

Calaveras Local Agency Formation Commission

Regular Meeting Agenda

Monday – July 15, 2019 – 6:00 p.m.

**Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas**

6:00 PM Regular LAFCo Meeting Items:

1. Call to Order/Pledge of Allegiance/Roll Call

Commissioners

Anita Paque, Chair, Public Member

Alvin Broglio, City Member

Joseph Oliveira, City Member Alt.

Gary Tofanelli, County Member

Merita Callaway, County Member

Tony Tyrrell, Vice-Chair Special District Member

John Lavaroni, Special District Member

Roark Weber, Public Member Alt.

Dennis Mills, County Member Alt.

Jon Dashner, Special Dist. Member Alt.

Amanda Folendorf, City Member Alt

Staff:

John Benoit, Executive Officer

Nancy Mees, LAFCO Clerk

Michael Colantuono, LAFCO Counsel

2. Election of Chair and Vice-Chair per Section 4.6 of LAFCo's Bylaws (continued from May 18th, 2019):

a. Election of Chair (special district member)

b. Election of Vice-Chair (city member)

3. Approval of Agenda (Deletions/Additions)

4. Consider minutes of May 18, 2019

a. Approve May 18, 2018 LAFCo Minutes

5. Consent Agenda:

a. Review and Authorize Claims for May and June 2019

6. Correspondence:

7. Consent for LAFCo General Counsel to represent County of Calaveras in a lawsuit (continued from May 18th, 2019) *Greer et. al v. Calaveras County et al.*

Action: Review memorandum from Colantuono, Highsmith and Whatley, PC dated March 18, 2019 and consider request.

PUBLIC HEARING:

8. Public Hearing - Dissolution of inactive districts (County Service Areas #5 (Campo Seco Estates), #7 (Forest Meadows), #10 (El Rancho Loma) and #11 (Knob Hill Estates))

a. Receive Executive Officer's report and open public hearing regarding the dissolution of County Service Areas #5 (Campo Seco Estates), #7 (Forest Meadows), #10 (El Rancho Loma) and #11 (Knob Hill Estates) and consider LAFCo Resolution 2019-0006 thereby dissolving CSA's 5, 7, 10 and 11.

9. Consider election of candidates for the SDRMA Board of Directors.

*a. Review candidates statements and vote for the SDRMA Board of Directors
b. Authorize the chair to sign and deliver the official election ballot.*

10. Authorize Commissioners and staff to attend the CALAFCo Annual Conference in Sacramento (October 30, 2019 - November 1, 2019)

a. Authorize Commissioners and Staff to attend the CALAFCo Annual Conference.

11. Nomination for the CALAFCo Board of Directors 2019-2020. Nominate a City Member (and) or a Public Member for the CALAFCo Central Region.

a. Nominate a City and (or) a Public Member to the CALAFCo Board of Directors

12. Select voting delegates to vote on behalf of Calaveras LAFCo at the CALAFCo Annual Conference.

a. Select a voting delegate and a voting delegate alternate to vote on behalf of Calaveras LAFCo at the CALAFCo Annual Conference in Sacramento.

13. Executive Officer' s report

14. LAFCo 101 presentation by LAFCo Staff- Part 2 (a general overview of LAFCo) (time permitting)

15. Commissioners Reports

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters

16. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that were on the agenda, public comment was heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

17. NEXT LAFCO MEETING IS: September 16, 2019 - 6:00 PM San Andreas

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda will be available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting.

Accessibility

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Calaveras LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff at (209) 754-6511

LAFCO Webpage: www.calaveraslafco.org

Email LAFCO at: j.benoit4@icloud.com

**Calaveras Local Agency Formation Commission
Regular Meeting Minutes – Monday, May 20, 2019**

1. **Call to Order/Pledge of Allegiance/Roll Call** – Order was called by Chair Paque at 6:03 p.m., on Monday, May 20, 2019, in the Calaveras County Board of Supervisors Chambers, County Administrative Center, San Andreas, California.

Commissioners Present

Anita Paque, Chair, Public Member
Gary Tofanelli, County Member.
Merita Callaway, County Member
Joseph Oliveira, City Member
Dennis Mills, County Member Alt.
Jon Dashner, Special Dist. Mem. Alt.
Veronica Metildi, City Member Alt.
Roark Weber, Public Member Alt.

