

AMENDED ON 2/2/2018 TO MODIFY PUBLIC COMMENT
DESCRIPTION AND CORRECT NUMBERING



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Amanda Rice, President of the Cambria Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors pursuant to California Government Code Section 54956. The Special Meeting will be held: **Monday, February 5, 2018, 3:00 PM, 1000 Main Street Cambria, CA 93428**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

**Monday, February 5, 2018, 3:00 PM
1000 Main Street Cambria, CA 93428**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. **OPENING**
 - A. **Call to Order**
 - B. **Pledge of Allegiance**
 - C. **Establishment of Quorum**
2. **HEARINGS AND APPEALS (Estimated time: 15 Minutes per item)**
 - A. **PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION 03-2018 CALLING A SPECIAL ELECTION FOR A PROPOSED SPECIAL TAX TO FUND FIREFIGHTERS AND A RELATED INCREASE IN THE APPROPRIATION LIMIT, AND REQUESTING CONSOLIDATION WITH THE JUNE 5, 2018 STATEWIDE ELECTION**
3. **REGULAR BUSINESS (Estimated time: 15 Minutes per item) Members of the public wishing to address the Board on any item described in this Notice may do so when recognized by the Board President prior to Board consideration of each agenda item. Public Comment items on this agenda will be limited to three (3) minutes per person**
 - A. **DISCUSSION AND CONSIDERATION OF ANNUAL REVIEW OF BOARD OF DIRECTORS BYLAWS**

- B. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 01-2018 ESTABLISHING THE 2018 CCSD REGULAR BOARD MEETING SCHEDULE
 - C. DISCUSSION AND CONSIDERATION OF ESTABLISHING COMMITTEE AND DIRECTOR LIAISON ASSIGNMENTS
 - D. DISCUSSION AND CONSIDERATION TO APPOINT A DELEGATE TO VOTE ON BEHALF OF THE CCSD FOR THE ALTERNATE LAFCO SPECIAL DISTRICT REPRESENTATIVE AT THE ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION MEETING, CONSIDERATION OF NOMINATING A BOARD MEMBER AS A CANDIDATE, AND SELECTION OF A CANDIDATE TO SUPPORT
- 4. ADJOURN TO CLOSED SESSION Closed Session shall be held at the District offices located at 1316 Tamsen Street, Cambria, CA.(Estimated time 60 Minutes)**
- A. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager, Jerry D. Gruber Employee Group: International Association of Fire Fighters (IAFF)
 - B. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Employee Organization: Services Employee International Union
 - C. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Unrepresented group, Management and Confidential Exempt Employees
 - D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):One potential case.
 - E. CONFERENCE WITH LEGAL COUNSEL - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Name of Case: Michie vs. CCSD

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: February 5, 2018

Subject: PUBLIC HEARING TO CONSIDER
ADOPTION OF RESOLUTION 03-2018
CALLING A SPECIAL ELECTION FOR
A PROPOSED SPECIAL TAX TO
FUND FIREFIGHTERS AND A
RELATED INCREASE IN THE
APPROPRIATION LIMIT, AND
REQUESTING CONSOLIDATION
WITH THE JUNE 5, 2018 STATEWIDE
ELECTION

RECOMMENDATIONS:

Staff recommends that the Board of Directors hold a public hearing in accordance with the requirements of Government Code Section 50077 and consider adoption of Resolution 03-2018, calling a special election to submit a proposed Ordinance to the voters for a special tax to fund three (3) full time Firefighters and a related increase in the District's appropriation limit, and requesting consolidation of the special election with the June 5, 2018 Statewide Consolidated Direct Primary Election.

FISCAL IMPACT:

According to the County Clerk-Recorder's Office, the cost of calling a special election to be consolidated with the June 5, 2018 statewide election is approximately \$10,000 to \$20,000. If the Board decides to proceed with a ballot measure to fund the three (3) full time Firefighters and it is approved by the voters, the measure will raise approximately \$300,000 annually, based upon an annual per parcel tax of \$50, which would be assessed on the estimated 6,000 parcels in Cambria.

DISCUSSION:

At its January 2018 regular meeting, the CCSD Board directed that a Special Meeting be held today to consider calling a special election to submit a measure to the voters on a special tax, in order to fund three (3) full time Firefighters. Accordingly, a noticed public hearing has been scheduled pursuant to Government Code Section 50077 to consider Resolution 03-2018, calling for the special election to adopt Ordinance 01-2018. As required by State law, the Resolution and Ordinance specify the type of tax and rate of tax to be levied, the method of collection, and the date upon which an election is to be held.

