



CEAC Board of Directors

Friday, December 2, 2016 | 10:00am -12:00pm
CSAC 122nd Annual Meeting
Madera Room|Renaissance Palm Springs Hotel
888 Tahquitz Canyon Way
Palm Springs, California 92262



-
- 10:00am
1. **Call to Order** (Presleigh)
 2. **Approval of Minutes, August 18, 2016** (Pratt) - **Attachment One: Action Item**
 3. **Correspondence** (Presleigh)
 - a) New member recognition certificate – Dennis Schmidt and Steve White – **Attachment Two**
 4. **CLODS Report** (CLODS)
 5. **NACE Report** (McGolpin)
 6. **CSAC Report** (CSAC Staff)
 7. **Regional Directors Reports**
 8. **Treasurers Report** (Crump) – **Attachment Three: Action Item** (2017 CEAC Budget)
 9. **Committee Reports**
 - a) Flood Control and Water Resources – **Attachment Four: CSAC Staff Recommendations and Draft Scope of Work for Stormwater Funding Project: Action Item**
 - b) Resource Recovery and Waste Management
 - c) Surveyor
 - d) Land Use
 - e) Transportation
 - f) Oversight and Special Tasks
 10. **Other Committee Reports**
 - a) Fellowship
 - b) Scholarship (Kowalewski)
 - c) Outside Committees
 11. **Life Membership**
 12. **Unfinished Business**
 - a) CEAC ByLaws (Penrose) – **Attachment Five: Action Item**
 13. **New Business/Other Items**
 - a) NACE Western Region VP nomination

CEAC Board of Directors

Friday, December 2, 2016 | 10:00am -12:00pm

14. Scheduled Conferences

- a) CEAC Spring Conference/PWOL, San Diego, March 22-24, 2017
- b) CEAC 12th Annual Policy Conference, Sacramento, August 30-31, 2017
- c) CSAC 123rd Annual Meeting, Sacramento, Nov. 28-December 1, 2017

15. CEAC Board of Directors Meeting Schedule

- a) March 24, 2017, 10:30am (CEAC Spring Conference)
- b) August 31, 2017, 12:30pm (CEAC Policy Conference)
- c) December 1, 2017, 11:00am (CSAC Annual Meeting)

12:00pm

Adjourn

Meeting Roster

Officer	Office	County
John Presleigh	President	Santa Cruz
Jeff Pratt	President-Elect	Ventura
	Secretary	
Matt Machado	Past President	Stanislaus
Mike Crump	Treasurer	Butte
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)
Doug Wilson	Parliamentarian	Tulare (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Scott McGolpin	NACE Representative	Santa Barbara
Dave Gravenkamp	Historian	Siskiyou County (Retired)
Regional Directors	Region	County
Matt Tuggle	Bay Area	Solano
Scott DeLeon	Northern California	Lake
Panos Kokkas	Sacramento Mother Lode	Yolo
Richard Schwarz	San Joaquin Valley	Merced
Tom Fayram	Central Coast	Santa Barbara
Patty Romo	Southern California	Riverside
Committee Chairs	Committee	County
Richard Crompton	Transportation	San Diego
Pattie McNamee	Fellowship	Contra Costa (Retired)
Tom Fayram	Flood Control/Water Resources	Santa Barbara
Brian Balbas	Land Use	Contra Costa
Jim Porter	Oversight	San Mateo
Steven Kowalewski	Scholarship	Contra Costa
Mark Schleich	Resource Recovery & Waste Mgmt.	Santa Barbara
Warren Smith	Survey	San Joaquin
CSAC/CEAC Staff	Title	Agency/County
DeAnn Baker	Deputy Executive Director of Legislative Affairs	CSAC
Karen Keene	Senior Legislative Representative	CSAC
Kiana Valentine	Legislative Representative	CSAC
Cara Martinson	Legislative Representative	CSAC

ATTACHMENTS

Attachment One.....August 18, 2016 Board of Directors Meeting Minutes

Attachment Two.....New Member Recognition Certificate: Dennis Schmidt and
Steve White

