



Marin County Special Districts Association

An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

January 26, 2023

Dear Special District Managers and Representatives,

Attached is the agenda for our next **MCSDA** meeting to be held on **Thursday, February 9th, at 2:30PM** via Zoom. I hope you will join us as we continue to build the chapter in order to share resources and collaborate on our common interests. This meeting will feature *Marin County District 1 Supervisor Mary Sackett*, to discuss 2023 priorities for the County and special districts' concerns. Next, we will welcome *Rosemarie Gaglione, Director of Public Works for Marin County*, to identify coordination challenges between DPW and special district services and operations, and to plan a workshop to improve inter-agency communications. Finally, *Rick Brandis and Nicki Tallman with Brandis Tallman, a division of Oppenheimer & Co.* will briefly describe their services and propose an MCSDA luncheon meeting to educate districts on public financing opportunities.

We will also have a LAFCo informational update on the election of special district representatives (two seats are open this year), a *CSDA* legislation review, and the selection of chapter officers for the year. Despite a full agenda, a round robin is included to share highlights of our districts.

All Marin County independent and dependent special districts are welcome to attend the meeting. Please contact me directly if you want to know how to become an official MCSDA member.

In addition to the meeting agenda, attached are: a) List of Important Dates for the LAFCo Special District Representatives Election and Fact Sheet, b) Nomination Forms, and c) Election Rules. Please review these and share them with your elected officials for completion, so we can meet the election deadlines.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell".

Bill Hansell
President, MCSDA
District Manager, Alto Sanitary District
Mobile: 415-378-9064
Email: manager@altosanitarydistrict.org



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Executive Officers Meeting **Thursday, February 9th, 2023 2:30pm**

Zoom Link: <https://us02web.zoom.us/j/8343941765?pwd=czQxTTJMRUZHSjFubUxtMWd1a3hCdz09>

Meeting ID: 834 394 1765

Password: 102030

President: Bill Hansell, District Manager, Alto Sanitary District
Vice President: Lew Kious, Board Director, Almonte Sanitary District
Secretary: Garrett Toy, Tamalpais Community Services District
Treasurer: Crystal Yezman, Las Gallinas Valley Sanitary District
*Past President/
Officer At Large: Open*

Agenda

1. (2:30PM) Roll Call
2. (2:32PM) Consent Calendar
 - a. Approval of Minutes – November 10, 2022 Exec Officers Meeting
3. (2:35PM) Updates/Presentations
 - a. (2:35PM) Marin County Supervisor Mary Sackett, District 1 - Introduction and Discussion of 2023 Priorities for the County and Special Districts
 - b. (2:55PM) Marin County Director of Public Works Rosemarie Gaglione - Introduction and Discussion of Coordination Issues Between DPW & Special District Services/Operations, including Planning a Workshop to Improve Inter-Agency Communications
 - c. (3:15PM) Rick Brandis & Nicki Tallman w/Brandis Tallman, a Div. of Oppenheimer & Co – Brief Introduction & Proposal for an MCSDA Luncheon Meeting to Educate Districts on Public Financing Opportunities
4. (3:20PM) Informational Items
 - a. (3:20PM) LAFCo update – Election Schedule of Special District Representatives to LAFCo Board (One Regular Seat and One Alternate Seat)
 - b. (3:25PM) California Special Districts Association Update, Legislation Opportunities – Colleen Haley
 - c. (3:30PM) 2023 Chapter Officer Selection: President, Vice President, Secretary, Treasurer, Past President/Officer-at-Large
 - d. (3:35PM) Member Round Robin/Networking
5. (3:45PM) Board Requests - Future meeting dates
6. (3:50PM) Adjournment



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LIST OF IMPORTANT DATES

Thursday, February 9, 2023 at 2:30pm:

Marin County Special Districts Association Meeting

Zoom Link: <https://us02web.zoom.us/j/8343941765?pwd=czQxTTJMRUZHSjFubUxtMWd1a3hCdz09>

Meeting ID: 834 394 1765

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Friday, March 31, 2023 at 5:00 PM:

Deadline for LAFCo Special District Representative Nomination Forms and Statements of Candidate Qualifications. Please email forms and any supportive materials to manager@altosanitarydistrict.org.

Wednesday, April 5, 2023:

Ballots distributed. The candidate qualifications forms and any supportive materials will be distributed with the ballots to all special districts.

Wednesday, June 7, 2023:

Final date to submit ballots. Return ballots to MCSDA via email to: manager@altosanitarydistrict.org.

Wednesday, June 7, 2023 at 2:30PM:

Marin County Special Districts Association Meeting

Ballot Counting to be conducted in conjunction with the MCSDA meeting. Please note any candidate or general member of the public is welcome to witness the process.

Thursday, June 8, 2023:

The candidates will be seated at the June 2023 LAFCo Board meeting.

LAFCo MARIN COUNTY ELECTION FACTS

There are two special district representatives (regular seats) plus an alternate on the LAFCo Board. They serve alternating four-year terms. There are no term limits for these seats. The remainder of the LAFCo Board is made up of Marin County and City representatives. LAFCo is a sub-agency of the State of California and is responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County.

Up for nomination and election in 2023: Special District Member (Regular Seat) Lew Kious's term and Alternate Special District Member Tod Moody's term expire in May 2023.