Commissioners Absent

John Lavaroni, Special Dist. Member
Tony Tyrrell, Vice Chair, Sp. Dist. Mem.
Amanda Folendorf, City Member Alt.
Alvin Broglio, City Member

Staff Present

John Benoit, Executive Officer
Nancy Mees, LAFCO Clerk

Others Present

2. **Election of Chair and Vice Chair per Section 4.6 of LAFCo Bylaws:**

MOTION by Commissioner Callaway to postpone the election till the next meeting due to the absence of a City Member and the Special District Members, second by Commissioner Dashner. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

3. **Approval of Agenda:**

MOTION by Commissioner Tofanelli to approve the Agenda, second by Commissioner Dashner. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

4. **Consider Minutes from the May 18, 2019, LAFCo meeting:**

MOTION by Commissioner Tofanelli to approve the Minutes as presented, second by Commissioner Dashner. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

5. **Consent Agenda:**

MOTION by Commissioner Oliveira to approve the Consent Agenda and Claims for March and April 2019 as presented, second by Commissioner Dashner. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

6. Correspondence:

Executive Officer Benoit stated that there were Special District magazines available for whomever wanted them. He also reported that he had received a notice from SDRMA, LAFCo's insurance carrier, that they are holding an election of officers in August. Mr. Benoit asked the Commissioners to review the candidates in the notice as he will put the vote for SDRMA officers on the July agenda.

7. Consent for LAFCo General Counsel to represent County of Calaveras in a lawsuit, *Greer et. al v. Calaveras County et. al.*

Action; Review memorandum from Colantuono, Highsmith and Whatley, PC, dated March 18, 2019, and consider request.

Executive Officer Benoit explained that the letter is a typical attorney letter intending to avoid any conflict of interest by obtaining LAFCO's approval for the law firm to represent the County in this lawsuit as they are also legal counsel for Calaveras LAFCo. He added that he sees no conflict in their representing the County. Commissioner Tofanelli asked if this letter had to be signed now as he would like to talk to County Counsel first. Chair Paque stated she saw no problem with the representation of the County, but wanted the closing language to be edited to remove the words "and in other matters," thus limiting the effect of signing the letter to the current lawsuit only. Mr. Benoit said he believed the letter could be postponed to the next agenda as the lawsuit would probably not be progressing that quickly. By consensus the Commission agreed to move this item to the July agenda.

PUBLIC HEARING:

8. Public hearing – Final Fiscal Year 2019-2020 Budget

Receive Executive Officer's report and open public hearing regarding the final 2019-2020 fiscal year budget and consider Resolution 2019-0005 adopting a final budget for fiscal year 2019-2020.

Executive Officer Benoit explained that he took what was adopted at the March meeting and put it into the final spreadsheet, and that there was nothing new since the March meeting. The total budget is \$119,435.35 plus a \$11,943.51 reserve fund of which \$91,778.56 is to be apportioned from the agencies subject to LAFCo's jurisdiction.

Chair Paque opened the Public Hearing. As there was no comment, she then closed it.

MOTION by Commissioner Dashner to adopt resolution 2019-0005 adopting the final 2019-2020 fiscal year budget, second by Commissioner Oliveira. Motion passed 5 yes, 0 no, 1 abstention, 1 absent.

9. Public hearing – Contract Amendment thereby amending a February 22, 2005, contract between Calavera LAFCo and John Benoit, Contractor, for LAFCo Staff Services.

Consider first amended contract between Calaveras LAFCo and John Benoit, Contractor, for LAFCo Staff Services per direction given at the March 18, 2019, LAFCo meeting, and authorize the Chair to sign amended contract.

Executive Officer Benoit stated that his contract amendment had been discussed at the March meeting, at which he had reported that he had been receiving \$75 per hour for the past 14 years. The Commission had voted that his contract should be amended to pay him \$100 per hour.

Chair Paque opened the Public Hearing. Commissioner Roark spoke from the audience, saying he thought \$100 per hour for Mr. Benoit's services was a bargain. There were no further comments, and Chair Paque closed the Hearing.