Attachment Three.....Treasurers Report

Attachment FourCSAC Staff Recommendations for Stormwater Funding Project

Attachment FiveCEAC ByLaws

Attachment One

August 18, 2016 Board of Directors Meeting Minutes

CEAC BOARD OF DIRECTORS

CSAC Peterson Conference Room
1100 K Street, Sacramento, CA

August 18, 2016

Draft Minutes

1. Call to Order (Machado)
 - a. Meeting called to order at 12:54 p.m.
2. Approval of Minutes - March 11, 2016 and March 31, 2016 (Pratt)
 - a. March 11, 2016 Minutes
 - i. One correction – McGolpin present (McGolpin)
 - ii. Motion to approve (DeChellis)
 - iii. Second (Penrose)
 - iv. Motion passed unanimously
 - b. March 31, 2016 Minutes
 - i. Motion to approve (Presleigh)
 - ii. Second (Penrose)
 - iii. Motion passed Unanimously
3. Correspondence - NTR
4. CLODS Report (Sadjadi et al)
 - a. CLODS had a long discussion about the candidates and from many members who wanted to serve as officers they were able to select the slate of CEAC officers for 2016-17 to be presented to the CEAC membership
 - b. Crump to Retire August 26, Thursday
 - c. Crump to be honored during CLODS BBQ at annual conference
5. NACE Report (McGolpin)
 - a. Western Regional Meeting in Laughlin, Nevada October 2016
 - i. Invite operational staff as appropriate
 - b. McGolpin to discuss vagaries of membership voting at next NACE Directors' meeting
 - c. NACO legislative meeting in D.C. February – D.C. is a good place to meet people of similar interests and perspectives
6. CSAC Report (Baker et al)
 - a. Keene to retire in December (Baker)
 - i. Large round of congratulations cheering and applause by all
 1. Will be missed by all
 2. Martinson to assume Keene duties with help of new legislative assistant
 - a. Valentine to take over CSAC/CEAC contract
 - b. CEAC website redesign complete (Gerety)
 - c. Will secure "Capital Events Center" for 12th Annual Policy Conference 8/30 – 8/31, 2017
7. Regional Directors Reports
 - a. Bay Area (Kowalewski) – NTR
 - b. Northern California (DeLeon)

- i. Bedroll last week – low turn-out
 - ii. Change to month of July next year
 - c. Sacramento Mother Lode (Kokkas)
 - i. Met 5/25 with good turn-out, Machado in attendance
 - ii. Next meeting date TBD
 - d. San Joaquin Valley (Schwartz)
 - i. New public works leadership at several counties in region
 - ii. Next meeting August 19, 2016
 - iii. Schwarz to provide DeChellis with article for next newsletter
 - e. Central Coast (McGolpin)
 - i. Met May 13, 2016
 - ii. Hope to meet in October sometime
 - f. Southern California (Brunet)
 - i. Met July 28, 2016 in San Diego - good attendance
 - ii. Next meeting September 29, 2016
- 8. Treasurers Report (Crump)
 - a. CEAC budget looks good and balanced
 - b. Public Works Secretarial Seminar (PWSS) committee provided \$8000 to Treasurer for use on future secretarial seminars only
 - c. Treasurer will take care of Secretarial Seminar fund accounting in future years
- 9. Committee Reports
 - a. Flood Control and Water Resources (Keene)
 - i. DWR staff would like to attend all future FCWR committee meetings
 - 1. BOD in agreement
 - ii. Want to continue “storm water needs assessment” activities
 - 1. Prepare draft engagement plan
 - a. Money remaining in Watershed Resources contract
 - iii. DeChellis Motion – Direct Watershed Resources to prepare scope and contract amendment for Fall meeting consideration
 - iv. Presleigh second
 - v. Motion passed unanimously
 - b. Resource Recovery and Waste Management – NTR
 - c. Surveyor – NTR
 - d. Land Use (Balbas)
 - i. Good meeting – committee set its priorities for next year
 - ii. More to come on “by-right” issue
 - e. Transportation (Valentine)
 - i. Committee voted to request BOD consider CSAC introduced and CEAC supported JOC legislative amendments
 - 1. Valentine and Lee want flexibility on most expeditious path to follow
 - ii. Penrose motion to pursue appropriate legislative remedy that would add JOC to the Public Works toolbox
 - iii. Pratt second
 - iv. Motion passed unanimously

- f. Oversight and Special Tasks (Porter)
 - i. Meeting occurred just prior to BOD meeting
 - ii. Committee voted to recommend approval of Bylaws and Officers Manual with slight amendment to CEAC BOD
- 10. Other Committee Reports
 - a. Fellowship (None) – NTR
 - b. Scholarship (Kowalewski)
 - i. 26 Applications received
 - ii. Thanks to DeLeon and Gin for their help on the selection committee and the selection of the three winners
 - c. Outside Committees – NTR
- 11. Life Membership
 - a. Steven Steinhoff
 - i. Need SoCal Region recommendation
 - ii. Remanded to SoCal region for action and recommendation
 - b. Mike Crump
 - i. Sadjadi motion to approve contingent upon successful Crump retirement
 - ii. Penrose second contingent upon successful Crump retirement
 - iii. Motion passed unanimously
- 12. Unfinished Business
 - a. CEAC Officers Manual (Penrose) – Action Item
 - i. Amendments: add travel for newsletter editor, change “president-elect” to “vice president”, and add “duties of the past president”
 - ii. Crump motion to approve
 - iii. Pratt second
 - iv. Motion passed unanimously
 - b. CEAC Bylaws (Penrose) – Action Item
 - i. Agreement to send draft bylaws to membership for review before Fall conference vote
 - ii. Kokkas motion to distribute draft bylaws to CEAC membership as suggested in i. above
 - iii. DeLeon second
 - iv. Motion passed unanimously
- 13. New Business/Other Items
 - a. Gratitude to Sacramento County for assistance with conference (Machado)
 - b. Need Suggestions for topics at Fall presentation (3-hours) just prior to CLODS BBQ (Machado)
 - c. CSAC staff will assist Machado in pursuing topics for the session (Gerety)
 - d. Any better ideas for topic should be submitted to Gerety by September 15, 2016
- 14. Scheduled Conferences- Reviewed
 - a. NACE Western Regional Meeting – Laughlin, NV 10/24 – 10/26 2016
 - b. CSAC Annual Meeting – Palm Springs, CA 11/29 – 12/2 2016
 - c. CEAC Spring Conference/PWOF San Diego, CA 3/22 -3/24 2017
- 15. CEAC Board of Directors Meeting Schedule

- a. Next meeting December 2, 2016 at 11:00 a.m. (Annual Meeting)

Meeting Adjourned 2:15 p.m.

