

From: Lou Ann Texeira
Sent: Thursday, February 2, 2023 12:32 PM
Subject: 2023 Special District Election Announcement - Contra Costa LAFCO
[Greetings,](#)

Please share the memo below and attachments with your Board members. Each district will also receive a copy of this memo via U.S. Mail. Also, we welcome any updates/corrections to the attached list of "*Independent Special District Selection Committee*" contacts/information. Thank you!

February 2, 2023

TO: Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: Special Election - Special District Seat on Contra Costa LAFCO, Call for Nominations, and Names of District Voting Delegates

This is to advise all independent special districts of a special election for a vacant Special District (Alternate) seat on Contra Costa Local Agency Formation Commission (LAFCO). The vacancy was created by the recent passing of Stan Caldwell (Mt. View Sanitary District). We are seeking nominations to fill the unexpired term ending May 4, 2026.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2), I am announcing the election and calling for nominations for this seat to be submitted to the LAFCO office by **April 3, 2023** - please see attached 2023 Election Schedule (Attachment 3).

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or their designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). Please review and **update as necessary** the attached list of district's presiding officers/voting delegates (must be a board member/trustee). Board action is not necessary to name your voting representative. Please provide/update this information no later than **April 3, 2023**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **April 3, 2023**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired. Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

Note: At the end of the nomination period, if only one candidate is nominated for the vacant seat, that candidate will be deemed appointed and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.

Election Procedures: In early April 2023, a list of candidates and official ballots will be sent to each independent special district via email and U.S. Mail. Please ensure that the presiding officer/ voting designee for your district casts a vote. Only the presiding officer, or their Board designee can vote; staff members/legal counsel are not authorized to vote.

In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and/or U.S. mail. No meeting of the ISDSC will be held; the election will be conducted by email and U.S. mail. ***All ballots must be received via email or U.S. mail in the LAFCO office by 5:00 pm on May 19, 2023.***

Majority Vote: For the *Selection Committee* to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There is a total of 40 districts eligible to vote; thus, we need at least 21 districts to cast a vote to achieve a quorum.

The following is background information on LAFCO:

Composition of LAFCO Commission: The LAFCO Commission consists of two city members, two county members, two special district members, one public member, and one alternate member in each category for a total of 11 Commissioners. Alternates generally attend Commission meetings, participate in the deliberations, and vote when a regular member in their category is absent or excused from voting. Commissioners are expected to represent the interests of the public as a whole when sitting on LAFCO.

Obligations of Service on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 3:30 p.m. LAFCO meetings are held at 1025 Escobar Street, 1st Floor (Board Chambers) in Martinez. Effective March 1, 2023, LAFCO Commissioners may attend LAFCO meetings remotely for limited reasons and a limited number of times per year under the new Brown Act teleconferencing rules pursuant to Assembly Bill 2446 (January 2023). An agenda packet for each LAFCO meeting is made available to Commissioners approximately one week prior to the meeting.

Please contact the LAFCO office if you have questions or need additional information.

c: Each Member of the Commission

Enclosures

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2023 Election Schedule
4. List of Independent Special Districts Eligible to Vote in the 2023 Election