SPECIAL PRICING ON THIS DATE ONLY
Free SDRMA member \$125 CSDA member

2 FRESNO – June 16, 2015
Fresno Irrigation District
2907 S. Maple Avenue
Fresno, CA 93725-2208
SPECIAL PRICING ON THIS DATE ONLY
Sponsored by the California Special Districts Alliance
\$25 CSDA Member \$50 Non-member

3 MONTEREY – September 21, 2015
Marriott Monterey
350 Calle Principal
Monterey, CA 93940
In conjunction with the CSDA Annual Conference & Exhibitor Showcase
\$225 CSDA member \$375 Non-member

This course qualifies for six hours of governance training toward the Special District Leadership Foundation District of Distinction designation.

Governance Foundations, the first of four modules and the core of the Special District Leadership Academy series, provides the basic information needed by board members, general managers and staff to build an effective and functional governance team. This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board. Directors will learn to develop a unity of purpose; understand the board's role in the district; build a strong, positive, functional board culture; and organize the formal structure of the board.

Module 2 Setting Direction/Community Leadership

Earn SDRMA Credit Incentive Points

SACRAMENTO
JULY 22, 2015

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

This workshop provides a step-by-step discourse of the board and senior management’s position in establishing the vision, mission and strategic goals of the district. Discuss why the process of setting direction is important and how it benefits the district; understand the importance of being future-oriented and to think strategically; learn to transition from individual board member to members of a governance team; and understand the sequence of steps needed to set the direction of the governance team. This module will also address the importance of board leadership and duty to provide information to the public on the essential services offered by the special district in its community.

Module 3 Board’s Role In Finance and Fiscal Accountability

Earn SDRMA Credit Incentive Points

SACRAMENTO
AUGUST 18, 2015

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

This course will focus on how to develop a method for approving the district’s annual budget; communicate budget information to the public; establish financial goals for the district; review district finances; develop and analyze capital improvement plans and reserve guidelines; and comprehend the relationship between district finance and district belief and values as set forth in the district mission and strategic goals. This course will focus on how to develop a method for approving the district’s annual budget; communicate budget information to the public; establish financial goals for the district; review district finances; and develop and analyze capital improvement plans and reserve guidelines.

Module 4 Board’s Role In Human Resources

Earn SDRMA Credit Incentive Points

SACRAMENTO
JULY 23, 2015

CSDA Training Center
1112 I Street, Suite 250
Sacramento, CA 95814

This module puts the spotlight on how special district boards interface with district personnel. The workshop will address the board’s ongoing relationship with the general manager, a key employee hired by the board, senior staff, and other district staff. It discusses the board’s role in evaluating support personnel and the rules and practices regulating its relations with human resources. Participants will learn: to develop guidelines for assessing the performance of the general manager; to determine a protocol for approving board personnel policies; to create a process for approving job descriptions and organizational structure; and the confidentiality and legal liabilities of a district board member.



“The program was excellent and enjoyable. The instructor kept things moving.”

– J. Pratt, Director, Mendocino Transit Authority



“Excellent seminar.”

– J. Pearson, General Manager, West Kern Water District



PROFESSIONAL DEVELOPMENT WEBINARS

**NEW
WEBINAR!**



ANNUAL EMPLOYMENT LAW UPDATE

Earn SDRMA Credit Incentive Points

January 21, 2015

10:00 a.m. – 12:00 p.m.

This session will identify and discuss the most recent laws and decisions impacting special districts over the past year, how the new laws and decisions impact managers and supervisors, and what your agency should know in order to navigate this changing landscape, including:

- Assembly Bill 1522 - Sick leave implementation
- Senate Bill 556 - Uniform and logo requirements
- AB 218 - Criminal history background checks

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



BEST PRACTICES IN AGENDA PREPARATION & TAKING/RECORDING MINUTES

Earn SDRMA Credit Incentive Points

April 9, 2015

10:00 – 11:30 a.m.

Agendas and minutes drive the various meetings special district staff and elected officials participate in regularly. Understanding the essential and required components in agendas and how you can assist with agenda items is a key function for staff. Accurately recording minutes at meetings is also a critical function as they serve to reflect the general discussion and action taken at a meeting as well as being historical documents for the district. In this webinar, attendees will learn some best practices and legal requirements as they relate to agendas and minutes.

\$49 SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



BEST PRACTICES IN MANAGING SPECIAL DISTRICT INVESTMENTS

November 10, 2015

10:00 a.m. – 12:00 p.m.