Meeting Roster

Name	County	E-Mail
Mehdi Madjd-Sadjadi	Marin (Retired)	CEACTE@yahoo.com
Brian Balbas	Contra Costa	brian.balbas@pw.cccounty.us
Richard Schwarz	Merced	rschwarz@co.merced.ca.us
John Presleigh	Santa Cruz	john.presleigh@santacruzcounty.us
Cara Martinson	CSAC	cmartinson@counties.org
Steven Kowalewski	Contra Costa	skowa@pw.cccounty.us
Matt Machado	Stanislaus	machadom@stancounty.com
Jeff Pratt	Ventura	jeff.pratt@ventura.org
David Fleisch	Ventura	david.fleisch@ventura.org
Doug Wilson	Willdan	dwilson@willdan.com
David Gravenkamp	Siskiyou (Retired)	
Scott McGolpin	Santa Barbara	mcgolpin@cosbpw.net
Bill Brunet	Imperial	williambrunet@co.imperial.ca.us
Mark Schleich	Santa Barbara	schleich@cosbpw.net
Scott DeLeon	Lake	scott.deleon@lakecountyca.gov
Mike Crump	Butte	mcrump@buttecounty.net
Jim Porter	San Mateo	jporter@smcgov.org
Panos Kokkas	Yolo	Panos.kokkas@yholocounty.org
Kiana Valentine	CEAC	kvalentine@counties.org
DeAnn Baker	CEAC	dbaker@counties.org
Mike Penrose	Sacramento	penrosem@saccounty.net
Merrin Gerety	CEAC	mgerety@counties.org
Pat DeChellis	Los Angeles (Retired)	
Nardy Khan	Orange	nardy.khan@ocpw.ocgov.com
Mehdi Sohmani	Orange	
Chris Lee	CEAC	Clee@counties.org

Attachment Two

New Member Recognition Certificate: Dennis Schmidt and Steve White

County Engineers Association
of California

In Recognition

*of association and service
this is to certify*

Dennis Schmidt

Butte County
Department of Public Works

as a regular member of the County Engineers Association of California

September 13, 2016

Date



President

County Engineers Association
of California

In Recognition

*of association and service
this is to certify*

Steve White

Fresno County
Department of Public Works & Planning

as a regular member of the County Engineers Association of California

June 16, 2016

Date



President

Attachment Three

Treasurer's Report

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA
TREASURER'S REPORT: November 2, 2016

BALANCE AS OF JANUARY 1, 2016

\$555,208.98

INCOME

Estimate Actual

Membership Dues	\$134,250.00	\$37,750.00
Affiliate Dues	12,500.00	11,500.00
Local Streets and Roads Needs Assessment	50,000.00	173,552.10
DIS Assessment	55,000.00	17,450.00
Spring Conference Income	20,000.00	17,798.00
Spring Conference Sponsorship Income	15,000.00	18,664.00
Policy Conference Income	4,000.00	1,050.00
Policy Conference Sponsorship Income	7,500.00	4,500.00
Annual Meeting Income	5,000.00	500.00
Annual Meeting Sponsorship Income	9,500.00	11,250.00
Bedroll Conference Income	6,000.00	6,655.00
Miscellaneous Income (job posting etc.)	2,000.00	2,075.78
PWSS		21,929.00
CEAC Memorial Fund Income		0.00

TOTAL 2016 INCOME

\$320,750.00 \$324,673.88 \$3,923.88

\$324,673.88

TOTAL FUNDS AVAILABLE FOR 2016

\$879,882.86

EXPENDITURES

Amt. Budget Amt. Exp. Balance Total Exp. Total

CLODS Golden Anniversary	10,000	302.74		
NACE Dues	\$33,500.00	\$33,500.00		
NACE Conference Sponsorship	500.00	500.00		
CSAC Service and Expense Reimbursement	145,000.00	151,062.50		
Newsletter Editor Service	4,200.00	2,303.32		
FEMA White Paper Contract	10,625.00	0.00		
DIS Assessment Report	75,000.00	27,750.00		
CEAC Web Re-design Contract	18,540.00	4,121.88		
LS&R Needs Study	342,100.00	226,523.95		
Tax Fees & Accounting	500.00	567.00		

TOTAL SERVICES

\$639,965.00 \$446,631.39 \$193,333.61 \$446,631.39 \$193,333.61

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA
TREASURER'S REPORT: November 2, 2016

