

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Special Meeting of the Board Agenda Package

MARCH 29, 2016

PUBLIC COPY

CALL AND NOTICE OF A SPECIAL MEETING

TO THE MEMBERS OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT:

NOTICE IS HEREBY GIVEN that the President has called a Special Meeting of the Board to be held in the Rush Park Auditorium, 3021 Blume Drive, Rossmoor, California at 4:30 p.m. on Tuesday, March 29, 2016 for the purposes of convening an open session of the Board. The agenda for the meeting is set forth below:

**AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

SPECIAL MEETING

Rush Park West Room
3021 Blume Dr.
Rossmoor, California
**Tuesday, March 29, 2016
4:30 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 4:30 p.m.
2. ROLL CALL: Directors Burgess, Casey, Kahlert, Maynard
President DeMarco
3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM

Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.

C. REGULAR AGENDA

1. OC LAFCO SPECIAL DISTRICTS SEATS ELECTION

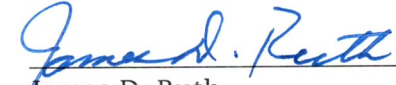
D. ADJOURNMENT

It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the March 29, 2016, 4:30 p.m. Special Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



James D. Ruth
General Manager

Date March 17, 2016

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: March 29, 2016
To: Honorable Board of Directors
From: General Manager
Subject: OC LAFCO SPECIAL DISTRICT SEAT ELECTION

RECOMMENDATION:

Discussion and possible action to (1) Designate a voting member (*and alternate voting member*) of the Rossmoor Community Services District Board of Directors as the District's representative to the Independent Special Districts of Orange County (ISDOC) and (2) Authorize the designated voting member to cast the District's vote as a member of the Special District Selection Committee and (3) Authorize the General Manager to submit Declaration of Qualification to Vote and Ballot to LAFCO no later than 3 pm on Monday, April 11, 2016.

BACKGROUND:

The District was notified of the election process on March 7, 2016, the day before the regular board meeting on March 8, 2016. Moreover, the deadline for acting on the 2016 Nomination Form and/or the Declaration of Qualification to Vote was established as April 11, 2016, the day before the regular board meeting on April 12, 2016. LAFCO's Executive Officer, Carolyn Emery stated there was no leeway regarding the deadline. Thus, a Special Meeting was the District's only option.

With regard to nominating a candidate for the open seat, Mr. Charley Wilson is the current Special District Member who is up for reelection. Mr. Wilson has served as a strong advocate for the District on all matters taken before the Commission.

Further, Director Casey has been designated by Board President DeMarco as the District's representative on the Independent Special Districts of Orange County (ISDOC) and has served in that capacity for several years. The District is a member of ISDOC, the body who votes for their representative on LAFCO's board.

Attached are the forms for the Nomination and/or Declaration of Qualification to Vote. Upon the Board's decisions, the form(s) will be submitted to LAFCO prior to the stated deadline.

ATTACHMENTS:

1. Email dated March 7, 2016 from Ms. Cheryl Carter Benjamin re: Orange County LAFCO Special District Seats Election.
2. Letter dated March 7, 2016 from Ms. Cheryl Carter Benjamin re: Nomination Period for Orange County LAFCO Special District Seats Election w/forms.

Elizabeth Deering

From: Cheryl Carter-Benjamin [ccarter-benjamin@oclafco.org]
Sent: Monday, March 07, 2016 2:45 PM
To: Tony DeMarco
Cc: chair; James Ruth (rcsd@rossmoor-csd.org)
Subject: Nomination Period for Orange County LAFCO Special District Seats Election
Attachments: DeMARCO.pdf

DATE: March 7, 2016

TO: Special District Presiding Officers and General Managers

FROM: Carolyn Emery, Executive Officer

SUBJECT: Orange County LAFCO Special District Seat Election

The term of office for Orange County LAFCO Regular Special District Member expires on June 30, 2016. In 2011, the Special Districts Selection Committee approved a mail-in ballot process that governs the election process for LAFCO Special District seats. In accordance with that process, attached you will find:

(1) A **"Declaration of Qualification to Vote Form"** for designating the voting member (and alternative voting member) of your district, who is authorized to vote in the election. This form must be returned to LAFCO no later than **3 PM on Monday, April 11, 2016**. Please note that if we do not receive the form by that date, your district will be ineligible to vote.

(2) A **"2016 Nomination Form"** for submitting candidate names for the Special District seat election. If your district is nominating a candidate for the OC LAFCO Special District Member seat, this form must be filled out completely and returned to OC LAFCO no later than **3 PM on Monday, April 11, 2016**. Candidate resumes or other supplemental information may also be included and will be distributed with the election ballots.