Special districts are faced with the challenge of meeting their constituents' needs of earning higher yields without taking on excess liquidity risk or risk to principal preservation. In this difficult rate environment many investors are choosing to avoid markets entirely, maintaining significant balances in deposit accounts. The opportunity cost of keeping investment dollars fully liquid shows up through missed earning opportunities. By developing a cash balance forecast and linking expected net cash flows to suitable investment alternatives, special districts can satisfy the needs of their stakeholders. Join us as we discuss cash balance forecasting, the investment process, how to implement investment strategies and understanding California Government Code Section 53601.

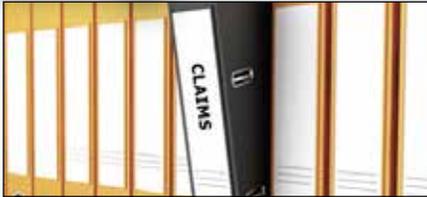
\$25 CSDA member
\$50 Non-member

Webinar presented by:



ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!

**NEW
WEBINAR!**



CALIFORNIA TORT CLAIMS REQUIREMENTS

Earn SDRMA Credit Incentive Points

April 21, 2015

10:00 – 11:30 a.m.

When is a claim a claim? Is your agency required to provide a claims form? What are the essential elements necessary to file a Tort Claim? What are the public entity's options? This webinar will discuss and provide examples of submitted claims and identify a public entity's statutory response to a claim and the time limitations and affirmative defenses available to a public entity.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



**NEW
WEBINAR!**



INTRODUCTION TO SPECIAL DISTRICT FINANCES FOR NEW BOARD MEMBERS

Earn SDRMA Credit Incentive Points

February 26, 2015

10:00 a.m. – 12:00 p.m.

This course will provide new board members with an introduction to special district finance. The focus will be on gaining an understanding of the accounting, financial reporting and auditing processes. As a board member your responsibilities include providing fiscal oversight of the special district's financial reporting. The instructor will also provide you with guidance on what to look for in financial statements and audit reports to help you ask the right questions of management and to ensure the district is accomplishing its fiscal goals and meeting its responsibility to the public.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar
presented by:



LEGISLATIVE ROUND-UP

March 26, 2015 AND July 30, 2015

***Must register for each session,
not required to attend both.***

10:00 a.m. – 12:00 p.m.

Free bi-annual webinar series for CSDA members only. Each year the State Legislature introduces thousands of bills and hundreds have potentially serious implications for special districts. Hear from CSDA's advocacy team about the most significant bills and how they will impact your ability to deliver core services, maintain and build infrastructure, raise and protect revenue sources, manage personnel and more. Ask your questions directly to CSDA's lobbyists walking the Capitol halls and learn how your district can join the advocacy effort.

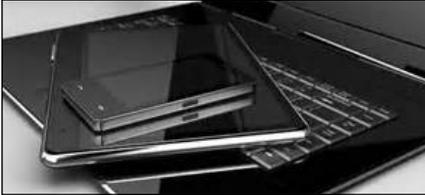
Free to CSDA members

Webinar
presented by:



ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!

**NEW
WEBINAR!**



**MANAGING PERSONAL DEVICE USE:
DATA THEFT, HACKING, AND THE
PUBLIC RECORDS ACT**

Earn SDRMA Credit Incentive Points

June 18, 2015

10:00 a.m. – 12:00 p.m.

Today, agencies are faced with employees increasingly using their personal technology for work purposes. This can create serious problems when Public Records Act requests require these devices to be searched. Additionally, there is an increased security risk from data theft, hacking and virus infiltration. These issues can be disastrous and costly. Proper policies must be in place to assist the agency in dealing with allegations that staff, or others have used technology to hack the network, view pornography, engage in harassment, or otherwise act inappropriately. This session will provide an overview of various issues that impact technology use for public agencies, such as privacy rights, search and seizure, and more.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar
presented by:



MAXIMIZE YOUR CSDA MEMBERSHIP

February 20, 2015

It PAYS to be a Member!

August 6, 2015

Website Resources

***Must register for each session,
not required to attend both.***
10:00 – 11:00 a.m.

You recognize the value of CSDA membership, but do you know how to get the best value from your district's investment? CSDA offers two complimentary webinars to provide you with a greater understanding of the full range of benefits your district has access to. Our first webinar covers the wide array of special programs and discounts especially designed to help members cut costs and save money. The second webinar takes you on a tour through our website and explores the members' only resources available there. Attend either or both of these webinars and start getting more out of your CSDA membership.