Office Supplies & Expenses	\$1,000.00	\$650.05			
Awards, Gifts	2,500.00	45.20			
TOTAL HOUSEKEEPING	\$3,500.00	\$695.25	\$2,804.75	\$695.25	\$2,804.75
Spring Conference Expense	10,000.00	5,593.90			
Spring Conference County Night/Hospitality Expense	5,000.00	0.00			
Policy Conference Expense	8,500.00	96.66			
Policy Conference County Night/Hospitality Expense	4,200.00	380.01			
NACE Conference Expense	4,000.00	9,292.53			
Annual Meeting Expense	5,000.00	18,169.20			
Annual Meeting County Night Hospitality Expense	5,000.00	0.00			
CLODS BBQ Expense	0.00	3,605.14			
Bedroll Conference Expense	5,600.00	6,226.17			
Scholarships	6,000.00	6,000.00			
CEAC BOD & CLODS Meeting Expenses	5,000.00	3,938.22			
PWSS Reception Sponsorship/expenses	2,500.00	13,019.33			
TOTAL SPECIAL FUNCTIONS	\$60,800.00	\$66,321.16	(\$5,521.16)	\$66,321.16	(\$5,521.16)
Officers' Travel and Expense	\$20,000.00	\$1,749.80			
TOTAL TRAVEL	\$20,000.00	\$1,749.80	\$18,250.20	\$1,749.80	\$18,250.20
Travel Contingencies	\$10,000.00				
Misc. Contingencies	19,353.41				
TOTAL CONTINGENCIES	\$29,353.41	\$0.00	\$29,353.41	\$0.00	\$29,353.41
TOTALS & BALANCES				\$515,397.60	\$238,220.81
TOTAL EXPENDITURES January 1, 2016 thru November 2 ,2016					<u>\$515,397.60</u>
BALANCE AS OF November 2 ,2016					<u><u>\$364,485.26</u></u>

CEAC Proposed BUDGET 2017

Balance on November 2, 2016		364485.26
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ESTIMATED INCOME

2016 Member Dues	160250	
Affiliate Dues	12500	
Local Streets and Roads Needs Contribution	30000	
Spring Conference Income	36000	
Policy Conference Income	12000	
Annual Meeting Income	12000	
Bedroll Income	6000	
PWSS Income	10000	
Miscellaneous Income	2000	
TOTAL ESTIMATED INCOME	280750	<u>280750</u>

TOTAL FUNDS AVAILABLE FOR 2017

645235.26

NACE Dues	33500	
NACE Conference Sponsorship	500	
CSAC Service & Expense Reimbursement	150000	
Newsletter Editor Service	2000	
DIS Assessment	50000	
LS&R Needs Study	125000	
Tax Fees and Accounting	<u>500</u>	
TOTAL SERVICES	361500	361500

Office Supplies & Expenses	1000	
Scholarships	6000	
Awards, Gifts	<u>2000</u>	
TOTAL HOUSEKEEPING	9000	9000

Spring Conference Expense	15000	
Policy Conference Expense	16000	
Annual Fall Conference Meeting Expense	10000	
CEAC BOD and CLODS Meeting Expense	8500	
Bedroll Expense	6000	
PWSS Reception Sponsorship	2000	
PWSS Reception Expense	<u>12000</u>	
TOTAL SPECIAL FUNCTIONS	69500	69500

Officers' Travel and Expense	<u>20000</u>	
TOTAL TRAVEL AND EXPENSE	20000	20000

Travel Contingencies	10000	
Misc. Contingencies	<u>175235.26</u>	
TOTAL CONTINGENCIES	185235.26	<u>185235.26</u>
TOTAL 2016 CEAC BUDGET		<u><u>645235.26</u></u>

Attachment Four

CSAC Staff Recommendations for Stormwater Funding Project



1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327.7500

Facsimile
916.441.5507

November 30, 2016

To: CEAC Flood Control and Water Resources Policy Committee
CEAC Board of Directors
From: Cara Martinson, CSAC Legislative Representative
Kiana Valentine, CSAC Legislative Representative

Re: Stormwater Funding Project: Next Steps

Background. Last year, CSAC, the League of California Cities (the League) and the Association of California Water Agencies (ACWA) filed a proposed Constitutional amendment with the Attorney General, titled “The California Water Conservation, Flood Control and Stormwater Management Act of 2016”. The measure would have amended Article X of the California Constitution to create a new, optional funding method that local agencies could use to fund local stormwater services and flood control projects, and establish conservation-based water rates or lifeline rates to assist low-income customers. Polling of the official Title and Summary prepared by the Attorney General’s Office showed it would fail to get majority support, even with a superior funding advantage. As a result, CSAC, the League, and ACWA decided to not move forward with the proposed ballot measure in 2016. However, all parties agreed to continue the dialogue regarding potential future solutions.

On August 18, 2016, the CEAC Board of Directors (Board) approved recommendations from the Flood Control and Water Resources Policy Committee (Flood Control Committee) to continue our effort to develop a funding solution for local stormwater programs, by developing an Engagement Plan to focus on our next steps as an organization. Two questions have emerged out of this effort: how should CEAC move forward given the lack of support for a Constitutional amendment; and, what role should our consultant play in this effort?

Policy Considerations. CSAC remains committed to staying actively engaged in the stormwater issue. However, CSAC, the League and ACWA will not be taking the lead role in this effort and, therefore, CEAC must decide how they wish to move forward, with assistance from CSAC staff. The Flood Control Committee met in August and discussed this issue with our consultant and approved moving forward with a draft Engagement Plan. The Committee will meet again on November 30, 2016, to discuss this issue, and review our Consultant’s proposed Scope of Work.

Before moving forward, staff is recommending the following items for further discussion:

- (1) Goals and Objectives.** Given the absence of a statewide ballot measure solution in the near term, the Flood Control Committee and Board should discuss in greater detail the specific goals and objectives of CEAC’s future work. For example, is the goal to develop support for

local Proposition 218 elections? Is the goal to educate Boards of Supervisors to draw attention to this important issue? Is the goal to focus on a broader infrastructure solution if a transportation funding package fails to pass? Answers to these questions will help inform how we should move forward, and what our specific next steps should be.