The measure also includes an increase in the District's appropriations limit. The appropriations limit was created in November, 1979 when the voters approved Proposition 4 and added Article XIII B to the California Constitution. Article XIII B limits the District from appropriating (i.e. authorizing expenditure of) the proceeds from tax sources in any given year. The limit for each

year is equal to the limit for the prior year, adjusted for changes in the cost-of-living and population. Various other adjustments are also required. The first year in which appropriations limits applied to state and local governments in California was fiscal year (FY) 1980-81. This limit may be exceeded if the voters approve the excess expenditures by a majority vote. This constitutional restriction on appropriations (expenditures) is in addition to the constitutional requirement that special taxes must be approved by a two-thirds (2/3) vote of the people. Therefore, to provide that the special tax does not impact the appropriations limit, pursuant to the provisions of Article XIII B the ballot measure also will provide for the District's appropriations limit to be increased by an amount equal to the special taxes that are to be imposed. It should be noted that voter-approved increases in the appropriations limit can only be in effect for four years. At the end of the four-year period, either the voters must approve another increase or the limit must return to the level it would otherwise have been.

As noted in the January staff report, the San Luis Obispo Clerk-Recorder's Office has advised that February 21, 2018 is the last day for the District to submit the required resolution calling for and placing the measure on the June 5, 2018 Statewide Consolidated Direct Primary Election ballot. The Clerk-Recorder's Office has also provided the attached Activity Schedule related to the ballot measure. In accordance with legal requirements, Resolution 03-2018 contains the following full text of the proposed measure, and the exact form of the question as it is to appear on the ballot:

CAMBRIA COMMUNITY SERVICES DISTRICT MEASURE _____		
Shall Cambria Community Services District Ordinance 01-2018, which imposes an annual special tax of fifty dollars (\$50.00) on each parcel of real property in the Cambria Community Services District to fund three (3) full time firefighters, be approved and shall the Cambria Community Services District appropriations limit be increased by the amount of this voter-approved tax?	YES	
	NO	

As set forth in the Resolution and Ordinance, the special tax will be in the amount of \$50 per parcel in order to provide funding to cover the approximate \$300,000 needed to fund the three (3) full time Firefighters. This amount is based upon the approximately 6,000 parcels in Cambria. The measure also includes an annual adjustment for inflation.

As also required by statute, the Ordinance specifies that the purpose of the special tax is solely to fund three (3) full time Firefighters and that the proceeds may only be used for that purpose. It also contains accountability provisions that are required by State law for special taxes, including the creation of an account into which the proceeds of the tax will be deposited and an annual report in compliance with Government Code section 50075.3, which is to be filed with

the District Board of Directors no later than January 1st of each fiscal year in which the tax is levied.

New legislation effective January 1, 2018 requires that tax measures placed on the ballot include a ballot statement specifying the annual revenue to be raised and the rate and duration of the tax. Accordingly, the Resolution also provides that the ballot contain the following Fiscal Impact Statement:

FISCAL IMPACT STATEMENT FOR A SPECIAL TAX FOR THE PURPOSE OF FUNDING THREE (3) FULL TIME FIREFIGHTERS TO BE IMPOSED ON ALL PARCELS OF REAL PROPERTY IN THE CAMBRIA COMMUNITY SERVICES DISTRICT EACH FISCAL YEAR [Elections Code Section 13119]

Rate of tax to be levied: \$50 per parcel located in the Cambria Community Services District. The tax will also be subject to annual CPI adjustments.

Amount of money to be raised annually: \$300,000 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance does not expire.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

Attachments: Resolution 03-2018 and Ordinance 01-2018
San Luis Obispo County Activity Schedule for Placing a Measure on the Ballot
for the June 5, 2018 Consolidated Primary Election

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ FARMER ___ BAHRINGER ___ WHARTON ___ PIERSON ___

RESOLUTION 03-2018
February 5, 2018

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT
CALLING A SPECIAL ELECTION FOR SUBMISSION TO THE VOTERS OF A
PROPOSED ORDINANCE FOR LEVY OF A SPECIAL TAX ON REAL PROPERTY
LOCATED WITHIN THE DISTRICT TO FUND THREE (3) FULL TIME FIREFIGHTERS
AND RELATED INCREASE IN THE DISTRICT'S APPROPRIATION LIMIT AND
REQUESTING CONSOLIDATION OF SAID SPECIAL ELECTION WITH THE JUNE 5,
2018 CONSOLIDATED STATEWIDE DIRECT PRIMARY ELECTION**

WHEREAS, numerous studies have concluded that Firefighter staffing levels directly affect the level of fire protection and prevention service delivery and that a constant staffing level of a first in, four-person engine company is necessary to provide for the overall safety of the Firefighters and the community; and

WHEREAS, on September 10, 2015 the Board of Directors (Board) accepted the 2015 SAFER Grant Award (Grant) under which the CCSD received funding for three additional Firefighters for a two-year period, and which allowed for the addition of one Firefighter on daily staffing and provided for a four-person engine company consisting of a Captain, Engineer, SAFER-funded Firefighter and a reserve Firefighter; and

WHEREAS, at the time the Grant was accepted, it was understood that unless additional funding became available, at the end of the period of time covered by the Grant, the SAFER-funded Firefighter positions would end and the staffing would have to go back to a three-person staffed engine; and

WHEREAS, three-person staffed engines limit Firefighters to a defensive posture whereby they can simply respond to a working fire, surround it and drown it, which potentially can lead to preventable losses of both life and property; and

