

Lou Ann Texeira

Executive Officer

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

40 Muir Road, 1st Floor • Martinez, CA 94553 e-mail: LouAnn.Texeira@lafco.cccounty.us

(925) 313-7133

MEMBERS

Candace Andersen County Member

Donald A. Blubaugh Public Member

Tom Butt City Member

Federal Glover County Member Michael R. McGill

Special District Member **Rob Schroder** City Member

Igor Skaredoff Special District Member

ALTERNATE MEMBERS

Diane Burgis County Member

Stanley Caldwell Special District Member

Charles R. Lewis, IV Public Member

> Sean Wright City Member

August 12, 2020 Agenda Item 8

August 12, 2020 (Agenda)

Contra Costa Local Agency Formation Commission 40 Muir Road, First Floor Martinez, CA 94553

CALAFCO Annual Conference, Achievement Awards and Nominations for 2020-21 CALAFCO Board of Directors

Dear Commissioners:

2020 CALAFCO Conference - On July 7, 2020, the CALAFCO Executive Director announced that due to the ongoing pandemic, restrictions on large gatherings, health risks and other factors, the 2020 in-person annual CALAFCO conference is cancelled (Attachment 1).

On July 24, 2020, the CALAFCO Board met and discussed options for holding a virtual conference. The Board considered feedback from its membership, from other professional associations who are considering virtual conference events, and costs associated with hosting a virtual conference. Considering these factors, the CALAFCO Board voted against hold a virtual conference. Instead, the Board will consider other options including hosting stand-alone virtual sessions. CALAFCO staff is working on educational options and will provide an update in the near future.

CALAFCO Achievement Awards – Given there will be no in-person conference this year, the CALAFCO Board voted to postpone the Achievement Awards until 2021. During this time, the Awards Committee will revise and update the Achievement Awards program (i.e., streamline categories, develop clear and concise award, application, and selection criteria, etc.). The updated Achievement Award program will be rolled out at the end of 2020 and implemented in 2021. The 2021 awards will cover a 2-year period (2020 and 2021).

Nominations for CALAFCO Board of Directors - Nominations are now open for seats on the CALAFCO Board of Directors. (Attachments 2 and 3). There are eight seats up for election this Fall, two from each of the four regions. The Coastal Region seats include a County Member and a District Member. The election will be conducted by an electronic ballot procedure. Since there will be no annual conference and no caucus, there is no ability to nominate candidates from the floor. All nominations must be submitted electronically or by U.S. Mail by September 22, 2020.

Commissioner McGill serves on the CALAFCO Board representing the Coastal Region and currently serves as Chair of the CALAFCO Board. Commissioner McGill seeks reappointment to the CALAFCO Board.

Designation of Voting Delegate - The CALAFCO bylaws require that each LAFCO designate a voting delegate to vote on behalf of their Commission. The voting delegate may be a commissioner, alternate commissioner, or executive officer. The voting delegate will cast votes on behalf of Contra Costa LAFCO for 1) CALAFCO Board Members, and 2) Annual Business meeting items should there be a virtual annual CALAFCO business meeting. Voting delegates must be designated by **September 22, 2020.**

Recommendations: Advise as to any Board nominations, appoint a voting delegate and alternate, and direct staff to forward the information to CALAFCO.

Sincerely,

LOU ANN TEXEIRA EXECUTIVE OFFICER

Attachment 1 - CALAFCO Annual Conference – Cancellation Notice

Attachment 2 – July 7, 2020 CALAFCO Board Nomination Update

Attachment 3 – June 19, 2020 CALAFCO Board Nominations Packet



July 7, 2020

Dear CALAFCO Membership:

We continue to live in unprecedented times, dealing with the myriad of disruptive changes thrust upon us and our agencies. All of us continue to learn how to best navigate the path forward, both individually and collectively, with resilience and courage.

With the ongoing pandemic and the dialing back by many counties on re-opening, and the significant budget cuts looming for all local government agencies, careful consideration is being given to every decision organizations are making today. The same is true for CALAFCO and our Annual Conference.

Taking all of that into consideration with respect to the October Annual Conference, the CALAFCO Board of Directors and Executive Director believe CALAFCO has an ethical and corporate responsibility to our members, speakers, guests, their families and our collective communities. This responsibility includes mitigating as much as possible the spread of the virus and being responsible in our decisions to aid in the containment and protect the health and safety of our members. Given the fluidity of the situation, there are still no state guidelines as to larger gathering events and it is not likely they can be done safely anytime soon.