MOTION by Commissioner Tofanelli to accept the amended contract as presented and direct Chair Paque to sign it, , second by Commissioner Oliveira. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

WORKSHOP

10. Review Service Review requirements and conduct a goal setting workshop for Calaveras LAFCo with regard to Calaveras LAFCo's role in orderly growth in Calaveras County and discuss the need and methods of achieving reorganization of various services.

Review March 18, 2019, minutes (item #9) and provide any additional input if desired.

Executive Officer Benoit commented that there are many issues with special districts not being fiscally solvent, and that these are usually identified in the MSRs. He added that many districts also do not follow all of the many laws governing districts, e.g., regarding staffing, and have poor fiscal management. Mr. Benoit then said that perhaps prior to doing MSRs for a certain district type (water, fire, wastewater, etc.), LAFCo should meet with all the districts of that type to discuss their various issues.

Mr. Benoit explained that this issue has become more important because there is currently so much talk about consolidations, but that consolidation is not always the best answer to the problem. Sometimes a JPA or sharing services might work better. Commissioner Tofanelli commented that there was only one recent consolidation that he could recall, and that it had been successful. Mr. Benoit responded that when the districts come to LAFCo requesting consolidation, they can work, but if LAFCo initiates the consolidation, it probably won't happen. He added that consolidations can also be expensive. Chair Paque reported that LAFCOs often ask to be indemnified against any lawsuit that may arise, but that a court case in California recently ruled that such indemnification is unconscionable. She added that the Commission will have to wait to see if any other court rules similarly. Mr. Benoit responded that it might lead to having to amend LAFCo policies and/or application wording, or asking for more money up front.

11. Legislation: Oppose AB-600, a repeat of SB 1318 which CALAFCo opposed in 2016 re Disadvantaged Communities and water and wastewater facilities.

Authorize the Chair to sign a letter in opposition to the proposed AB-600.

Executive Officer Benoit reported that the problem with this bill is its method of providing water and wastewater services to disadvantaged communities. Commissioner Callaway

stated that she couldn't see that this bill would affect Calaveras County. Chair Paque responded that the bill was changing the protest requirement from residents to registered owners, so now absentee landlords could be making the decision. There then followed some discussion regarding this issue.

Commissioner Oliveira asked how many other LAFcos have opposed this bill, and commented that the Commission needed to look at how this bill would affect LAFcos in general, not just in Calaveras County. Mr. Benoit replied that most LAFcos have already written letters of opposition. Chair Paque added that it is true that this bill would affect more densely populated areas.

MOTION by Commissioner Callaway to approve the signing of the proposed letter of opposition regarding AB-600, second by Commissioner Tofanelli. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

12. Consider being the host for the spring 2021 CALAFCo Staff Workshop to be held in Murphys.

Executive Officer Benoit stated that the Staff Workshop had been held in Murphys about ten years ago, and had been well received. Commissioner Metildi asked how many people usually attended the Workshop, and Mr. Benoit responded that it was about 100. He added that CALAFCo would handle everything, and commented that he would like to see a frog jumping contest at the Workshop. Commissioner Metildi said LAFCo should find out whether the man who portrays Mark Twain would be willing to speak at the Workshop. Chair Paque stated that speakers at CALAFCo events are never paid, so must be willing to volunteer their time.

MOTION by Commissioner Tofanelli to approve volunteering to host the 2021 Staff Workshop in Murphys, second by Commissioner Dashner. Motion passed 6 yes, 0 no, 0 abstention, 1 absent.

13. Executive Officer's Report

Discussion of the CALAFCo Annual Staff Workshop in San Jose.

Executive Officer Benoit reported that the Workshop in April had been a worthwhile conference. He stated that there had been sessions on topics such as MSRs, resolutions (co-presented by Clerk Mees and attorney Gary Bell), and ethics, as well as other topics. He added that the biggest benefit of the Workshop, however, is always the networking opportunities it provides, and that he had seen a number of new faces this year. Mr. Benoit said he was requested to add himself to the CALAFCo list serve due to his experience, which he did. He stated that a number of the Executive Officers and LAFCo attorneys who have been around for a long time are retiring.

14. LAFCo 101 presentation by LAFCo staff – Part 1 (a general overview of LAFCo).

Executive Officer Benoit presented a PowerPoint presentation on the history of LAFCo, what its purposes are, and what actions it can and cannot take.

15. Commissioners Reports

Several of the Commissioners discussed the recently held County Fair.