WHEREAS, in June, 2017, as part of the approval of the 2017-2018 fiscal year budget, the Board approved the transfer of \$84,000 from General Fund reserves to continue to pay for the salaries of the SAFER-funded Firefighters; however, it has been determined that the District has insufficient funds to continue the four-person engine company staffing in future years; and

WHEREAS, pursuant to the provisions of Government Code Section 61121(a) and Government Code Sections 50075, et seq., the Board is authorized to levy a special tax, subject to the approval of the voters; and

WHEREAS, in order to provide the best fire protection services to Cambria and have a Fire Department staffed and prepared to provide aggressive interior fire attack when appropriate, and accomplish both victim rescue and property conservation, additional funding must be sought to continue to provide for four-person engine companies and therefore the Board of Directors desires to place a ballot measure before the voters at the June 5, 2018 election for approval of a proposed ordinance to levy a special tax on real property within the District to fund three (3) full time firefighters; and

WHEREAS, in accordance with the requirements of Government Code Section 50077, on February 5, 2018, the Board of Directors conducted a noticed public hearing on the issue of whether to place such a measure on the ballot. The notice included the dated, time and place of the public hearing, a general explanation of the matter to be considered, and a statement of where additional information could be obtained; and

WHEREAS, the Board of Directors desires to have the County of San Luis Obispo render certain services in connection with the special election; and

WHEREAS, pursuant to Elections Code Sections 10555 and 10400 et seq. said election may be consolidated with any other election, pursuant to the procedures set forth in the Elections Code.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Services District Board of Directors as follows:

1. The Board of Directors hereby finds and determines that the foregoing recitals are true and correct.
2. The Board of Directors hereby calls a special election to be held on June 5, 2018 on the question of adopting a special tax to fund three (3) full time firefighters.
3. It is hereby requested that the Board of Supervisors of San Luis Obispo County consolidate the special election of the CCSD to be held on June 5, 2018 with any other San Luis Obispo County General Election held on the same date. This request is made pursuant to Elections Code §§ 10555 and 10400, et seq. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for services performed relating to this election, upon presentation of an invoice.

The purpose of the election shall be for the voters in the District to vote on the following question:

CAMBRIA COMMUNITY SERVICES DISTRICT MEASURE _____	YES	
Shall Cambria Community Services District Ordinance 01-2018, which imposes an annual special tax of fifty dollars (\$50.00) on each parcel of real property in the Cambria Community Services District to fund three (3) full time firefighters, be approved and shall the Cambria Community Services District appropriations limit be increased by the amount of this voter-approved tax?	NO	

4. In accordance with Elections Code Section 13119, the Ballot shall contain the following Fiscal Impact Statement:

FISCAL IMPACT STATEMENT FOR A SPECIAL TAX FOR THE PURPOSE OF FUNDING THREE (3) FULL TIME FIREFIGHTERS TO BE IMPOSED ON ALL PARCELS OF REAL PROPERTY IN THE CAMBRIA COMMUNITY SERVICES DISTRICT EACH FISCAL YEAR {Elections Code Section 13119}

Rate of tax to be levied: \$50 per parcel located in the Cambria Community Services District. The tax will also be subject to annual CPI adjustments.

Amount of money to be raised annually: \$300,000 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance does not expire.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

- 5. The Board of Directors hereby approves the proposed Ordinance in the form attached to this Resolution as Exhibit A and incorporated herein by this reference, to be submitted to the voters, which shall be included in its entirety with the ballot measure. The proposed measure is a special tax as defined in Article XIIC of the California Constitution and shall not take effect unless and until approved by a vote of at least a 2/3 majority of the voters voting on the question in the election.
- 6. The District Clerk is hereby directed to file a certified copy of this Resolution with the San Luis Obispo County Board of Supervisors.

By vote on the motion of Director _____, seconded by Director _____, Resolution No. 03-2017 is hereby adopted this 5th day of February, 2018.

AYES:

NOES:

ABSENT:

Amanda Rice
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid
District Clerk

Timothy J. Carmel
District Counsel

ORDINANCE NO. 01-2018

CAMBRIA COMMUNITY SERVICES DISTRICT

AN ORDINANCE FOR LEVY OF A SPECIAL TAX ON
REAL PROPERTY LOCATED WITHIN THE DISTRICT TO FUND
THREE (3) FULL TIME FIREFIGHTERS AND TO INCREASE THE DISTRICT'S
APPROPRIATION LIMIT BY THE AMOUNT OF THE VOTER-APPROVED TAX

WHEREAS, numerous studies have concluded that Firefighter staffing levels directly affect the level of protection and prevention service delivery and that a constant staffing level of a first in, four-person engine company is necessary to provide for the overall safety of the Firefighters and the community; and

WHEREAS, on September 10, 2015 the Board of Directors accepted the 2015 SAFER Grant Award (Grant) under which the CCSD received funding for three additional Firefighters for a two-year period, and which allowed for the addition of one Firefighter on daily staffing and provided for a four-person engine company consisting of a Captain, Engineer, SAFER-funded Firefighter and a reserve Firefighter; and

