



December 21, 2018

TO: LOCSD Board of Directors  
FROM: Renee Osborne, General Manager

SUBJECT: **Agenda Item 12E – 1/10/2018 Board Meeting**  
Consider Local Agency Formation Commission (LAFCO) Request for a Voting Delegate; Approval of Alternative Quorum Procedure; and Nomination for a Special District Member

**President**  
Vicki L. Milledge

**Vice President**  
Marshall E. Ochylski

**Directors**  
Charles L. Cesena  
Matthew D. Fourcroy  
Christine M. Womack

**General Manager**  
Renee Osborne

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
Greg Alex

### DESCRIPTION

This item requests your Board consider designating a Director as a voting delegate to attend the January 25, 2019 Special District Annual Meeting; to vote on the alternative quorum procedure; and, to enter a nomination for the LAFCO Special District Member position.

### STAFF RECOMMENDATION

Staff recommends that the Board adopt the following motion:

***Motion: I move that the Board designate Marshall E. Ochylski as a voting delegate to attend the January 25, 2019 Special District Annual Meeting in Avila Beach; approve the Alternative Quorum Procedure; and, to direct staff to submit the completed ballot to LAFCO nominating Marshall E. Ochylski as the Special District Member.***

### DISCUSSION

On December 4, 2018, the District received notice from LAFCO requesting the District to designate a Director as a voting delegate to attend the January 25, 2019 Special District Annual Meeting and to vote on the Alternative Quorum Procedure. The notice also requested nomination of a candidate to serve as the Special District Member seat on the San Luis Obispo LAFCO Board of Directors. The term of the seat currently held by LAFCO Commissioner Marshall Ochylski expires in December 2018.

Director Ochylski has given his consent, if nominated, to continue serving as the Special District Member.

Attachments

**Mailing Address:**  
P.O. Box 6064  
Los Osos, CA 93412

**Offices:**  
2122 9<sup>th</sup> Street, Suite 102  
Los Osos, CA 93402

**Phone:** 805/528-9370  
**FAX:** 805/528-9377

[www.lososocsd.org](http://www.lososocsd.org)



## ***Independent Special District Selection Committee***

San Luis Obispo Chapter of the  
California Special District Association

**TO: Special District General Manager**

**FROM: David Church, LAFCO Executive Officer**

**DATE: November 30, 2018**

**SUBJECT: Regular LAFCO Member Selection**

**Background.** At the CSDA Annual Meeting (**January 25, 2019-Avila Beach Community Center**) the San Luis Obispo Chapter of the CSDA dons the hat of the Independent Special District Selection Committee. The Committee is responsible for the selection of Special District representatives to serve on LAFCO. Establishing a quorum is always a challenge.

**Alternative Quorum Procedure.** There are a total of 35 Special Districts in the County. In researching the prior 11 district elections from 2010-2018, it was found that six Special Districts have participated in zero to one of the elections. Based on that finding, the Selection Committee should consider an alternative method for calculating a quorum founded on 29 total Districts. This provides for a reduced quorum number of 15; which is more achievable at the Annual Meeting. All 35 Special Districts would continue to participate as part of the Selection Committee.

The term for this position would begin in February 2019 and run through December 2022. The full election procedure and form is attached. If only one candidate is nominated, that individual shall be selected to the position.

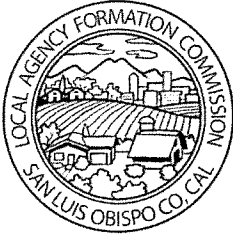
**Please place this item on your Board's Agenda:**

- 1) **Designate a Director as a voting delegate** to attend the January 25, 2019 Special District Annual Meeting in Avila Beach at the Community Center.
- 2) **Vote on the Alternative Quorum Procedure** as found on the attached form.
- 3) **Nominate a candidate if you would like.** A nomination must be approved by the District's Board.
- 4) **Nominations are required to be submitted by January 18, 2019.** The completed and signed nomination form (attached) may be submitted to the LAFCO office via mail, fax-788-2072, or e-mail to [DChurch@slolafco.com](mailto:DChurch@slolafco.com). The form must be signed by the General Manager or Board President, and the Nominee.

## **Independent Special District Selection Committee**

### **Selection Procedure**

- 1- **Determining a Quorum.** All 35 Districts shall be notified of the special district election for the LAFCO member and are eligible to participate. Based on past participation, the quorum would be considered to be 15 District Delegates in attendance at the annual meeting. All Districts are allowed to participate. The quorum procedure applies to the email election process as well.
- 2- **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting.
- 3- **Nomination Procedure.** A notice of nomination would be emailed to the Special Districts requesting that nominations be submitted within 45 days. The Candidates' Statement of Qualifications should be submitted at the same time. Nominations may be received from the floor at the meeting.
- 4- **Alternate Position.** If the Alternate LAFCO Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
- 5- **Election Procedure.**
  - a. A candidate's information package is emailed to all Special Districts prior to the Annual Meeting. It would include a list of the nominees and their Statements of Qualifications. The package would be emailed as soon as the nomination period ends and the package can be compiled.
  - b. A Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
  - c. Each candidate shall be given up to five minutes at the Selection Committee Meeting to present his/her qualifications.
  - d. If a quorum of 15 District Delegates is achieved, the delegates in attendance complete and submit ballots.
  - e. The ballots would be counted by three reviewers appointed by the Selection Committee.
  - f. Results would be announced at the Selection Committee Meeting.
  - g. If a quorum is not achieved at the meeting, the voting period will be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.



**LAFCO SPECIAL DISTRICT MEMBER SELECTION FORM**  
**Independent Special District Committee**

The \_\_\_\_\_  
(Insert Name of Special District)

**Delegate**

Hereby designates \_\_\_\_\_ as a voting delegate to the Selection  
Committee. (Insert Name of Delegate)

Approval of the Alternative Quorum Procedure.

- Yes  
 No

**Nomination-(Optional)**

Hereby nominates \_\_\_\_\_ to serve as the  
(Insert Name of Nominee-nomination is voluntary)

Special District Member on the San Luis Obispo Local Agency Formation Commission (LAFCO).

Board of Director's action in the nomination was taken on:

\_\_\_\_\_  
Insert Date of Board Action

\_\_\_\_\_  
General Manager or Chairman/President

\_\_\_\_\_  
Consent of the Nominee – Signature (If Nominated)