16. Public Comment:

There was no public comment.

17. Adjournment:

Meeting was adjourned at 7:37 p.m. The next regular meeting will be Monday, July 15, 2019, at 6:00 p.m., in San Andreas.

Minutes submitted by Nancy Mees.

DATED:

APPROVED:

Anita Paque, Chair, or Tony Tyrrell, Vice
Chair, Calaveras Local Agency Formation

CALAVERAS LAFCO
LAFCO CLAIM AUTHORIZATION FORM

for

May and June 2019

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2018-2019 Expenses:		
May 20, 2019	Commission meeting stipends	\$ 350.00
June 1, 2019	Staff Svcs and Expenses May 19	\$ 5,236.63
July 1, 2019	Staff Svcs and Expenses June 19	\$ 3,168.11
June 26, 2019	Valley Spgs News Inactive Districts	\$ 12.97

TOTAL:	\$ 8,767.71
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FY 2019-2020 Expenses:

July 1, 2019	CALAFCo Dues for FY 2019-2020	\$ 1,075.00
July 1, 2019	SDRMA Liability Insurance FY 19-20	\$ 1,380.00
TOTAL:		\$ 2,455.00

DATED: July 15, 2019

APPROVED: July 15, 2019

Chair or Vice-Chair
Calaveras Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Item	Account Number	Comm Stipends	Insurance	Communications	Memberships	GenOfficeExp	Postage	copies	MSR	SOI	Ex. OFF. Svcs	City Fin Charge
		62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060
Total Budgeted		\$ 3,300.00	\$ 1,721.00	\$ 800.00	\$ 925.00	\$ 350.00	\$ 500.00	\$ 1,500.00	\$ 25,000.00	\$ 20,000.00	\$ 42,500.00	\$ 3,600.00
Calafco dues 18-19			\$ (1,198.00)		\$ (925.00)							
SDRMA Insurance 18-19												
reimb JD one night conf. lodging												
Clafco Conf. reg TT, JD and AP		\$ (400.00)										
Commission Stipends 7.16.18				\$ (44.36)			\$ (7.97)	\$ (20.60)	\$ (1,050.00)		\$ (3,956.25)	
JB claim staff Svcs July 18 2018-0068				\$ (43.27)			\$ (1.00)	\$ (10.00)	\$ (1,650.00)		\$ (2,062.50)	
Revenue for Metzger and Padou												
JB claim MSR and Svcs Aug 2018		\$ (400.00)		\$ (43.80)			\$ (10.26)	\$ (50.50)	\$ (3,000.00)		\$ (3,225.00)	
Sept 17, 2018 Payroll				\$ (64.96)				\$ (11.00)	\$ (3,000.00)		\$ (3,000.00)	
JB Claim MSR and Services Sept 2018												
JB Claim MSR and SOI Svcs Oct 2018												
Pioneer Review Padou Metzger SOI												
Conf ReimbAnita Paque												
Conf Reimb - Jon Dashner												
Conf Reimb - TonyTyrrell												
CSDA 2019 Memb renewal					\$ (500.00)							
Payroll November 19, 2018 Calav Mtg		\$ (400.00)										
REIMBURSEMENT Paque Conf regis 2018												
JB claim MSR and staff Svcs Nov 2018				\$ (39.38)			\$ (11.04)	\$ (84.40)	\$ (1,075.00)		\$ (3,500.00)	
JB Claim MSR and Services Dec 2018				\$ (39.38)				\$ (15.00)	\$ (1,000.00)		\$ (1,962.50)	
JB Claim MSR and SVCS Jan 2019				\$ (39.36)				\$ (15.10)	\$ (1,000.00)		\$ (2,112.50)	
Payroll Jan 28, 2019		\$ (300.00)										
Staff Svcs Feb 2019				\$ (39.28)			\$ (15.82)	\$ (126.70)	\$ (2,000.00)		\$ (2,462.50)	
Valley Springs News 19-20 Bud.Dissol												
Staff Svcs March 2019				\$ (39.71)		\$ (67.90)		\$ (10.00)		\$ (1,000.00)	\$ (2,600.00)	
Payroll March 18, 2019		\$ (450.00)										
Staff Svcs April 2019				\$ (39.82)			\$ (27.63)	\$ (52.00)		\$ (975.00)	\$ (1,837.50)	
Valley Springs news Fin19-20 Budget												
Comm Stipend 5.20.19		\$ (350.00)										
Staff Svcs May 2019				\$ (40.61)			\$ (6.50)	\$ (39.40)	\$ (1,500.00)	\$ (1,500.00)	\$ (2,025.00)	
Staff Svcs June 2019				\$ (40.61)				\$ (15.00)	\$ (1,500.00)		\$ (1,612.50)	
Valley sp news Inactive Dist												
TOTAL EXPENDED		\$ (2,300.00)	\$ (1,198.00)	\$ (514.54)	\$ (1,425.00)	\$ (67.90)	\$ (80.22)	\$ (449.70)	\$ (16,775.00)	\$ (3,475.00)	\$ (30,356.25)	\$ -
TOTAL REMAINING		\$ 1,000.00	\$ 523.00	\$ 285.46	\$ (500.00)	\$ 282.10	\$ 419.78	\$ 1,050.30	\$ 8,225.00	\$ 16,525.00	\$ 12,143.75	\$ 3,600.00