WHEREAS, at the time the Grant was accepted, it was understood that unless additional funding became available, at the end of the period of time covered by the Grant, the SAFER-funded Firefighter positions would end and the staffing could return to a three-person staffed engine; and

WHEREAS, three-person staffed engines limit Firefighters to taking a defensive posture and simply respond to a working fire, surround it and drown it, which potentially can lead to preventable losses of both life and property; and

WHEREAS, in June, 2017, as part of the approval of the 2017/2018 fiscal year budget, the Board approved the transfer of \$84,000 from General Fund reserves to continue to pay for the salaries of the SAFER funded Firefighters, however, it has been determined that the District has insufficient funds to continue the four-person engine company staffing in future years; and

WHEREAS, in order to provide the best fire protection services to Cambria and have a Fire Department staffed and prepared to provide aggressive interior fire attack when appropriate, and accomplish both victim rescue and property conservation, additional funding must be sought to continue to provide for four-person engine companies and therefore the Board of Directors has placed a ballot measure before the voters at the June 5, 2018 election for approval of this ordinance to levy a special tax on real property within the District to fund three (3) full time firefighters and a related increase in the District's appropriation limit.

NOW, THEREFORE, THE PEOPLE OF THE CAMBRIA COMMUNITY SERVICES DISTRICT DO ORDAIN as follows:

Section 1. Authority .

This Ordinance is adopted pursuant to Article XIII A, Section 4, Article XIII B, Section 4, and Article XIII C, Section 2 of the California Constitution; Article 3.5 (commencing with Section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code; Article 3.7 (commencing with Section 53720) of Chapter 4 of Division 2 of Title 5 of the Government Code; Government Code Section 53978; and Government Code Section 61121(a).

Section 2. Fiscal Impact Statement [Elections Code Section 13119]

Rate of tax to be levied: \$50 per parcel located in the Cambria Community Services District. The tax will also be subject to annual CPI adjustments.

Amount of money to be raised annually: \$300,000 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance does not expire.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including but not limited to variations in the number of taxable parcels within the District and inflation.

Section 3. Tax Imposed and Purpose of Tax.

A special tax for the purpose of funding three (3) full time Firefighters shall be imposed on all parcels of real property in the Cambria Community District for each fiscal year, commencing with fiscal year 2018-2019. The maximum amount of the special tax for fiscal year 2018/19 shall be \$50.00 per parcel.

Beginning with fiscal year 2019/20 and for each fiscal year thereafter, the maximum amount of the special tax shall increase by the average percentage by which the Consumer Price Indexes for All Urban Consumers in both the San Francisco-Oakland-San Jose Area and the Los Angeles-Riverside-Orange County Area, published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to those indices, increased in the twelve months prior to March of the calendar year in which the adjustment is made.

The records of the San Luis Obispo Assessor as of March 1st of each year shall be used to identify each parcel for the calculation of the special tax applicable to that parcel in the following fiscal year. For the purposes of this Ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of San Luis Obispo County.

Section 4. Exemptions.

- A. To the extent required by California and Federal law, the following parcels shall be exempt from the tax imposed by this Ordinance:
1. Parcels owned by federal or State governmental agencies;
 2. Parcels owned by local governmental agencies;
 3. Parcels exempt from taxation by the District pursuant to the laws or constitutions of the United States and the State of California.
- B. Any person or entity claiming an exemption from the tax imposed by this Ordinance shall file a verified statement of exemption on a form prescribed by the Cambria Community Services District Finance Manager prior to June 30th of the first fiscal year for which the exemption is sought.

Section 5. Ballot Question.

Pursuant to the California Elections Code, the abbreviated statement of the proposition, as it appears on the ballot is as follows:

Shall Cambria Community Services District Ordinance 01-2018, which imposes an annual special tax of fifty dollars (\$50.00) on each parcel of real property in the Cambria Community Services District to fund three (3) full time firefighters, be approved and shall the Cambria Community Services District appropriations limit be increased by the amount of this voter-approved tax?

YES

NO

Section 6. Use of Tax Proceeds.

If approved by the voters, the special tax will be used solely for the purpose of funding three (3) full time Firefighters within the District. Proceeds of this special tax will not be used for any other purpose, and will not be used to offset other District obligations.

Section 7. Increase of Appropriations Limit.

Pursuant to the provisions of Article XIII B of the California Constitution, the appropriations limit of the Cambria Community Services District is hereby increased by an amount equal to the special taxes imposed by this Ordinance in accordance with the applicable requirements of State law.

Section 8. Method of Collection.

The special tax imposed by this ballot measure is due from each owner of record of a parcel within the District as reflected upon the rolls of the County Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The San Luis Obispo County Tax Collector shall collect the tax and any penalty or interest due hereunder.

Section 9. Accountability Measures.

