

Local Agency Formation Commission of Napa County Subdivision of the State of California

1030 Seminary Street, Suite B Napa, California 94559 Phone: (707) 259-8645 www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7f (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: August 3, 2020

SUBJECT: CALAFCO Voting Delegates and Board Nominations

RECOMMENDATION

Staff recommends the Commission take the following actions:

- 1) Appoint one voting delegate and one alternate voting delegate for the California Association of Local Agency Formation Commissions (CALAFCO) Board of Directors election; and
- 2) If interested, nominate a County Member for the CALAFCO Board of Directors.

BACKGROUND AND SUMMARY

The 2020 CALAFCO Annual Conference was originally scheduled for October 21 to October 23 in Monterey. However, the Annual Conference has been canceled in response to the COVID-19 pandemic.

The Annual Conference typically includes Board of Directors ("Board") elections and an achievement awards ceremony. Due to the cancellation of the conference, the Board elections will occur electronically and there will be no achievement awards. As a replacement for the conference, CALAFCO University is offering a series of free webinars to members of CALAFCO. A flyer for the webinar series is included as Attachment One.

Board elections are conducted by regions (Central, Coastal, Northern, and Southern). Napa County is in CALAFCO's Coastal Region. Board members serve two-year terms, and there are no term limits. A listing of current CALAFCO Board members is included as Attachment Two. Notably, Commissioner Mohler is currently serving a second term on the Board as the Coastal Region's City Member with a term expiring in October 2021.

Councilmember, City of Napa

Diane Dillon, Vice Chair

County of Napa Supervisor, 3rd District

The Commission will consider appointing voting delegates and making Board nominations as described below.

Voting Delegates

Each LAFCO may appoint one voting delegate and one alternate voting delegate to participate in the Board elections the Annual Conference. The voting delegate will also cast votes during a virtual annual business meeting.

Staff recommends the Commission appoint one voting delegate and one alternate voting delegate amongst members of the Commission or staff. The past practice has been to appoint the Chair and Vice Chair.

Board Nominations

This year's Board elections for the Coastal Region will occur electronically and involve the County and District Member seats. The Commission does not have special district representation and therefore the only eligible candidates for a Board seat are Vice Chair Dillon, Commissioner Wagenknecht, and Alternate Commissioner Gregory. The incumbent Coastal Region County Member is Jane Parker from Monterey LAFCO.

If an eligible member indicates interest in serving on the Board, staff recommends the Commission consider a formal nomination of that member. Board nominations must be signed by the Chair and include a complete nomination packet for the candidate. The deadline to submit a nomination is September 22, 2020. The nomination packet is included as Attachment Three.

ATTACHMENTS

- 1) CALAFCO Webinar Series Flyer
- 2) CALAFCO Board of Directors Current Roster
- 3) CALAFCO Board of Directors Nomination Packet



Join Us for a Very Special LAFCo 101 Webinar Series

ABOUT THIS SERIES

CALAFCO is here for you during the Pandemic with a series of three, **no-cost LAFCo 101 webinars**. These are not your ordinary "Just the basics" webinars! Join us for informative and fun (yes, **FUN**!) webinars that explore all the basics of LAFCo. Whether you are looking to jump start your level of knowledge or take your skills to the next level, there is always something to learn at LAFCo 101.

SESSION ONE

Navigating the Basics and Beyond - LAFCo 101 for LAFCo Staff

DATE: Thursday, August 6, 2020 TIME: 9:30 a.m. to 11:00 a.m.

Registration closes July 30, 2020 at 5:00 p.m.

SR and Joe will cover LAFCo 101 topics such as the authority and purpose of LAFCo; the LAFCo review process; the laws involved in LAFCo decisions and updating Spheres of Influence and Municipal Service Reviews.

Presenters: SR Jones, Executive Officer, Nevada LAFCo and Joe Serrano, Executive Officer, Santa Cruz LAFCo

This session is approved for 1.5 AICP CM credits

SESSION TWO

The Magical World of LAFCo Clerking – A Look at Processes and Supporting Your Commissioners from a Clerk and Analyst Perspective

DATE: Thursday, August 13, 2020 TIME: 9:30 a.m. to 11:00 a.m.

Registration closes on August 6, 2020 at 5:00 p.m.

Martha, Amanda and Terry will delve into LAFCo clerk and analyst best practices, taking an application from receipt through to hearing and completion, Brown Act and Public Records Act and how to effectively respond to the needs of your Executive Officer, Commissioners and the public all while keeping your sanity.

Presenters: Martha Poyatos, Executive Officer, San Mateo LAFCo; Amanda Olivas, Clerk, Fresno LAFCo; Terri Tuck, Clerk, Yolo LAFCo

SESSION THREE

Being a LAFCo Commissioner – What Does it Really Mean?

DATE: Friday, August 21, 2020 TIME: 10 a.m. to 11:00 a.m.

Registration closes August 14, 2020 at 5:00 p.m.

This session is designed specifically for LAFCo Commissioners. Scott and David will cover the role of LAFCo Commissioners, the Brown Act and PRA for Commissioners and Conflicts of Interests. Navigating the Brown Act, Open Meetings Act and Public Records Act can be a challenge sometimes, so we'll dive into how to keep yourself and your LAFCo out of trouble in these areas.