It may be helpful to have the Board appoint a specific subcommittee to focus on these questions and develop proposed goals and objectives before moving forward with an Engagement and, or Work Plan.

- (2) Role of a Consultant.** Watershed Resources Consulting has been providing support to CEAC for the past two years to provide technical input to CSAC in developing a draft ballot measure to help fund stormwater and flood protection projects and services. The ballot measure effort is now on indefinite hold, and the current contract with Watershed Resources Consulting expired on November 15, 2016. If CEAC desires to continue to have support from Watershed Resources Consulting, then a new contract would need to be approved. Watershed Resources Consulting drafted a broad Scope of Work, covering a wide variety of activities and tasks for maximum flexibility, including the development of a Work Plan, a Needs Assessment, a Public Outreach campaign and technical support.
- (3) Commitment from CEAC.** As funding stormwater and flood control programs continues to be a priority for the organization, it is important for the Flood Control Committee and the Board to discuss CEAC's level of commitment to the issue, in the form of time and resources. This will inform how we utilize consulting services and how to allocate work and tasks amongst subcommittee members, staff and consulting services.

Staff Recommendation: Staff recommends the CEAC Flood Control Committee discuss the issues outlined above and provide a recommendation to the CEAC Board of Directors.

DRAFT
Exhibit A
Scope of Basic Services

By
Watershed Resources Consulting
For
County Engineers Association of California
Stormwater Funding Project
October 10, 2016

Introduction

On March 16, 2014, the County Engineers Association of California's Flood Control and Water Resources Policy Committee (Committee) approved a Funding Strategy to develop a funding source for stormwater and flood control services and projects, and formed a Stormwater Funding Subcommittee (Subcommittee) to work on the project. Several months later, the California State Association of Counties (CSAC) and the County Engineers Association of California (CEAC) joined a coalition of various statewide organizations (Coalition) to develop a statewide ballot measure to provide funding for stormwater and flood control services and projects (Initiative). After two years of working through a series of issues and hurdles, ballot measure language in the form of a Constitutional Amendment was submitted to the Attorney General by CSAC, the League of Cities (the League) and the Association of California Water Agencies (ACWA). On February 18, 2016, the Attorney General issued the formal Title and Summary for the ballot measure. Polling was conducted on the Title and Summary, which showed the ballot measure would fail to get majority support. As a result, the League, CSAC, and ACWA decided not to move forward with the proposed ballot measure in 2016. At the CSAC Policy Conference on August 17, 2016, CEAC requested a scope of work outlining recommended next steps between now and the next opportunity to place a ballot measure before the California electorate.

Work Objective

The County Engineers Association of California desires to maintain momentum on the stormwater funding effort and stay engaged as an organization to help move this project forward. To ensure success during the next legislative effort to approve a Constitutional Amendment, an outreach effort needs to be conducted to improve awareness of our issues amongst the legislators and the public. To that end, on August 18, 2016, the CEAC Board of Directors approved Committee recommendations to develop an Engagement Plan, a Work Plan, and a Needs Assessment. The Engagement Plan would guide CEAC strategic efforts over the next several years on this project. The Work Plan represents an adaptation of the outreach model conducted by the Transportation program over the last decade and applied to the Stormwater Funding Project. One of the key elements of the Work Plan will be a Needs Assessment of stormwater and flood control infrastructure throughout the state.

Work Objective. Develop an outreach strategy and program aimed at legislators, elected officials and the public, building on a solid base of information on the needs, challenges, and benefits of stormwater and flood control programs throughout the state, to convey those needs, challenges, and benefits in a way that results in awareness and understanding of the issues and support for a reliable funding source.

This effort will involve attending meetings/conference calls and providing information to various parties to move the project forward under the direction of CSAC, CEAC, CEAC's Flood Control and Water Resources Policy Committee and its Stormwater Funding Subcommittee. It will also involve advocating for the adopted policy positions established by CEAC and its Committees, not in the political sense, which is the purview of CSAC, but in the sense of supporting the goals and expectations of the client organization, CEAC. At the one year milestone, and every year thereafter, a report will be prepared that summarizes the work effort conducted and work products developed during the course of the year.

Tasks and Activities

To achieve this Work Objective, work will be conducted at the direction of the Chair of the Subcommittee or, if unavailable, the chair of the Committee. The Subcommittee will be apprised of progress through meeting minutes, status reports, and review of work products. The Committee will be provided status reports at Committee meetings and at points in the project deemed of interest by the Subcommittee. This work effort will be conducted in two phases, which are described within the four major work products outlined below. To put the work products in perspective, the Engagement Plan is a strategy planning level guide, the Work Plan is an implementation level program, and the Needs Assessment is a task level project to gather desired information.

- **Engagement Plan.** An Engagement Plan will be developed to achieve the Work Objective. The Plan will outline a strategy to guide our work over the next several years to increase public awareness and influence legislative outcome. There are two phases proposed. The first phase is reviewing the successful outreach effort performed in the Transportation program over the last decade and adapting it to the stormwater funding project. This phase will be achieved with close collaboration between CSAC, the counties, and the cities. The first phase of the Engagement Plan will provide an overall strategy and include work to be done by the consultant, the counties, the cities, and CSAC staff. The second phase is to develop key messages and conduct an outreach campaign directly to the public to increase overall awareness and understanding.
- **Work Plan.** The Work Plan is a blueprint for implementing the first phase of the Engagement Plan. It will outline key activities to be performed, who will perform the activities, when the activities will be performed, and a budget with activity costs.

