

**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 7:15 a.m. on Tuesday, March 20, 2018 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 Auditorium  
3021 Blume Dr.  
Rossmoor, California  
**Tuesday, March 20, 2018  
7:15 a.m.**

*This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing in the agenda. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per special agenda item. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, 90720—9:00 am - 5:00 pm, Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>.*

---

**A. ORGANIZATION**

1. CALL TO ORDER: 7:15 am.
2. ROLL CALL: Directors Casey, Kahlert, Maynard, Nitikman, President DeMarco
3. PLEDGE OF ALLEGIANCE

**B. PUBLIC FORUM**

*Any person may address the Board of Directors at this time upon the subject of the special agenda only.*

**C. CONSENT CALENDAR—None**

**D. SPECIAL AGENDA:**

1. OC LAFCO SPECIAL DISTRICT SEAT ELECTION

**E. RESOLUTIONS—None**

**F. CLOSED SESSION—None**

**G. 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 twenty four (24) 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 20, 2018, 7:15 a.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:

*Elizabeth Deering* for  
\_\_\_\_\_  
James D. Ruth  
General Manager

Date 3/16/18

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** March 20, 2018  
**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 9, 2018.

**BACKGROUND:**

The District was notified of the election process on March 13, 2018. Moreover, the deadline for acting on the 2018 Nomination Form and/or the Declaration of Qualification to Vote was established as April 9, 2018, the day before the regular board meeting on April 10, 2018. Thus, a Special Meeting was the District's only option.

With regard to nominating a candidate for the open seat, Mr. Doug Davert is the current Special District Member who is up for election. Mr. Davert 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. Letter dated March 5, 2018 from Ms. Carolyn Emery, Executive Officer re: Nomination Period for Orange County LAFCO Special District Seats Election w/forms.



March 5, 2018

TO: Independent Special Districts Presiding Officers

FROM: Carolyn Emery, Executive Officer

SUBJECT: **Nomination Process for OC LAFCO Regular and Alternate Special District Member Seats**

CHAIR  
**DEREK J. MCGREGOR**  
Representative of  
General Public

VICE CHAIR  
**CHERYL BROTHERS**  
Councilmember  
City of Fountain Valley

**LISA BARTLETT**  
Supervisor  
5<sup>th</sup> District

**DOC ALLAN BERNSTEIN**  
Councilmember  
City of Tustin

**TODD SPITZER**  
Supervisor  
3<sup>rd</sup> District

**CHARLEY WILSON**  
Director  
Santa Margarita Water District

**JOHN WITHERS**  
Director  
Irvine Ranch Water District

ALTERNATE  
**WENDY BUCKNUM**  
Councilmember  
City of Mission Viejo

ALTERNATE  
**JAMES FISLER**  
Director  
Mesa Water District

ALTERNATE  
**LOU PENROSE**  
Representative of  
General Public

ALTERNATE  
**MICHELLE STEEL**  
Supervisor  
2<sup>nd</sup> District

**CAROLYN EMERY**  
Executive Officer

The terms of office for one of the OC LAFCO Regular Special District Members and the Alternate Special District Member seats expire on June 30, 2018. These two seats are currently held by John Withers, Board Member of Irvine Ranch Water District and James Fidler, Director of Mesa Water District, respectively. The appointment process for special district seats is governed by Government Code Section 56332 and the Independent Special District Selection Committee By-Laws. In accordance with the Committee's bylaws, attached to this notification you will find the following:

- (1) The "**Declaration of Qualification to Vote Form**" for designating the voting member (and alternate voting member) of your district, who is authorized to vote in the appointment process. This form must be returned to OC LAFCO no later than **3 PM on Monday, April 9, 2018**. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.
- (2) The "**2018 Nomination Form**" for submitting candidate names for the Regular and Alternate Special District seat appointment. If your district is nominating a candidate for the OC LAFCO Regular and/or Alternate Special District Member seat, the form(s) must be filled out completely and returned to OC LAFCO no later than **3 PM on Monday, April 9, 2018**. Candidate resumes, or other supplemental information may also be included and will be distributed with the ballots.

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

Email: [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org)  
Attn: Carolyn Emery, Executive Officer

Mail: Orange County LAFCO  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705  
Attn: Carolyn Emery, Executive Officer

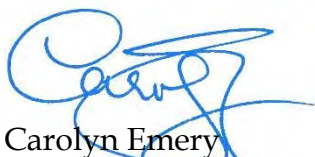
FAX: (714) 640-5139  
Attn: Carolyn Emery, Executive Officer

For your reference a timeline of key dates for the appointment process is below:

<i>Appointment Process for OC LAFCO Regular and Alternate Special District Member Seats</i>	
DATE	EVENT
March 5, 2018	OC LAFCO Executive Officer emails notification letters with nomination forms and Declaration of Qualification to Vote to independent special district presiding officers, special district general managers, and OC LAFCO chair.
April 9, 2018 (3 PM)	Deadline for submitting nominations and Declaration of Qualification to Vote for regular and alternate special district member to OC LAFCO by 3:00 p.m.*
April 9 - 16, 2018	OC LAFCO develops ballot form.
April 17, 2018	Ballots emailed to all special district presiding officers/designees.
May 25, 2018 (3 PM)	Ballots due to OC LAFCO by 3:00 p.m.
May 31, 2018	OC LAFCO staff (or designee) tabulates ballots and announces results.
July 11, 2018	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.	

Should you have any questions regarding the appointment process, please contact me or our Commission Clerk, Cheryl-Carter Benjamin at (714) 640-5100.

Sincerely,



Carolyn Emery  
Executive Officer

Attachments:

- A. Declaration of Qualification to Vote
- B. 2018 Nomination Forms - Regular and Alternate Special District Member

cc: Special District General Managers  
Special District Board Clerks  
OC LAFCO Chair

**DECLARATION OF QUALIFICATION TO VOTE**

Tony DeMarco, Presiding Officer  
Rossmoor Community Services District  
3021 Blume Drive  
Rossmoor, CA 90720-4638  
rcsd@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 (regular and alternate  
member).

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 OC LAFCO prior to 3 PM, Monday, April 9, 2018. Forms must be delivered to OC LAFCO by:**

- (1) Email at: [cemery@oclafco.org](mailto: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

# 2018 NOMINATION FORM

Candidate for the Orange County Local Agency Formation Commission (OCLAFCO)

## 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: [cemery@oclafco.org](mailto:cemery@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 OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.***



# 2018 NOMINATION FORM

Candidate for the Orange County Local Agency Formation Commission (OCLAFCO)

## CANDIDATE INFORMATION FOR ALTERNATE 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: [cemery@oclafco.org](mailto:cemery@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 OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.***