Presenters: Scott Browne, Legal Counsel, various LAFCos and David West,

Commissioner, Imperial LAFCo

REGISTRATION INFORMATION

NO REGISTRATION FEE IS REQUIRED FOR ANY OF THE SESSIONS FOR MEMBERS OF CALAFCO. THIS SERIES IS DESIGNED ONLY FOR THE MEMBERS OF CALAFCO.

Individual registration for each session is required. Registrations are online only. Click on the links below to register.

SESSION ONE

SESSION TWO

SESSION THREE

Registration must be received by the date noted for each session.

No late registrations will be accepted.

Once you register on Eventbrite you will receive the Zoom Registration link with your confirmation email. You will then need to use that Zoom Registration link prior to the session to get the Webinar link to join that session. DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS STEP.

You can also find this information on the CALAFCO website at www.calafco.org.

For additional information or questions, please contact CALAFCO University lead Martha Poyatos at mpoyatos@smcgov.org



CALAFCO

1020 12th Street, Suite 222 Sacramento, CA 95814 916-442-6536 www.calafco.org

CALAFCO Board Members 2019-20 (as of June 19, 2020)			
Board Member Name	LAFCo - Region	Type (Term Expires)	
Cheryl Brothers	Orange - Southern	City (2020)	
Bill Connelly - Treasurer	Butte - <i>Northern</i>	County (2021)	
David Couch	Humboldt - Northern	District (2021)	
Shiva Frentzen	El Dorado - Central	County (2020)	
Blake Inscore	Del Norte - Northern	City (2020)	
Gay Jones	Sacramento - Central	District (2020)	
Michael Kelley – Vice Chair	Imperial - Southern	County (2021)	
Michael McGill - Chair	Contra Costa - Coastal	District (2020)	
Jo MacKenzie	San Diego - Southern	District (2021)	
Margie Mohler	Napa - Coastal	City (2021)	
Tom Murray	San Luis Obispo - Coastal	Public (2021)	
Anita Paque - Secretary	Calaveras - Central	Public (2021)	
Jane Parker	Monterey - Coastal	County (2020)	
Daniel Parra	Fresno - Central	City (2021)	
Josh Susman	Nevada - <i>Northern</i>	Public (2020)	
David West	Imperial - Southern	Public (2020)	

June 19, 2020

To: Local Agency Formation Commission

Members and Alternate Members

From: Shiva Frentzen, Committee Chair

CALAFCO Board Election Committee

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 eight (8) seats noted below on the CALAFCO Board of Directors. There are two (2) open in each region as follows:

Central Region	Southern Region	Northern Region	Coastal Region
County Member	City Member	City Member	County Member
District Member	Public Member	Public 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 22, 2020 at the Hyatt Regency in Monterey, CA. If we are unable to have an in-person annual conference due to the COVID-19 pandemic, the elections will be conducted by all mail ballot. This means there will be no nominations from the floor as part of the usual caucus procedures.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until *Tuesday*, *September 22*, 2020 at 5:00 p.m.

Incumbents are eligible to run for another term. Nominations received by September 22 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 7, 2020 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 <u>if requested in advance</u>. The ballot request must be made no later than Tuesday, September 22, 2020. Completed absentee ballots must be returned by 8:00 a.m., Monday, October 19, 2020.

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.



Page 2

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Tuesday, September 22, 2020 at 5:00 p.m. Here is a summary of the deadlines for this year's nomination process:

- June 23 Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- September 22 Completed Nomination packet due
- September 22 Request for an absentee/electronic ballot due
- September 22 Voting delegate name due to CALAFCO
- October 7 Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- October 7 Distribution of requested absentee/electronic ballots.
- October 19 Absentee ballots due to CALAFCO
- October 22 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 2020/2021 CALAFCO Election Committee are:

Shiva Frentzen, Chair El Dorado LAFCo (Central Region)

530-621-5390 sfrentzen@calafco.org

David Couch Humboldt LAFCo (Northern Region)

530-242-1112 dcouch@cityofarcata.org

Jo MacKenzie San Diego LAFCo (Southern Region)

858-614-7755 imackenzie@calafco.org

San Luis Obispo LAFCo (Coastal Region) Tom Murray

tmurray@calafco.org 805-781-5795

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
- 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.
- 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: Gary Thompson

Riverside LAFCo gthompson@lafco.org

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 **2020/2021 Nominations Form**

Nomination to the CALAFCO Board of Directors

In accordance with the	e Nomination	s and Election P	rocedures of CALAFCO,	
		_LAFCo of the _		Region
Nominates				
for the (check one)	☐ City	☐ County	☐ Special District	☐ Public
Position on the CALAF	CO Board of I	Directors to be f	lled by election at the no	ext Annual
Membership Meeting	of the Associa	ation.		
		_		LAFCo Chair
				Date

NOTICE OF DEADLINE

Nominations must be received by **September 22, 2020** 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

		Date Received
CALIFORNIA ASSOCIATION OF	CALAECO	
LOCAL AGENCY FORMATION COMMISSIONS	CALACCO	

Board of Directors **2020/2021 Candidate Resume Form**

Nominated By:	LAFCo Date:
Region (please check one): ☐ Northern ☐ C	Coastal
Category (please check one): ☐ City ☐ Cour	nty 🔲 Special District 🔲 Public
Candidate Name	
Address	
Phone Office	Mobile
e-mail	
Personal and Professional Background:	
LAFCo Experience:	
CALAFCO or State-level Experience:	

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Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 22, 2020** 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