One seat not up for nomination: Special District Member (Regular Seat) Craig Murray's term expires in May 2025.

Regular vs alternate seats: Regular special district members serve on the Commission and are able to vote on all items in front of the Marin LAFCo Commission. The alternate special district member serves on the Commission and is able to participate in Commission meetings but only is allowed to vote on matters when one of the regular special district members is not able to vote on the matter due to absence or conflict of interest.



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NOMINATION FORM FOR LAFCo SPECIAL DISTRICT SEATS

Due Friday, March 31, 2023, 5:00PM by email to manager@altosanitarydistrict.org

District Name: _____

Our board voted to nominate the following current member of its own or another independent special district:

Name of Nominee: _____

District of Nominee: _____

Applying for (check one):

_____ **Regular Member**

_____ **Alternate Member**

_____ **Both Seats (Regular and Alternate)**

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Attest:

General Manager or Secretary

Board President



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LAFCo SPECIAL DISTRICT REPRESENTATIVE NOMINEE STATEMENT OF QUALIFICATIONS:

Due Friday, March 31, 2023, 5:00PM by email to manager@altosanitarydistrict.org

Name: _____

District: _____

Applying for (check one):

_____ Regular Member

_____ Alternate Member

_____ Both Seats (Regular and Alternate)

Telephone Number (Home/Cell): _____ Work: _____

Email: _____

Home Address: _____

Work Address: _____

Present Occupation: _____

Summary of Qualifications:



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Reason for Applying:

Please list organizations in which you are an officer or employee:

Additional information may be attached.

Proposed Election Process for Marin LAFCo Special District Representatives

Background:

California Government Code §56332 (attached) establishes a process to facilitate the participation of all the independent special districts with regards to the selection of two regular and one alternate special district representatives to Marin LAFCo. This process calls for the County LAFCo to preside over elections where a quorum of the Marin County Independent Special District Selection Committee (CISDSC) cannot be reached. In Marin County the CISDSC has historically had issues getting quorum so has had to rely on Marin LAFCo to run the process. With the formation of Marin County Special Districts Association (MCSDA) an opportunity has presented itself for the CISDSC to work with the MCSDA to help achieve a quorum of the CISDSC and create rules for the election of LAFCo seats that best fit the needs of the current members of the CISDSC. Should at least 16 of the 30 CISDSC Boards/Commissions approve the below changes to the process then this process will become the process the CISDSC follows.

Proposed Election Process:

Marin's CISDSC shall consist of the presiding officer of the legislative body for each agency who is a paying member of Marin LAFCo or an alternate board member as appointed by each body. Upon notification by the Marin LAFCo Executive Officer of a term expiration or vacancy, the CISDSC will convene per the timetable minimally required by §56332 to fill the vacancy/vacancies as described below:

1. When notified, the MCSDA shall initiate the ballot process for special district members prior to the pending expiration of the term of a special district member or immediately upon notification that the eligibility of a special district member will be ending prior to the expiration of his or her term.
2. The MCSDA shall initiate the ballot process by emailing each member agency of the CISDSC a Call for Nominations including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing via email by special district governing boards within 60 days of the date of the Call for Nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Should the number of candidates nominated be equal to the number of seats available the nominated candidate(s) shall be deemed the winner(s); no ballots created and the membership of CISDSC informed of the winning candidate appointment to LAFCo.
4. Within five working days after the close of the nomination period, the MCSDA shall email a ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate as provided by the candidate(s).
5. The MCSDA Local Government Committee shall appoint a person to be the election officer for any election where more candidates are running than there are seats available. The person appointed must either be a board member/staff of a CISDSC jurisdiction or staff for Marin LAFCo. The person appointed cannot be a candidate for a seat which is up for election or come from a jurisdiction that has a candidate on the ballot. The election officer sole responsibility is to conduct the counting of ballots and determining the winner of the election.
6. The MCSDA shall call for a meeting of the CISDSC to be held not less than 60 days after the distribution of ballots. Selection Committee meetings can be held concurrent with MCSDA meetings (i.e. at the same location and either immediately before or after the MCSDA meeting.) Per §56332(a), members representing a majority of the eligible districts shall constitute a quorum. For districts not able

to send a representative to the meeting the paper ballot shall count as that jurisdiction's attendance and count towards quorum.

7. At the CISDSC meeting, in-person ballots will be collected and tallied with all ballots sent in prior to the counting of ballots. A majority of independent special districts must cast ballots to select a special district member.

8. Ballots cast by each special district must bear the signature of the district's presiding officer or by another board/commission member as approved by that groups governing body. Ballots submitted by a vote of the district's board/commission shall have precedent over a ballot submitted by a presiding officer.

9. All ballots and other records of each selection process shall be retained in the Marin LAFCo office for at least four years and shall be immediately available for public inspection.

10. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

a) Each district casting a vote shall rank the candidates in order of their preference. Completed ballots should indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice, etc.

b) In counting the votes by the Selection Committee, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.

c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority of eligible ballots and is selected as special district member.

d) In case of a tie between two people a coin toss shall be performed to break the tie. Should the tie be between 3 or more people the election office shall pick a method that gives all an equal chance.

11. Should a vacancy occur during a special district member's term of office, a new election shall be held for the unexpired term of the special district member or alternate member according to the process above.