The Work Plan will describe the process to adapt the Transportation outreach model to the Stormwater Funding Project, what elements can carry over directly, what elements can carry over with changes, and what elements won't work. Activities will be clear and definable for the first year and less clear and less well defined beyond one year until more information is known, so the Work Plan will need to be updated, perhaps on an annual basis, as the project proceeds. The activities outlined in the Work Plan will be conducted primarily by the consultant and CSAC staff, with support and some participation by counties and cities.

- **Needs Assessment.** The Needs Assessment will be an inventory of local community drainage, regional Flood Control District infrastructure, and stormwater quality treatment facilities. The intent is to have the information necessary to describe the needs of local government agencies to operate and maintain flood protection infrastructure, local drainage, and stormwater treatment facilities. The Needs Assessment is a key element of the Work Plan. It is anticipated that an outside consultant will be retained to conduct the Needs Assessment, similar to the process performed for the Transportation program needs assessment several years ago. There will also be a coordination effort required by the consultants, the counties, the cities, and CSAC staff.
- **Direct Public Outreach Campaign.** This is the Phase 2 effort, which will conduct an outreach campaign directly with the public to increase awareness and understanding of the needs and challenges local government agencies face when providing flood protection and stormwater services. Another part of the message will be conveying the benefit the public derives from a well-funded flood protection and stormwater treatment infrastructure system. It will be important to coordinate closely with the environmental community when planning and implementing this second phase, as an environmental message resonates well with the public. It is anticipated that an outside consultant will be retained to conduct the direct public outreach campaign.

The following key tasks and activities, which is a representative but not an exhaustive list, will likely be performed to achieve the major work products outlined above. Although each task will likely be performed at some point in the project, not all will be needed for each work product.

- Coalition. Discuss and coordinate with key Coalition members to make sure any parallel outreach efforts are compatible.
- Briefing Papers. Prepare information for a specific audience at a particular time on a topic of discussion
- White Papers. Prepare information for general use on specific topics
- Talking Points. Develop key information for delivery by a certain person or group.

- Statements. Develop a specific arrangement of facts, figures and information as needed by CSAC or other advocates
- Benefits. Research, identify, and describe the benefits of a funded storm water/drainage infrastructure sector
- Interconnections. Research, identify, and describe the interconnections between stormwater quality and drainage infrastructure
- Coordination. Coordinate with CSAC, CEAC and its Committees, and other partners or interested parties
- Strategic Planning. Develop strategic plans for specific tasks
- Data. Research and develop charts, maps, graphs, and spreadsheets as needed.
- Communications. Meet, discuss, and communicate with individuals representing a variety of views to better understand and define stormwater in today's context, potential ways to provide stormwater services in the future, and how those services could be structured institutionally with reliable funding.
- State Department of Water Resources. Coordinate with DWR on the infrastructure assessment work they have already done as part of their Flood Futures Report when planning the Needs Assessment effort.
- Consultants. Draft scopes of work for consultant(s) to perform desired work, coordinate the work effort, and review work products.

Timeline

It is suggested that CEAC focus initially on planning and implementing Phase 1 of the Engagement Plan and holding off on Phase 2 until a later date. The key first step in developing a plan for Phase 1 is to meet with CSAC staff and identify the Transportation outreach effort that will be emulated for the Stormwater Funding Project. Once the Transportation outreach effort is fully understood, work can begin on adapting it to the outreach effort for Stormwater. A draft Engagement Plan and a draft Work Plan should be available within three months. Once the Engagement Plan and Work Plan have been reviewed and approved, a draft plan to implement the Needs Assessment should be available within two months.

Budget

It is anticipated the above work effort can be completed within the same budget allocated to the Stormwater Funding Project over the last two years at a \$60,000 maximum limit per year.

Attachment Five

CEAC ByLaws



County Engineers Association of California
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MEMORANDUM

September 20, 2016

TO: California County Public Works Directors

FROM: Matt Machado, CEAC President
CEAC Board of Directors

CC: CEAC File
CSAC Staff

RE: CEAC Draft Bylaws (update)

CEAC's Board and Oversight Committee have been in discussion for the past year identifying proposed revisions to the CEAC's BYLAWS. The proposed revisions include the new membership dues structure, change of the President Elect position to be called the Vice President, and other editorial changes to provide clarity to the Bylaws.

As noted in Article VII, Section 1 of the bylaws, "Any section or sections of these bylaws may be amended by two-thirds (2/3) affirmative vote of eligible voting members present at any official meeting of the Association. Such proposed amendments shall be sent to all eligible voting members at least thirty (30) days prior to the meeting at which the vote is to be taken."

In addition, according to Article VII, Section 2 of the bylaws, "All votes shall be by voice vote in the presence of at least three members of the Board of Directors."

On August 18, 2016, the CEAC Board of Directors approved that the revised CEAC Bylaws be distributed to the general membership, and be voted upon for approval by the CEAC membership at the fall conference, December 2, 2016 in Riverside County.

**BYLAWS
OF
COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA**

Revised: August 2016

**BYLAWS
OF
COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA**

ARTICLE I

General

Section 1. The name of this Association shall be the COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA (CEAC)

Section 2. The headquarters of the Association shall be located at the office of the Treasurer.