- (a) Account. Upon the levy and collection of the tax authorized by this Ordinance, an account shall be created into which the proceeds of the tax will be deposited. The proceeds of the tax authorized by this Ordinance shall be applied only to the specific purposes identified in this Ordinance.
- (b) Annual Report. An annual report that complies with the requirements of Government Code section 50075.3 shall be filed with the District Board of Directors no later than January 1st of each fiscal year in which the tax is levied.

Section 10. Severability.

If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The People of the Cambria Community Services District hereby declare that they would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

Section 11. Recitals.

That the recitals set forth hereinabove are true, correct and valid.

Section 12. Effective Date.

This Ordinance shall not become effective unless approved at the June 5, 2018 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Ordinance shall become effective ten (10) days after the vote is certified by San Luis Obispo County.

PASSED AND ADOPTED by the People of the Cambria Community Services District at a special election held on June 5, 2018.

**SAN LUIS OBISPO COUNTY ACTIVITY SCHEDULE FOR PLACING A MEASURE ON THE BALLOT
FOR THE JUNE 5, 2018, CONSOLIDATED PRIMARY ELECTION**

<p>February 5, 2018 (E-120) EC Sec 9140, 9342</p>	<p>LAST SUGGESTED DAY for Cambria Community Services District Board of Directors to submit resolutions calling for and placing a measure on the Primary Election ballot</p>
<p>February 10, 2018 (E-115) EC Sec 9163, 9316</p>	<p>BY THIS DATE the Elections Official shall send the Notice Calling for Submission of arguments FOR or AGAINST the measure to be published.</p>
<p>*February 21, 2018 EC Sec 10402-10403</p>	<p>LAST DAY for Governing Boards to file the resolution requesting consolidation of their election with the June 5, 2018, Primary Election. File the original with the Elections Official. This resolution must set forth the exact form of the question of any measure to appear on the ballot.</p>
<p>February 28, 2018 (E-97) EC Sec 9161-9163, 9315-9316, 9501-9503, 9600-9601</p>	<p>PRIMARY ARGUMENTS DUE – The dates for Impartial Analysis, Statements, Arguments and Rebuttals will be established once a resolution is filed with the County Elections Official. LAST DAY for proponent(s) to change or withdraw Primary Arguments.</p>
<p>February 28, 2018 (E-97) EC Sec 9160, 9313, 9401, 9500</p>	<p>IMPARTIAL ANALYSIS DUE from County Counsel. FISCAL IMPACT STATEMENT DUE from Auditor (if directed by B.O.S.) TAX RATE STATEMENT DUE (Bond Measures only)</p>
<p>March 1-11, 2018 EC Sec 9190, 9380, 9509</p>	<p>PUBLIC EXAMINATION PERIOD - Primary Arguments, Analysis. Tax Rate Statement & Fiscal Impact Statement.</p>
<p>March 12, 2018 (E-85) EC Sec 9167, 9317, 9504, 9600-9601</p>	<p>REBUTTAL ARGUMENTS DUE - File with the County Elections Official. LAST DAY for proponent(s) to change or withdraw Rebuttal Arguments.</p>
<p>March 13 – 23, 2018</p>	<p>PUBLIC EXAMINATION PERIOD - For Rebuttals Only.</p>
<p>April 26, 2018 (E-40)</p>	<p>SAMPLE BALLOT BOOKLETS MAILED</p>
<p>May 9, 2018 (E-29) EC Sec 3001</p>	<p>VOTE BY MAIL BALLOTS PERIOD BEGINS</p>
<p>May 21, 2018 (E-15) EC Sec 2107</p>	<p>CLOSE OF REGISTRATION</p>

THE DEADLINES FOR SUBMITTAL OF ARGUMENTS, IMPARTIAL ANALYSIS AND OTHER DOCUMENTS FOR ACTUAL MEASURES WILL BE DETERMINED ONCE A MEASURE IS PLACED ON THE BALLOT. THE CALENDAR FOR EACH BALLOT MEASURE WILL BE POSTED ON THE WEBSITE. THE DEADLINE FOR SUBMITTAL OF ALL ITEMS IS 5:00 P.M. ON THE FILING DEADLINE.

IMPORTANT NOTE FOR CITIES:

Cities are responsible for setting the calendar for their city measures and receiving the items above. Therefore, the last day for cities to request consolidation is 88 days before an election.

***The last scheduled Board of Supervisors meetings prior to the 88th day is March 6, 2018, with a deadline to submit resolutions by February 21, 2018,**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: February 5, 2018 Subject: DISCUSSION AND CONSIDERATION
OF ANNUAL REVIEW OF BOARD OF
DIRECTORS BYLAWS

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the Board Bylaws and provide direction regarding any changes they would like to have brought back at the February regular meeting for consideration.

FISCAL IMPACT:

There is no fiscal impact associated with the Board’s annual review of its Bylaws.

DISCUSSION:

Section 10.1 of the Board of Directors Bylaws provides that they are to be reviewed annually at the first regular meeting in January. Any amendments are to be considered for adoption at the first regular meeting in February. Accordingly, attached is a copy of the current Board Bylaws, as revised on August 24, 2017 per Resolution 38-2017 and again on September 28, 2017 per Resolution 39-2017, for the Board’s review and consideration.