Free webinar

Webinar
presented by:



**MUST HAVE COMMUNICATION
PROTOCOLS FOR DISTRICT BOARD
MEMBERS & STAFF**

Earn SDRMA Credit Incentive Points

February 24, 2015

10:00 a.m. – 12:00 p.m.

Communication is the fluid that keeps organizations working smoothly. The opposite is an organization with friction. This webinar looks at common communication breakdowns in public agencies among staff and directors/trustees. It will discuss the proper and effective communication methods to fix current situations and prevent future failures. There will also be time for specific questions regarding your agency.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!

**NEW
WEBINAR!**



**POSITIONING YOUR AGENCY FOR A
SUCCESSFUL FINANCING**

May 29, 2015

10:00 – 11:30 a.m.

Whether your agency is planning a \$500 thousand project or a \$500 million one, knowing how to position yourself for financing could be key to your success. Join consultants from the CSDA Finance Corporation to learn what financing options are available and what you can do to get the best terms and rates for your agency.

Free webinar

Webinar sponsored by:



**CSDA
Finance Corporation**



RECORDS RETENTION & MANAGEMENT

Earn SDRMA Credit Incentive Points

April 15, 2015

10:00 a.m. – 12:00 p.m.

This webinar provides attendees with information on the details of creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws and how to determine the right retention requirements. This course will also offer suggestions on document storage and use of electronic documents in records retention and management.

\$49 SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar
presented by:



**REQUIRED ETHICS COMPLIANCE
TRAINING – AB 1234**

Earn SDRMA Credit Incentive Points

March 4, 2015 OR November 18, 2015

10:00 a.m. – 12:00 p.m.

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

Free SDRMA Member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!

**NEW
WEBINAR!**



REQUIRED SEXUAL HARASSMENT PREVENTION TRAINING FOR SPECIAL DISTRICTS

Earn SDRMA Credit Incentive Points

January 14, 2015 or June 10, 2015

10:00 a.m. – 12:00 p.m.

Receive your AB 1825 compliance training for special districts with this webinar. AB 1825 makes sexual harassment prevention training mandatory for supervisory employees of special districts and other organizations. This legislation requires employers to ensure that all managers/supervisory employees receive at least two hours of sexual harassment prevention training every two years.

Free SDRMA Member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



RULES OF ORDER MADE EASY!

Earn SDRMA Credit Incentive Points

January 29, 2015

10:00 – 11:30 a.m.

Having an understanding of the rules of order for board meetings is important for special district staff and elected officials. These rules help to make sure meetings are productive, orderly and efficient. Participants in this webinar will learn the general protocols used in: board discussions; making and passing motions; rescinding, reconsidering or amending something previously adopted; consent items; point of order, appeals, requests; voting & quorums and much more. Meets the Board Secretary/Clerk Certificate requirement for Rules of Order and Facilitating Board Protocols.

\$49 SDRMA member
\$69 CSDA member
\$99 Non-member



SOCIAL MEDIA CHALLENGES AND OPPORTUNITIES FOR SPECIAL DISTRICTS: A LEGAL PERSPECTIVE

May 5, 2015

10:00 a.m. – 12:00 p.m.

The impact of social media in society cannot be overstated. For public agencies, social media continues to raise questions more rapidly than courts can provide answers. As one question is answered, new legal issues and forms of social media emerge to raise new questions. While social media presents certain challenges to special districts, it can also provide tremendous opportunities. This cutting-edge session will cover the most current developments related to social media in the public workplace. Among other things, this session will cover: the benefits and opportunities for special districts using social media; practical challenges and advice in securing your agency's place in social media; and topics that should be addressed in policy.

\$69 CSDA member
\$99 Non-member

Webinar presented by:



**NEW
WEBINAR!**



**SPOT THE FRAUD! FRAUD DETECTION/
PREVENTION FOR SPECIAL DISTRICTS**

Earn SDRMA Credit Incentive Points

March 19, 2015

10:00 a.m. – 12:00 p.m.