7/4/19

420 Sierra College Drive, Suite 140
Grass Valley, CA 95945-5091
Voice (530) 432-7357
Fax (530) 432-7356

7

**COLANTUONO
HIGHSMITH
WHATLEY, PC**

Michael G. Colantuono
(530) 432-7359
MColantuono@chwlaw.us

Our File No. 10000.0191

March 18, 2019

VIA ELECTRONIC MAIL

John Benoit, Executive Officer
Calaveras LAFCO
P.O. Box 2694
Granite Bay, CA 95746

Re: Consent to Representation of the County of Calaveras

Dear John:

I write to request the Calaveras Local Agency Formation Commission's consent to our firm's representation of Calaveras County in a putative class action lawsuit challenging the County's cannabis registration fees and Measure C cannabis cultivation tax (*Greer et al. v. Calaveras County et al.*, Calaveras Superior Court, No. 18CV43460).

As you know, we represent LAFCO as its General Counsel and the County and LAFCO occasionally have different interests in matters that come before LAFCO.

The informed written consent of all clients is required whenever a law firm represents clients with potentially or actually adverse interests, even in unrelated matters. California Rule of Professional Conduct 1.7 provides, in relevant part:

(a) A lawyer shall not, without the informed written consent* from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.

...

(d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), and (c), and:

- (1) the lawyer reasonably believes* that the lawyer will be able to provide competent and diligent representation to each affected client;
- (2) the representation is not prohibited by law; and
- (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

(Terms followed by asterisks are defined elsewhere in the Rules.)

We believe we can effectively serve as General Counsel of LAFCO and assist the County as to the defense of *Greer et al. v. Calaveras County et al.* because we understand that LAFCO has no interest in or position on the County's cannabis registration fees and Measure C cannabis tax and we will not represent the County on matters affecting LAFCO. Nor are we aware of law which would prohibit our representing the County as to *Greer et al. v. Calaveras County et al.* We will not assert a claim against the County or LAFCO in our service to either.

Whether to grant this consent is a business judgment for LAFCO and it may wish to seek independent advice from other legal counsel regarding it. The pros that we see of granting this consent are that the County will have access to our services as to *Greer et al. v. Calaveras County et al.* It maintains our ability to assist LAFCO in the other matters in which it has retained us, which are of service to the communities both LAFCO and the County serve. The cons we perceive include the potential that we will be viewed as having divided loyalties. We think we can provide effective, able, and energetic service to all our clients notwithstanding these multiple representations, but that is a judgment the County and LAFCO must each make for itself.


By signing below, LAFCO confirms it has carefully considered the advantages and disadvantages of providing the consent we seek and agrees that we may represent it as described above while continuing to represent the County as to *Greer et al. v. Calaveras County et al.* while also serving as your General Counsel, even in matters in which the County has an interest.

John Benoit, Executive Officer
March 18, 2019
Page 3

If you require further information or would like to discuss this further, please let me know.

Very truly yours,

Michael G. Colantuono

Michael G. Colantuono 

MGC:aal

On behalf of Calaveras LAFCO, I hereby agree that Colantuono, Highsmith & Whatley, PC may represent the County of Calaveras as referenced above and in other matters in which the County does not have an adverse interest to those of LAFCO while simultaneously serving as General Counsel of LAFCO.