Recently, there has been Board discussion regarding changing the regular meeting day (the fourth Thursday of every month), which is established by Bylaw Section 2.1. If the Board decides to change the regular meeting day, staff recommends that the Board defer action on the regular meeting schedule (Item 6E) until the February meeting, so the appropriate change to Bylaw Section 2.1 can be made. However, in that case, the Board should set the time for the February 22 regular meeting.

Attachment: Board of Directors Bylaws

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ BHRINGER ___ FARMER ___ WHARTON ___ PIERSON

BYLAWS

COMPLIANCE WITH FEDERAL OR STATE LAW

The Cambria Community Services District (CCSD) Board of Directors will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors. These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member or the Board as a whole. These Bylaws are for the purpose of providing guidance to the Director in the performance of his or her duties. If it is determined any of these Bylaws conflict with Federal or State rules or statutes the Federal or State rules or statutes will apply

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
- 1.5 The President or his or her designate shall be the spokesperson for the Board and point person for intergovernmental relations.
- 1.6 The President shall make appointments to all committees subject to Board approval.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the fourth Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 Pursuant to the Brown Act:
 - (a) Board Members may briefly respond to statements or questions from the public; and
 - (b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.3 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a four-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the four-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.

- 3.2 A block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 3.3 Those items on the CCSD agenda, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
 - (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.

- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 Directors do not represent any fractional segment of the community, but are rather a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibilities of the Board of Directors are:
 - (a) The formulation and evaluation of policy.
 - (b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - (c) Appointment of a General Manager to handle all matters concerning the operational aspects of the CCSD.

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
 - 7.2 Board Members should recognize the General Manager has been given the authority to handle the operations of the district. When presented with questions or complaints from citizens or staff, Directors should listen to the concerns expressed and either confer with the General Manager regarding the concerns or refer the individual to the General Manager for resolution of their concerns. Board Members should not bypass the authority of the General Manager.
8. DIRECTOR COMPENSATION
- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized meeting attended or for each day of service rendered as a Director.
 - 8.2 The following are authorized meeting for which a Director may be compensated:
 - (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) Advisory or Committee meetings.
 - (d) Training or educational seminars, conferences or webinars.
 - (e) Negotiation sessions.
 - (f) Depositions.
 - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.
 - (h) Any other activity the Board requests a member attend in advance of attendance.
 - 8.3 Director compensation shall not exceed six days of service in any calendar month.
 - 8.4 In no event shall any Director's compensation exceed \$100.00 per day or \$600.00 per month.

- 8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2
- 8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. COMMITTEES

- 9.1 All Board committees shall be Members appointed by the Board President with concurrence of the full Board.
- 9.2 All committees shall meet within the jurisdictional boundaries of CCSD except, as may be permitted by the Brown Act.
- 9.3 The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.
- 9.4 Standing Committees:
- (a) Standing Committees may be created at the Boards discretion. Standing Committees may consider CCSD related issues assigned to it on a continuing basis.
- (b) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Summary notes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record.

10. BOARD BYLAW REVIEW POLICY

- 10.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.B.**

FROM: Monique Madrid, District Clerk

Meeting Date: February 5, 2018 Subject: DISCUSSION AND CONSIDERATION
OF ADOPTION OF RESOLUTION 01-
2018 ESTABLISHING THE 2018 CCSD
REGULAR BOARD MEETING
SCHEDULE

RECOMMENDATIONS:

Staff recommends that the Board adopt the attached Resolution 01-2018 establishing the 2018 CCSD Regular Board Meeting schedule.

FISCAL IMPACT:

None.

DISCUSSION:

It is proposed that the Board adopt the regular meeting schedule for 2018 in order to confirm the regular meeting dates. This schedule, when adopted, will be used by staff, the media, local community groups, and interested individuals to prepare for Board meetings. The Board has the authority to amend this schedule as the year progresses or the need arises. If the Board decides to consider a month without a meeting, it should be in a month other than July, due to the need to hold the Fire Hazard Fuel Reduction Contract Award public hearing in the month of July. It should be noted that, pursuant to Bylaw Section 2.1, the time for holding regular meetings is established by resolution. The attached Resolution includes blanks for the Board to fill in the individual times for each meeting.

In conformance with Bylaw Section 2.1, all proposed 2018 meeting dates are on the fourth Thursday of each month, except as follows:

- January 18th (3rd Thursday): Avoids conflict with the Art & Wine Festival.
- April 19th (3rd Thursday): Avoids conflict with the Wildflower Festival.
- November 15th (3rd Thursday): Avoids conflict with Thanksgiving holiday. (The standard CCSD holidays have been established for 2018 with Thanksgiving on Thursday, November 22nd.)
- December 13th (2nd Thursday): Avoids conflict with Christmas holiday.