Financial fraud is a reality for many special districts and districts need to develop not only good internal control procedures, but a culture that says “no” to fraud and irregularities. This webinar will talk about how to assess risk in your organization and develop policies and procedures that will mitigate risk and help prevent fraud. We will also provide resources to help you get started in looking at your organization and assessing risk.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



**THE ESSENTIAL GUIDE TO
THE BROWN ACT**

Earn SDRMA Credit Incentive Points

February 10, 2015

10:00 a.m. – 12:00 p.m.

This webinar provides the nuts and bolts of the Brown Act, California’s open meetings law. Learn what constitutes a meeting and what does not, what agenda requirements exist, when closed sessions can take place, and what role the public has in agency meetings. Find out about recent legislative updates to the law and the consequences of violating the law. Whether you are new to an agency or a seasoned professional, this webinar will provide core information and keep you up to date.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



**THE POWER OF
CSDA'S ALLIANCE PARTNERS**

October 2, 2015

10:00 – 11:00 a.m.

Have you heard about the California Special Districts Alliance? This partnership between CSDA, the CSDA Finance Corporation and Special District Risk Management Authority provides the services and resources you need to run your agency effectively and efficiently. Learn more about the risk management services, financing options and other exclusive benefits available to CSDA members through the Alliance partners.

Free webinar

**NEW
WEBINAR!**



UNDERSTANDING BOARD MEMBER & DISTRICT LIABILITY ISSUES

Earn SDRMA Credit Incentive Points

February 18, 2015 or August 12, 2015

10:00 – 11:30 a.m.

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency and the role of individual board members acting within the course and scope of their official duties.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



UNDERSTANDING PUBLIC ENTITY LIABILITY EXPOSURES

Earn SDRMA Credit Incentive Points

May 12, 2015

10:00 – 11:30 a.m.

California Government Code §815 states: Except as otherwise provided by statute: A public entity is not liable for an injury, whether such injury arises out of an act or omission of the public entity or a public employee or any other person. What is a “statutory duty”? How is that duty “breached”? This webinar will discuss statutory duties every public entity faces and the legal responsibilities and immunities afforded by California Government Code.

Free SDRMA member
\$69 CSDA member
\$99 Non-member

Webinar presented by:



UNDERSTANDING THE BROWN ACT: BEYOND THE BASICS

Earn SDRMA Credit Incentive Points

August 20, 2015

10:00 a.m. – 12:00 p.m.

Agency staff and officials familiar with the Brown Act recognize that while the principle of open meetings initially seems simple, the application of the law can prove to be quite complex. This webinar provides advanced training for California’s open meeting law. This interactive session will cover some of the more complex aspects of the Brown Act: from serial meetings, to open and closed session agenda and reporting requirements, to teleconferencing, email and social media considerations. Participants will work through hypotheticals to apply their knowledge of the law. Common mistakes made under the Brown Act and practical tips to avoid violations will also be covered.

Free SDRMA member
\$69 CSDA member
\$99 Non-member



ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!

**NEW
WEBINAR!**



WHAT'S A PUBLIC RECORD? HOW TO COMPLY WITH THE PUBLIC RECORDS ACT

Earn SDRMA Credit Incentive Points

March 10, 2015

10:00 a.m. – 12:00 p.m.

With government transparency a top priority in today's political culture, public agencies are facing increasing demands under the Public Records Act (PRA). How do you handle responding to a PRA request that involves potentially thousands of emails that contain confidential information? How do you respond when you know the PRA request is informal discovery? What must a special district disclose with respect to employee compensation and retiree pension amounts? Come discuss these and other recent PRA-related challenges facing your agency. This session is everything you always wanted to know about the PRA but were afraid to ask.

\$69 CSDA member

\$99 Non-member

Webinar presented by:

LCW LIEBERT CASSIDY WHITMORE



WORKERS' COMPENSATION CLAIMS AND THE INTERACTIVE PROCESS

Earn SDRMA Credit Incentive Points

May 27, 2015

10:00 – 11:30 a.m.

As an employer, a public entity has a statutory duty to participate in the "Interactive Process" with an employee or qualified family member that has a serious medical condition. This webinar will define the steps in the Interactive Process and how this critical step can create a liability exposure for the employer in both the Workers' Compensation and Family Medical Leave Act (FEHA)/California Family Rights Act (CFRA) claims areas.

Free SDRMA member

\$69 CSDA member

\$99 Non-member

Webinar presented by:

SDRMA

ONLINE CONTINUING EDUCATION FOR DISTRICT BOARD MEMBERS & STAFF!



