



Consent \_\_\_\_\_

Staff/Consultant Reports \_\_\_\_\_

Agenda Item 8C

Date June 14, 2018

*Handout 8C*

# Agenda Summary Report

**To:** Chris DeGabriele, Interim General Manager  
**From:** Teri Lerch, District Administrative Assistant  
**Mtg. Date:** June 14, 2018  
**Re:** CASA 2018 Designation of Agency Representative

## BACKGROUND:

CASA notified the District that it is required to designate an official voting representative and two alternates who are authorized to exercise the District's voting rights. Staff recommends that the Board appoint a voting member and two alternatives. The voting member is usually either the Board President or the General Manager, but the Board can appoint whomever they wish to represent the District.

CASA is also requesting written consent to transmit all CASA communications by email. Staff believes having official communications sent by regular mail will ensure they are made available to the Board in a timely manner.

## STAFF RECOMMENDATION:

Board appoint the CASA voting member representative and the two alternate voting members. Board request all CASA communication (i.e. - ballots, meeting notices and other important information) be sent by regular mail to the District.

## FISCAL IMPACT:

None

## PERSON TO BE NOTIFIED:

District Secretary



## CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

DATE: June 4, 2018  
TO: CASA Member Agencies  
FROM: Bobbi Larson, Executive Director  
SUBJECT: Designation of Agency Representative and Consent to Electronic Transmission

Dear Members:

We are requesting your assistance with a couple of administrative matters. CASA's bylaws require that each member agency designate an official voting representative and two alternates who are authorized to exercise the agency's voting rights. We are updating our records in advance of our annual election and ask that you complete a designation form even if you have previously submitted one in the past.

Secondly, as a nonprofit mutual benefit corporation, CASA must obtain our members' consent to transmit official communications electronically rather than regular mail. By signing and returning the enclosed authorization, you agree that CASA may send these communications such as ballots and other official business matters to you via email.

We request that you return both original documents via USPS by Monday, July 2, 2018 to:

CASA  
Attn: Cheryl MacKelvie  
1225 8<sup>th</sup> Street, Suite 595  
Sacramento, CA 95814

If you have any questions, please feel free to contact me at (916) 446-0388 or [blarson@casaweb.org](mailto:blarson@casaweb.org). Thank you for your assistance.



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## 2018 DESIGNATION OF AGENCY REPRESENTATIVES

The bylaws of the California Association of Sanitation Agencies (CASA) provide that each voting member of the Association shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member agency, and two alternates to that individual as well. (Article II, Section 1.)

Please designate your agency's representative and two alternates and return this form to CASA. You may revise or update this designation at a future date.

### Las Gallinas Valley Sanitary District

\_\_\_\_\_  
Type or print name of Agency Representative

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Type or print name of Alternate #1

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Type or print name of Alternate #2

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

Submitted by:

Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Print name



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## CONSENT TO ELECTRONIC TRANSMISSION

As a member of the CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) your written consent is required in order to receive official communications from, and/or to send official communications to, CASA by electronic transmission (i.e. email).

This consent form will allow CASA to send you meeting notices, ballots, conduct meetings, and handle other official business that requires member or board approval, by electronic transmission. It also allows you to send the same types of information to CASA via electronic transmission.

Before signing this consent form, please review and be aware of the following:

1. You are not required to sign this form. You may request that meeting notices, ballots, and other matters of official business be sent to you via regular mail.
2. You have the right to withdraw your written consent at any time after signing this form by providing CASA with written notice that you are withdrawing your consent relative to electronic transmission.
3. This consent to electronic transmission is broad, and may include transmission of meeting notices, ballots, and other important information regarding CASA. It also allows CASA to conduct meetings via electronic transmission, although that will not be a frequent occurrence. This consent form represents consent under both California Corporations Code 20 and 21 (transmission from and to CASA). This consent form also meets the requirements for consent under the federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Sec. 7001(c)(1)).
4. Consenting to electronic transmission via email requires that you have access to a computer, have a current email account, and have provided your current email address to CASA.

The undersigned CASA member representative has read and understands the foregoing, and hereby provides this written consent to receive and send information, including but not necessarily limited to meeting notices, ballots, and other information regarding CASA, via electronic transmission (i.e. email), until such time as this consent is revoked in writing. This consent also allows CASA to conduct meetings via electronic transmission.

### Las Gallinas Valley Sanitary District

Signature of Member Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Print name and title: \_\_\_\_\_

\*Email address for official CASA notices:

\_\_\_\_\_

### PLEASE MAIL SIGNED ORIGINAL OF THIS FORM TO:

California Association of Sanitation Agencies  
Attn: Cheryl MacKelvie  
1225 8th Street, Suite 595, Sacramento, CA 95814

\*Please indicate if you do not have access to (or do not want) this type of transmission