Section 3. The objectives of this Association shall be to accomplish the advancement of engineering methods and ethical practice by means of meetings, conferences, and partnerships with other organizations.

Through discussion, interchange, and dissemination of engineering and administrative data and ideas, the organization shall strive to effect maximum efficiency and modernization in engineering, maintenance, and administrative units of local government. By these means, and by professional and social discourse, this organization shall further the welfare of its members.

To support the California State Association of Counties through the establishment of advisory committees.

ARTICLE II

Membership

Section 1. Principal Membership in this association shall be limited to County Engineers, County or City Engineers in combined cities and counties of Charter Counties, County Surveyors, County Road Commissioners, Directors of County Departments of Public Works, Flood Control Engineers, and heads of other Departments concerned with County Engineering and Public Works, serving major segments of any County under the direction of the Board of Supervisors.

Each County shall be allocated one Principal Membership for each function which is a qualifying function for Principal Membership as listed above and which is independent

from any other Principal Member. Principal Membership would automatically qualify all eligible personnel connected with public works and designated by the Principal Member to become Members and participate in the Association's functions. Any Principal Member may at any time, upon certifying in writing to the State Association, elect to designate an alternative Member of that Principal Member's staff to serve in place of the Principal Membership. Any person so designated shall have all the rights and privileges of a Principal Member as provided by these By-Laws.

From time to time, there may be selected, by nomination of a member in good standing, in open meetings, and with the approval of the Board of Directors, representatives of the Department of Transportation, State of California, the State Controller's office, Federal Highway Administration, California Local Technical Assistance Program, and the National Association of County Engineers for Associate Membership in the Association. The number of Associate members from each organization shall be determined by the Board of Directors.

In addition to the above, from time to time Associate Membership may be authorized for representatives of other state and federal agencies who are concerned with County Engineering and Public Works.

There is also established the position of Life Membership, which may be conferred from time to time by the Board of Directors, to those who have given long and faithful service to the Association.

Also established is the position of Honorary Member which shall be extended only to those very few individuals who over an extended period of years have assisted, advised, helped, and encouraged this organization and its objectives.

Life Membership, Honorary Membership, and Associate Membership shall only be authorized after an affirmative vote of a simple majority of all the Board of Directors of the organization. Such memberships shall not be liable for dues nor, with the exception of Life Membership, have the privilege of voting.

The position of Affiliate Membership may be granted on any firm, individual, or company that is actively involved with the Association. Payment of dues for the Affiliated Membership shall entitle them to representative membership for their firm within the Association.

Section 2. All members in good standing (except Affiliate, Honorary and Associate Members), shall have the right to vote upon the election of officers and all other matters before the Association.

Section 3. Members whose dues or assessments are delinquent at the time of the fall conference shall be considered as not in good standing.

ARTICLE III

Dues and Assessments

Section 1. The dues to the Association for each County shall be based on the latest United States Census in accordance with the following schedule:

		<u>Effective Date</u>
Counties of less than 99,999 population	\$ 750.00	1/1/2017
Counties of 100,000-299,999 population	\$ 2,000.00	1/1/2017
Counties of 300,000-499,999 population	\$ 3,000.00	1/1/2017
Counties of 500,000-999,999 population	\$ 5,000.00	1/1/2017
Counties of 1,000,000-1,999,999 population	\$6,000.00	1/1/2017
Counties of 2,000,000-2,999,999 population	\$7,000.00	1/1/2017
Counties of 3,000,000-4,999,999 population	\$8,000.00	1/1/2017
Counties over 5,000,000 population	\$ 10,000.00	1/1/2017

The membership period and the fiscal year of this Association shall coincide with the calendar year (from January 1 to December 31). Payment for services shall be due on the 15th day of February of each year.

Regardless of the provisions of Article VII, the dues for the Association may be changed by two thirds (2/3) vote of the total Board of Directors provided that said proposed increase has been duly noticed to said directors and the vote is taken at any official meeting of the Board of Directors.

Section 2. Assessments may be levied for special purposes by a two-thirds (2/3) vote of eligible voting members present at any general membership meeting.

Section 3. The dues to the Association for Affiliate Membership shall be \$250.00

ARTICLE IV

Officers

Section 1. The Officers of the Association will be President, Vice President, Secretary, Treasurer, Treasurer-Emeritus, Immediate Past-President, Parliamentarian, Historian, Newsletter Editor, and NACE Representative. The President, Vice President and Secretary shall be Principal Members. The remaining officers shall be Principal Members or may be retirees who were Principal Members prior to retirement.

The Board of Directors shall consist of all the Officers of the Association and one member from each of the Regional Associations - said directors to be named by the Regional Association and certified in writing to the Association.

Section 2. A nominating committee consisting of the Association's Past-Presidents shall prepare a slate of nominees for the Association's officers. The slate of nominees shall be presented to the membership at the Association's fall conference general session.

Section 3. The election of officers shall take place thereafter and all eligible voting members' votes shall be by voice vote. A majority of votes cast by eligible voting members in attendance shall elect.

Section 4. The terms of the office of all officers of the Association (with the exception of Treasurer Emeritus, whose appointment is for life) shall be for one year, said term to extend from the election of officers at the close of the regular meeting at which said officers are elected and shall continue for one year, or until a successor is duly elected.