Calaveras LAFCO

Date: _____, 2019

By: _____

Name:

Title:



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- ☐ Election Ballot Instructions
- ☐ Official Election Ballot (Action Required)
- ☐ Candidate's Statements of Qualifications (5)
- ☐ Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.



OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- ☐ **BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District
- ☐ **JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- ☐ **PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- ☐ **SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District
- ☐ **JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Local Agency Formation Commission of Calaveras County at a public meeting by the following votes:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST: _____

APPROVED: _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan

District/Agency Groveland Community Services District (GCSD)

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

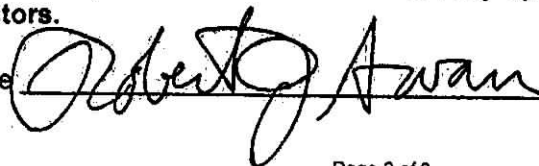
What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* **Jesse D. Claypool**
District/Agency **Honey Lake Valley Resource Conservation District**
Work Address **USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130**
Work Phone **530-257-7271 ext 100** Home Phone **530-310-0232**

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date _____

3/25/2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has undergone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Sandy Seifert-Raffelson Date 4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
- ~~no attachments will be accepted~~. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

James M. Hamble

Date

3-27-2019

June 25, 2019

To: Local Agency Formation Commission
Members and Alternate Members

From: Shiva Frentzen, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

CALAFCO



RE: Nominations for 2019/2020 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Election Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

County Member
District Member

Central Region

City Member
Public Member

Coastal Region

City Member
Public Member

Southern Region

County Member
District Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 31, 2019 at the Hyatt Regency in Sacramento, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until *Monday, September 30, 2019.*

Incumbents are eligible to run for another term. Nominations received by September 30 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 16, 2019 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. **The ballot request must be made no later than Monday, September 30, 2019. Completed absentee ballots must be returned by 8:00 a.m., Monday, October 28, 2019.**

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, September 30, 2019 at 5:00 p.m. Here is a summary of the deadlines for this year's nomination process:

- **June 26** - Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 30** - Completed Nomination packet due
- **September 30** - Request for an absentee/electronic ballot due
- **September 30** - Voting delegate name due to CALAFCO
- **October 16** - Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 16** - Distribution of requested absentee/electronic ballots.
- **October 28** - Absentee ballots due to CALAFCO
- **October 31** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received should there be multiple candidates. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1020 12th Street, Suite 222
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Shiva Frentzen, at sfrentzen@calafco.org or by calling her at 530-621-5390. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2019/2020 CALAFCO Election Committee are:

Shiva Frentzen, Chair sfrentzen@calafco.org	El Dorado LAFCo (Central Region) 530-621-5390
Josh Susman jsusman@calafco.org	Nevada LAFCo (Northern Region) 530-265-7180
Cheryl Brothers cbrothers@calafco.org	Orange LAFCo (Southern Region) 714-640-5100
Jane Parker jparker@calafco.org	Monterey LAFCo (Coastal Region) 831-883-7570

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures as well as the current listing of Board Members and corresponding terms of office.

Please consider joining us!

Enclosures

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.⁸
- b. The Board shall appoint one of the members of the Election Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Election Committee in cooperation with the CALAFCO Executive Director.⁸
- c. Each region shall designate a regional representative to serve as staff liaison to the Election Committee.⁸
- d. Goals of the Committee are to provide oversight of the elections process and to encourage and solicit candidates by region who represent member LAFCOs across the spectrum of geography, size, and urban suburban and rural population if there is an open seat for which no nominations papers have been received close to the deadline.⁸

2. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than three months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:⁸
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCOs listed by region.
 - iii. The dates by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Elections Committee action."⁸
 - iv. The names of the Election Committee members with the Committee Chairman's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Election Committee Chairman shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the web site. The announcement shall include the following:⁸

Key Timeframes for Nominations Process

Days*	
90	Nomination announcement
30	Nomination deadline
14	Committee report released
*Days prior to annual membership meeting	

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Election Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."⁸
 - iii. The names of the Election Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.⁸
- b. At the close of the nominations the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.⁸
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.⁸
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election.⁸
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.⁸

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING⁶
Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee and may not vote in any run-off elections.⁸

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Election Committee Chairman, another member of the Election Committee or the Chair's designee (hereafter called the Presiding Officer) shall:⁸
 - i. Review the election procedure with the membership.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.

- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 - 1. Poll the LAFCOs in good standing by written ballot.
 - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 - 3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.⁸
 - 4. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 - 1. The nominee receiving the majority⁶ of votes cast is elected.
 - 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).⁶
 - 3. In case of tie votes⁶:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 - 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.⁶
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Election Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.⁸
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after

election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

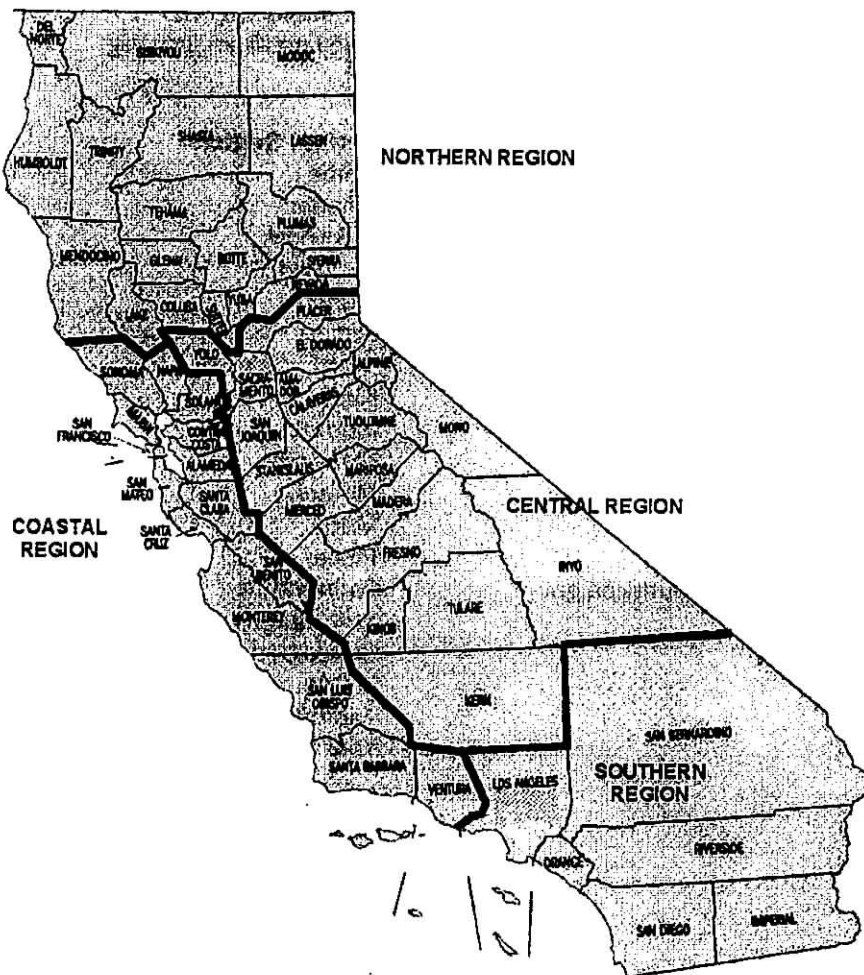
8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007¹, 8 February 2008², 13 February 2009³, 12 February 2010⁴, 18 February 2011⁵, 29 April 2011⁶, 11 July 2014⁷, and 27 October 2017⁸. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Keene Simonds
San Diego LAFCo
keene.simonds@sdcounty.ca.gov

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Martha Poyatos
San Mateo LAFCo
mpoyatos@smcgov.org

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: Christine Crawford, Yolo LAFCo
christine.crawford@yolocounty.org

Board of Directors 2019/2020 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) ☐ City ☐ County ☐ Special District ☐ Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual
Membership Meeting of the Association.

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nominations must be received by **September 30, 2019**
at 5:00 p.m. to be considered by the Election Committee.
Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Board of Directors 2019/2020 Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): ☐ Northern ☐ Coastal ☐ Central ☐ Southern

Category (please check one): ☐ City ☐ County ☐ Special District ☐ Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 30, 2019**
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Send completed nominations to:
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CALAFCO
1020 12th Street, Suite 222
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