California Special Districts Association

2015 SCHEDULE

| |
|-------------|
| Webinars |
| Workshops |
| Academy |
| Conferences |

**** Free to SDRMA**

| January | Event | City | Board Sec | CIP |
|----------|--|-----------------|-----------|-----|
| 14 | Required Sexual Harassment Prevention Training for Special Districts** | | | YES |
| 15 | Introduction to Good Governance | Riverside | | YES |
| 21 | Annual Employment Law Update** | | | YES |
| 22 | Introduction to Good Governance | Orange County | | YES |
| 25-28 | SDLA Conference | Napa Valley | | YES |
| 29 | Rules of Order Made Easy! | | YES | YES |
| February | Event | City | Board Sec | CIP |
| 10 | The Essential Guide to the Brown Act** | | | YES |
| 11-13 | Board Secretary/Clerk Conference | San Diego | | YES |
| 18 | Understanding Board Member and District Liability Issues** | | YES | YES |
| 20 | Maximize Your CSDA Membership: It PAYS To Be a Member | | | |
| 24 | Must Have Communication Protocols for District Board Members & Staff** | | | YES |
| 26 | Introduction to Special District Finances for New Board Members** | | | YES |
| March | Event | City | Board Sec | CIP |
| 4 | Required Ethics Compliance Training - AB1234** | | | YES |
| 10 | What's a Public Record? | | | YES |
| 19 | Spot the Fraud! Fraud Detection/Prevention for Special Districts** | | | YES |
| 24 | SDLA: Governance Foundations | Sacramento | | YES |
| 26 | Legislative Round-Up | | | |
| April | Event | City | Board Sec | CIP |
| 9 | Best Practices in Agenda Prep/Minutes | | YES | YES |
| 14 | Supervisory Skills for the Public Sector | Sacramento | | YES |
| 15 | Records Retention & Management | | YES | YES |
| 16 | Introduction to Good Governance | Humboldt County | | YES |
| 21 | California Tort Claims Requirements** | | | YES |
| 22 | Proposition 26, Proposition 218 and Rate Setting | Sacramento | | |
| May | Event | City | Board Sec | CIP |
| 5 | Social Media Challenges and Opportunities: A Legal Perspective | | | |
| 12 | Understanding Public Entity Liability Exposures** | | | YES |
| 18 | Best Practices in Strategic Planning: Effective Approaches that Work! | Sacramento | | |
| 19-20 | Special Districts Legislative Days | Sacramento | | |
| 27 | Workers' Compensation Claims and the Interactive Process** | | | YES |
| 29 | Positioning Your Agency for a Successful Financing | | | |

| June | Event | City | Board Sec | CIP |
|-----------|--|---------------|-----------|-----|
| 3 | Staying in Compliance: Understanding Fundamental Special District Laws | Sacramento | YES | YES |
| 10 | Required Sexual Harassment Prevention Training for Special Districts** | | | YES |
| 16 | SDLA: Governance Foundations | Fresno | | YES |
| 18 | Managing Personal Device Use: Data Theft, Hacking and the Public Records Act** | | | YES |
| 23 | Social Media Basic Training: Launching Effective Online Presence - half day | Sacramento | | |
| 23 | Social Media Mastery for Districts - half day | Sacramento | | |
| July | Event | City | Board Sec | CIP |
| 12 | So You Want To Be a General Manager? | Newport Beach | | |
| 12-14 | General Manager Leadership Summit | Newport Beach | | YES |
| 22 | SDLA: Setting Direction/Community Leadership | Sacramento | | YES |
| 23 | SDLA: Board's Role in Human Resources | Sacramento | | YES |
| 30 | Legislative Round-Up | | | |
| August | Event | City | Board Sec | CIP |
| 6 | Maximize Your CSDA Membership: Website Resources | | | |
| 12 | Understanding Board Member & Dist. Liability Issues** | | YES | YES |
| 18 | SDLA: Board's Role in Finance and Fiscal Accountability | Sacramento | | YES |
| 20 | Understanding the Brown Act: Beyond the Basics** | | | YES |
| September | Event | City | Board Sec | CIP |
| 21 | So You Want To Be a General Manager? | Monterey | | |
| 21 | Building Confidence in Public Speaking | Monterey | | |
| 21 | SDLA: Pre-Conference Workshop: Governance Foundations | Monterey | | YES |
| 21-24 | Annual Conference | Monterey | | YES |
| October | Event | City | Board Sec | CIP |
| 2 | The Power of CSDAs Alliance Partners | | | |
| November | Event | City | Board Sec | CIP |
| 10 | Best Practices in Managing Special District Investments | | | |
| 18 | Required Ethics Compliance Training - AB 1234** | | | YES |



California Special Districts Association

2015 REGISTRATION

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

Questions?
 Please contact us toll-free:
 877.924.2732

Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee for workshops and webinars and \$75 for conferences/events.