Attachment: Resolution 01-2018
Exhibit A to Resolution 01-2018 2018 Draft Regular Meeting Schedule

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ BAHRINGER ___ FARMER ___ WHARTON ___ PIERSON

RESOLUTION NO. 01-2018
FEBRUARY 5, 2018

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
ESTABLISHING THE 2018 CCSD REGULAR BOARD MEETING SCHEDULE

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby adopt the 2018 Regular Board Meeting Schedule, attached hereto as Exhibit A. In conformance with Bylaw Section 2.1, all 2018 meeting dates are on the fourth Thursday of each month, except as follows:

- January 18th (3rd Thursday): Avoids conflict with the Art & Wine Festival.
- April 19th (3rd Thursday): Avoids conflict with the Wildflower Festival.
- November 15th (3rd Thursday): Avoids conflict with Thanksgiving holiday. (The standard CCSD holidays have been established for 2018 with Thanksgiving on Thursday, November 22nd.)
- December 13th (2nd Thursday): Avoids conflict with Christmas holiday.

PASSED AND ADOPTED THIS 5th day of February, 2018.

Amanda Rice, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Monique Madrid, District Clerk

Timothy J. Carmel, District Counsel



CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
2018 REGULAR BOARD MEETING SCHEDULE

January 18, 2018 at _____ p.m. - 3rd Thursday

February 22, 2018 at _____ p.m.

March 22, 2018 at _____ p.m.

April 19, 2018 at _____ p.m. - 3rd Thursday

May 24, 2018 at _____ p.m.

June 28, 2018 at _____ p.m.

July 26, 2018 at _____ p.m.

August 23, 2018 at _____ p.m.

September 27, 2018 at _____ p.m.

October 25, 2018 at _____ p.m.

November 15, 2018 at _____ p.m. - 3rd Thursday

December 13, 2018 at _____ p.m. - 2nd Thursday

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.C.**

FROM: Jerry Gruber, General Manager

Meeting Date: February 5, 2018Subject: DISCUSSION AND CONSIDERATION
OF ESTABLISHING COMMITTEE AND
DIRECTOR LIAISON ASSIGNMENTS**RECOMMENDATION:**

Staff recommends that the Board of Directors discuss establishing committees and Director Liaison Assignments and make any necessary appointments for committees and Director Liaison Assignments.

FISCAL IMPACT:**DISCUSSION:**

The Board President will lead the discussion regarding establishing committees, and the proposed appointments of Directors to each committee. The following is a review of the proposed Ad Hoc Committees and their tasks, as well as liaison assignments, which are to be considered by the Board.

Proposed Committees:

Finance Ad Hoc Committee: Director Rice and Director Farmer

Task: evaluate budget for Fiscal Year 2017-2018, assess fiscal policies and priorities.

Fire Department Ad Hoc Committee: Director Farmer and VACANT

Task: Fire Department.

Infrastructure Ad Hoc Committee: Director Bahringer and Director Farmer

Task: Water Department, Wastewater Department and technology infrastructure (hardware and software) in all departments.

Parks, Recreation and Open Space (PROs) Ad Hoc Committee: Director Bahringer and Director Wharton

Task: Parks & Recreation and Facilities Departments (including Veterans Memorial Hall).

Water Supply (formerly Sustainable Water Facility Water Permitting & EIR Ad Hoc Committee):
Director Rice and Director Farmer

Task:

Support staff's work on water supply permitting for the Sustainable Water Facility regular Coastal Development Permit and Environmental Impact Report.

Review 2015 UWMP and progress on water efficiency program goals.

Report to Board and suggest needed policy reviews for consistency.

Information Technology Ad Hoc Committee: Director Rice and Director Bahringer
Task: The Technology Ad-Hoc Committee is responsible for pending technology infrastructure issues (hardware and software) in all departments.

Liaison Appointments:

- North Coast Advisory Council – Director Bahringer
- Coast Union School District – Director Rice
- Cambria Healthcare District – Director Farmer
- Cambria Forest Committee – Director Farmer
- Cambria Tourism Board – Director Bahringer
- Cambria Fire Safe Focus Group – Director Wharton
- Friends of Fiscalini Ranch Preserve – Director Farmer
- San Simeon CSD – VACANT
- Regulatory and other local, state, or federal agencies – Director Rice

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ RICE ___ BAHRINGER ___ FARMER ___ WHARTON ___ PIERSON

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **3.D.**

FROM: Jerry Gruber, General Manager

Meeting Date: February 5, 2018 Subject: DISCUSSION AND CONSIDERATION TO APPOINT A DELEGATE TO VOTE ON BEHALF OF THE CCSD FOR THE ALTERNATE LAFCO SPECIAL DISTRICT REPRESENTATIVE AT THE ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION MEETING, CONSIDERATION OF NOMINATING A BOARD MEMBER AS A CANDIDATE, AND SELECTION OF A CANDIDATE TO SUPPORT

RECOMMENDATIONS: It is recommended that the Board of Directors discuss and consider appointing a delegate to vote for the Alternate Special District Representative on the Local Area Formation Commission (“LAFCO”) on behalf of the Cambria Community Services District (“CCSD”) at the Annual Meeting of the San Luis Obispo Chapter of the California Special District Association on February 23, 2018. It is further recommended that the Board of Directors consider nominating a Board Member to be a candidate for the Alternate LAFCO Special District Representative and select the candidate that the CCSD will support.