Both forms may be returned to LAFCO by any of the following:

- (1) Email: cemery@oclafco.org
- (2) Mail: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, Executive Officer
- (3) FAX: (714) 640-5139, Attn: Carolyn Emery

Next Steps:

LAFCO will distribute election ballots and any supplemental candidate information to each special district electronically on **April 19, 2016**. Only designated voting members (as indicated on the "Declaration of Qualification to Vote Form") may vote for a candidate and only one ballot for each agency will be accepted. Ballots will be due to LAFCO no later than **3 PM, May 27, 2016**. Election results will be announced by LAFCO on or before **June 6, 2016**

Cheryl Carter-Benjamin

Office Manager/Commission Clerk



March 7, 2016

Via email: tdemarco@rossmoor-csd.org

CHAIR
DEREK J. MCGREGOR
Representative of
General Public

Tony DeMarco, Presiding Officer
Rossmoor Community Services District
3021 Blume Drive
Rossmoor, CA 90720-4638

VICE CHAIR
DR. ALLAN BERNSTEIN
Councilmember
City of Tustin

**RE: Nomination Period for Orange County LAFCO Special District
Seats Election**

LISA BARTLETT
Supervisor
5th District

Dear Mr. DeMarco,

CHERYL BROTHERS
Councilmember
City of Fountain Valley

The term of office for OC LAFCO's Regular Special District Member (currently held by Commissioner Charley Wilson, President of Santa Margarita Water District) expires on June 30, 2016. The election process for special district seats are governed by Government Code Section 56332 and the Independent Special Districts Selection Committee By-Laws. A timeline of key election events and responsibilities is outline in the Table below:

TODD SPITZER
Supervisor
3rd District

CHARLEY WILSON
Director
Santa Margarita Water District

JOHN WITHERS
Director
Irvine Ranch Water District

DATE	EVENT
March 7, 2016	LAFCO Executive Officer emails notification letters with nomination form and Declaration of Qualification to Vote to independent special district presiding officers, special district general managers, and LAFCO chair.
April 11, 2016 (3 PM)	Deadline for submitting nominations and Declaration of Qualification to Vote for regular special district member to LAFCO by 3:00 p.m.*
April 11 - 18, 2016	LAFCO develops ballot form.
April 19, 2016	Ballots emailed to all special district presiding officers/designees.
May 27, 2016 (3 PM)	Ballots due to LAFCO by 3:00 p.m.
June 6, 2016	LAFCO staff (or designee) tabulates ballots and announces results.
July 13, 2016	Oath of office administered (Commission Hearing).
* Pursuant to Government Code §56332 (c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.	

ALTERNATE
WENDY BUCKNUM
Councilmember
City of Mission Viejo

ALTERNATE
ANDREW DO
Supervisor
1st District

ALTERNATE
JAMES FISLER
Director
Mesa Water District

ALTERNATE
KATHRYN FRESHLEY
Representative of
General Public

CAROLYN EMERY
Executive Officer

In accordance with Government Code Section 56332 and the Special District Selection Committee By-Laws, the nomination period for the upcoming expired terms is **March 7 through April 11, 2016**. If your district chooses to nominate a candidate, the presiding officer must complete the enclosed nomination form and return to the LAFCO Executive Officer by **3:00 p.m. on Monday, April 11, 2016**. Nomination forms may be returned by email to cemery@oclafo.org or mailed to the LAFCO offices at 2677 North Main Street, Suite 1050, Santa Ana, CA 92705. Should you have any questions regarding the election process, please contact me or our Commission Clerk, Cheryl-Carter Benjamin at (714) 640-5100.

Sincerely,



Carolyn Emery
Executive Officer

Attachments:

- A. 2016 Nomination Form - Regular Special District Member
- B. Declaration of Qualification to Vote

cc: Chair, OC LAFCO
Special District General Managers

2016 NOMINATION FORM

Candidate for the Local Agency Formation Commission (LAFCO)

CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION (Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: ccmery@oclafco.org or
2. Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

All forms and supplemental information must be received by LAFCO prior to 3:00 p.m. on Monday, April 11, 2016. Nomination forms or candidate information received after that deadline will not be considered.

DECLARATION OF QUALIFICATION TO VOTE

Tony DeMarco, Presiding Officer
Rossmoor Community Services District
3021 Blume Drive
Rossmoor, CA 90720-4638
tdemarco@rossmoor-csd.org

I, _____,* hereby attest that
_____**has been authorized by the Board of
_____to vote in the Orange County Special
District Selection Committee election.

The Board also designated _____***as the alternate
voting member.

Name and Title*: _____

Signature*: _____

Date: _____

**Must be signed by either Board President or Board Secretary*

*** Must be a member of the Board*

****Must be a member of the Board*

Completed forms must be received by LAFCO prior to 3 PM, Monday, April 11, 2016.
Forms must be delivered to Orange County LAFCO by:

- (1) Email at: cemery@oclafco.org, or
- (2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, or
- (3) FAX at: (714) 640-5139, Attn: Carolyn Emery