Registration Available online at
www.csdanet.com

| One form per registrant. Please make copies as needed. | | | | | | | |
|--|---|--|--|---|------------|------|-------|
| Name/Title: | | | | | | | |
| District: | | | | | | | |
| Phone: | | | | Email: | | | |
| Member status: <input type="checkbox"/> CSDA + SDRMA Member <input type="checkbox"/> CSDA Member <input type="checkbox"/> Non-member | | | | | | | |
| Please indicate which workshop or webinar you would like to attend. | | | | | City | Date | Total |
| Workshop/Webinars: | | | | | | | |
| Workshop/Webinars: | | | | | | | |
| Workshop/Webinars: | | | | | | | |
| WORKSHOP/WEBINAR SUBTOTAL 1: | | | | | | | |
| CSDA Conferences and Events | | | | | City | Date | Total |
| <input type="checkbox"/> Board Secretary/Clerk Conference | EARLY BIRD: JAN 9 | <input type="checkbox"/> \$525 - SDRMA Member <input type="checkbox"/> \$575 - CSDA Member <input type="checkbox"/> \$750 - Non-member | <input type="checkbox"/> \$575 - SDRMA Member <input type="checkbox"/> \$625 - CSDA Member <input type="checkbox"/> \$800 - Non-member | San Diego | Feb 11-13 | | |
| <input type="checkbox"/> Special Districts Legislative Days | EARLY BIRD: APRIL 17 | <input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$275 - Non-member | <input type="checkbox"/> \$225 - CSDA Member <input type="checkbox"/> \$325 - Non-member | Sacramento | May 19-20 | | |
| <input type="checkbox"/> General Manager Leadership Summit | EARLY BIRD: JUNE 12 | <input type="checkbox"/> \$625 - CSDA Member <input type="checkbox"/> \$750 - Non-member | <input type="checkbox"/> \$675 - CSDA Member <input type="checkbox"/> \$800 - Non-member | Newport Beach | July 12-14 | | |
| <input type="checkbox"/> Annual Conference & Exhibitor Showcase | EARLY BIRD: AUG 14 | <input type="checkbox"/> \$550 - CSDA Member <input type="checkbox"/> \$750 - Non-member | <input type="checkbox"/> \$600 - CSDA Member <input type="checkbox"/> \$800 - Non-member | Monterey | Sept 21-24 | | |
| CONFERENCE SUBTOTAL 2: | | | | | | | |
| Special District Leadership Academy - Attend four 6-hour modules | | | | | | | |
| <input type="checkbox"/> Yes, I'd like to sign up for the full academy | | <input type="checkbox"/> \$800 - CSDA Member | | <input type="checkbox"/> \$1,400 - Non-member | | | |
| <input type="checkbox"/> Yes, I'd like to sign up for individual modules | | <input type="checkbox"/> \$225 - CSDA Member | | <input type="checkbox"/> \$375 - Non-member | | | |
| Select Individual Modules Below | | | | | | | |
| Module 1: Governance Foundations <input type="checkbox"/> Sacramento - Mar 24** <input type="checkbox"/> Fresno - June 16** <input type="checkbox"/> Monterey - Sept 21 | Module 2: Setting Direction/Community Leadership <input type="checkbox"/> Sacramento - July 22 | Module 3: Board's Role in Finance and Fiscal Accountability <input type="checkbox"/> Sacramento - August 18 | Module 4: Board's Role in Human Resources <input type="checkbox"/> Sacramento - July 23 | | | | |
| SPECIAL DISTRICT LEADERSHIP ACADEMY SUBTOTAL 3: | | | | | | | |
| (COMBINE SUBTOTAL 1, 2 AND 3) ---- TOTAL AMOUNT DUE: | | | | | | | |
| Payment information | | | | | | | |
| <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover | | | | | | | |
| Acct. name: | | | | Acct. Number: | | | |
| Expiration date: | | | | Authorized Signature: | | | |

**Module 1 - Special Rate - see page 8 for details.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

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