FISCAL IMPACT:

None.

DISCUSSION: As set forth in the attached memorandum from David Church, Executive Director of LAFCO, the CCSD is being asked to select a voting delegate to attend the Annual California Special District Association, San Luis Obispo Chapter meeting on February 23, 2018 and elect the Alternate Special District representative on LAFCO. As of the date of this staff report, staff is advised that no candidates have yet been nominated for consideration. If candidates are nominated prior to the Board meeting, any statements of qualification/resumes that are received will be distributed.

In addition, if the Board would like to nominate a candidate it can do so. According to LAFCO, the Board needs the consent of the Director that the Board intends to nominate, as well as Board approval. Attached is the nomination form; nominations need to be submitted by noon on February 22, 2018.

Attachment: Alternate LAFCO Representative: Nomination Period is Open through February 22, 2018 @ 12:00 noon

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___RICE ___BAHRINGER ___FARMER ___WHARTON ___PIERSON ___



Independent Special District Selection Committee

San Luis Obispo Chapter of the
California Special District Association

TO: Independent Special District Selection Committee Members

FROM: David Church, LAFCO Executive Officer

SUBJECT: Alternate LAFCO Representative: Nomination Period is Open through February 22, 2018 @ 12:00 noon

Background. The San Luis Obispo Chapter of the CSDA also acts as the Independent Special District Committee Selection. The Committee is responsible for the selection of Special District representatives to serve on LAFCO. Over the years (until 2016) a quorum of the 36 Special Districts in the County has never been achieved at a meeting of the Selection Committee. This being the case, LAFCO has conducted the elections via electronic mail. While effective in selecting a LAFCO Commissioner (and better than certified mail), the email process is time consuming and provides little opportunity for candidates to be considered by the Districts.

In researching the prior nine elections from 2010-2015, it was found that five Special Districts have not participated in any of the elections. Based on that finding, the Selection Committee approved an alternative method for calculating a quorum based on 31 total Districts that have participated at least once over the prior nine elections. All 36 Special Districts would continue to be noticed and can participate as part of the Selection Committee. This provides for a reduced quorum number of 16, which is more achievable at the Annual Meeting. A candidates' forum would be conducted at the Annual Meeting. The term for this position would begin in March 2018 and run through December 2021. The full election procedure is attached.

Election Instructions. Please place this item on the Board's agenda:

- 1) **Designate a Director as a voting delegate** to attend the February 23, 2018 Special District Annual Meeting in Avila Beach.
- 2) If the District would like to nominate a candidate, please schedule this item on the Board's agenda and obtain consent from the Director you intend to nominate. **A nomination must be approved by the District's Board.**
- 3) Nominations are required to be submitted by **12:00 noon, February 22, 2018.** Late nominations will not be considered. The completed and signed nomination form (attached) may be submitted to the LAFCO office via mail, fax-788-2072, or e-mail to DChurch@slolafco.com. The form must be signed by the General Manager or Board President, and the Nominee.

Independent Special District Selection Committee

Election Procedure

- 1- **Determining a Quorum.** All Districts shall be notified of the special district election for the LAFCO member and are eligible to participate. The quorum is based on the total number of Districts that have participated in elections (31) over a five-year period (2010-2015). The quorum would be considered to be 16 District Representatives in attendance at the meeting. If a District that has not participated in the nine prior elections does participate, it would be counted as part of the quorum and its vote would be valid. The quorum policy would apply to the email election process as well.
- 2- **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting.
- 3- **Nomination Procedure.** A notice of nomination would be emailed to the Special Districts requesting that nominations be submitted within 45 days. The Candidates' Statement of Qualifications would be submitted at the same time. Nominations may be received from the floor at the meeting.
- 4- **Alternate Position.** If the Alternate LAFCO Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
- 5- **Election Procedure.**
 - a. A candidate's information package is emailed to all Special Districts prior to the Annual Meeting. It would include a list of the nominees and their Statements of Qualifications. The package would be emailed as soon as the nomination period ends and the package can be compiled.
 - b. A Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
 - c. Each candidate shall be given up to five minutes at the Selection Committee Meeting to present his/her qualifications.
 - d. If a quorum of 16 District Representatives is achieved, the District representatives in attendance complete and submit ballots and the election is conducted.
 - e. The ballots would be counted by three reviewers appointed by the Selection Committee.
 - f. Results would be announced at the Selection Committee Meeting.
 - g. If a quorum is not achieved at the meeting, the voting period will be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.



NOMINATION FOR LAFCO
SPECIAL DISTRICT MEMBER

The _____
(Insert Name of Special District)

Hereby nominates _____ to serve as the
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (LAFCO).

Board of Director's action in the nomination was taken on:

Insert Date of Board Action

General Manager or Chairman/President

Consent of the Nominee - Signature