After careful thought and consideration, CALAFCO has decided to cancel this year's in-person Annual Conference which was scheduled for October 21-23 in Monterey.

So, what's next?

- > Staff is researching options for a virtual event of some kind and will report to the Board of Directors during the July 24 meeting what options are reasonable and available. At this time, we do not know what that may look like, but we are hopeful by the end of the month we will know whether there will a virtual event. As soon as there is information, you will be advised.
- > CALAFCO staff may reach out to your LAFCo staff and commissioners and request feedback via a Survey Monkey survey. Your feedback will be critical so please respond if asked.
- CALAFCO is working with the Monterey Hyatt to re-book the Conference in 2023.
- ➤ The Board of Directors 2020 elections will be held by email ballot. Please watch for an update from the Elections Committee coming this week.
- > We are researching options for holding the Annual Business Meeting and will advise you when that decision has been made.

If you have suggestions or questions, please let Executive Director Pamela Miller know. You can reach her at pmiller@calafco.org.

On behalf of the Board, we thank you for the leadership and the integrity you demonstrate as local government leaders every day, and especially in difficult times such as these.

Yours sincerely,

Mike McGill Chair of the Board Pamela Miller Executive Director

CC: CALAFCO Board of Directors



July 7, 2020

To: Local Agency Formation Commission Members and Alternate Members

From: Shiva Frentzen, Committee Chair CALAFCO Board Election Committee

CALAFCO Board of Directors



RE: IMPORTANT UPDATE - Elections for 2020/2021 CALAFCO Board of Directors

As you know, nominations are now open for the fall elections of the CALAFCO Board of Directors. Please refer to the announcement and nomination packet sent out to you on June 19, 2020 for details on which seats are open and other important information.

In that announcement we advised you that 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. As the in-person annual conference has been cancelled, the 2020 Board of Directors elections will be an <u>electronic ballot procedure</u>.

- ✓ We will use the timelines outlined in CALAFCO policies as detailed in the June 19 announcement with some slight modifications as provided below.
- ✓ CALAFCO still needs the name of your voting delegate. Please also provide their title and email address as the ballot will be emailed directly to your voting delegate. The voting delegate will also cast votes on behalf of your LAFCo at whatever virtual annual business meeting we may have.

Since there will be no caucus, there is no ability to nominate a candidate from the floor. All nominations must come from the nomination packets submitted and acknowledged as received by the deadline of September 22, 2020 at 5:00 p.m.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations until Tuesday, September 22, 2020 at 5:00 p.m. and that this is the only way to get your name on the ballot and be considered for election.

The election committee and CALAFCO staff will meet virtually the morning of October 22 for purposes of tabulating the results and certifying the election. All election documents will be available for member LAFCo inspection upon request.

- **June 19** Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- September 22 Completed Nomination packet due
- September 22 Voting delegate name and email address due to CALAFCO
- October 7 Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- October 7 Distribution of ballots by email to voting delegate
- October 21 Ballots due to CALAFCO by 4:00 p.m. NO LATE BALLOTS WILL BE ACCEPTED
- October 22 Elections tabulated by the Elections Committee and an announcement made to the membership

Please direct any questions you have about the election process to Executive Director Pamela Miller at pmiller@calafco.org or by calling her at 916-442-6536; or to the Election Committee Chair Shiva Frentzen at sfrentzen@calafco.org or by calling her at 530-621-5390.



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.

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)

sfrentzen@calafco.org 530-621-5390

David Couch Humboldt LAFCo (Northern Region)

dcouch@cityofarcata.org 530-242-1112

Jo MacKenzie San Diego LAFCo (Southern Region)

jmackenzie@calafco.org 858-614-7755

Tom Murray San Luis Obispo LAFCo (Coastal Region)

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

90 Nomination announcement
Nomination deadline
Committee report released

- 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. $^{\rm 6}$
 - 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 th	e Nomination	s and Election P	Procedures 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	illed by election at the n	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



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

Nominated By:			_ LAFCo	Date: _	
Region (please check	one): 🔲 Northe	rn 🗖 Coas	tal 🚨 Cent	ral	☐ Southern
Category (please chec	ck one): 🔲 City	☐ County	☐ Special Dis	strict	☐ Public
Candidate Name					
Address					
Phone	Office		Mobile		
e-mail					
Personal and Professi	ional Background:	<u>[</u>			
LAFCo Experience:					
CALAFCO or State-leve	el Experience:				

Availability:			

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