Section 5. Any vacancy in any office of the Association shall be filled by election by the Board of Directors at the next regular or duly called meeting of the Board, and as recommended by the nominating committee.

ARTICLE V

Meetings and Quorum

Section 1. The annual meeting of the Association shall be the fall conference and held at such time and place as may be selected by the Board of Directors.

Section 2. Such other meetings shall be held as may be called by the Board of Directors, provided no such meeting shall be held unless a notification of such meeting shall have been sent to each member, and provided further that ten days must elapse from the date of sending of such notices until the holding of such meeting.

Section 3 A simple majority of the Board of Directors shall constitute a quorum. A simple majority of the Board present at a Board meeting shall be required for favorable action on business matters and policy issues coming before the Board.

Section 4 "Roberts Rules of Order and Parliamentary Procedure" shall prevail at all meetings.

ARTICLE VI

Committee

Section 1. The President shall determine the need and purpose for standing committees appropriate to carry out the Association's business. Once determined, it shall be the duty of the Vice President to appoint all members to serve on those committees prior to assuming the duties of President.

Participation on committees shall not be limited to the various membership categories as set forth in Article II. Committee participants may also be other individuals designated by Principal Members, Members, or Affiliate Members, provided, however, that the Chair and Vice-Chair of a committee may only be a Principal Member, or Member.

ARTICLE VII

Amendments

Section 1. Any section or sections of these bylaws may be amended by two-thirds (2/3) affirmative vote of eligible voting members present at any general membership meeting of the Association. Such proposed amendments shall be sent to all eligible voting members at least thirty (30) days prior to the meeting at which the vote is to be taken.

Section 2. All votes shall be by voice vote in the presence of at least three members of the Board of Directors.

ARTICLE VIII

President

Section 1. The President shall be the official representative and spokesperson of the Association. He/she shall be responsible for organization and scheduling of Board meetings and preside at all Board meetings and the business portions of the fall, spring and policy conferences. The President shall coordinate with CSAC staff and the Vice President in the preparation of the program for the fall, spring and policy conferences.

ARTICLE IX

Vice President

Section 1. The Vice President shall, in the absence of the President, assume all responsibilities of the President. He/she is additionally responsible for organization of the fall, spring and policy conference programs, and arranges for the gifts distributed at these conferences.

ARTICLE X

Secretary

Section 1. The Secretary shall be responsible for preparation, distribution, and care of the official minutes of all Board of Directors meetings and all Association correspondence. Draft documents shall be prepared, circulated for review, changes made and final versions distributed appropriately and timely.

ARTICLE XI

Treasurer

Section 1. The Treasurer shall be responsible for the care and deposit of all funds of the Association and shall furnish a bond in the amount satisfactory to the Board of Directors. Premiums on said bond are to be paid from funds of the Association. The Treasurer shall make a detailed report of all proceedings pertaining to his/her office for the preceding year at the fall conference of the Association.

Section 2. Any Principal Member of the Association shall, at any time, have reasonable access to any data, papers or property of the Association, provided however that such papers, data or property shall not be removed from the office of the Association without the consent of the Secretary, Vice President, or President.

ARTICLE XII

Treasurer Emeritus

Section 1. The Treasurer Emeritus is appointed for life by the Board of Directors. He/she serves as an advisor to the Treasurer and will discharge the duties of the Treasurer in the Treasurer's absence. Treasurer Emeritus shall be one of the authorized signers on checks and other bank and financial documents of the Association.

ARTICLE XIII

Immediate Past-President

Section 1. The Immediate Past-President shall be a voting member of the Board of Directors and shall provide the officers of the Association with the benefit of his/her knowledge and wisdom obtained from past service within the Association.

ARTICLE XIV

Parliamentarian

Section 1. The Parliamentarian shall be responsible for the care and updating of the bylaws of the Association and to advise the Board of Directors on parliamentary procedures and appropriate procedures pursuant to the bylaws. The Parliamentarian shall provide a copy of the bylaws of the Association and any other pertinent information to new officers of the Association.

ARTICLE XV

Historian

Section 1. The Historian shall be responsible for the care and storage of all historical records of the Association...

Section 2. The Historian shall produce or research said historical records upon request of the President, Vice President or Secretary.

Section 3. Any member of the Association shall, at any time, have reasonable access to any data, papers, or other historical property of the Association, provided, however, that such papers, data, or other historical property shall not be removed from the possession of the Historian without consent of the President, Vice President, or Secretary.

ARTICLE XVI

Newsletter Editor

Section 1. The Newsletter Editor shall be responsible for gathering and editing information and for having the Newsletter of the Association produced on a quarterly basis.

ARTICLE XVII

NACE Representative

Section 1. The NACE Representative shall be the liaison between the Association and the National Association of County Engineers (NACE), shall attend the annual NACO-NACE meeting and the NACE Spring Conference and be the official Association representative at these meetings. He/she shall report on NACE activities at the Association Board meetings.

ARTICLE XVIII

Rules of Order

Each Board of Directors meeting shall include as a minimum the following items:

1. Minutes of the prior meeting
2. Business arising from discussion of minutes
3. Correspondence
4. Report of Officers
5. Report of Standing Committees
6. Report of Special Committees
7. Unfinished Business
8. New Business

9. Applications for Life Membership
10. Papers and Discussion
11. Announcements
12. Adjournment