

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Tuesday, April 25, 2017

6:00 p.m. Special Meeting
Board will convene into Closed Session
after Public Comment

Board of Directors

SCOTT MC NEIL(SM), President

HOLLY MORRISON (HM), Vice-President

Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

OPEN FORUM

At this time, members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

DEPARTMENT MATTERS

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

1. EL DORADO LOCAL AGENCY FORMATION COMMISSION (LAFCO) REGULAR SPECIAL DISTRICT REPRESENTATIVE INSTANT RUNOFF ELECTION

Recommended Action: Review, Discuss and Vote for Candidates by Poll Vote

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

Closed Sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

The Board will recess to Closed Session to discuss the following item:

- Pursuant to California Government Code §54957(B)(1)

Consider the appointment, employment, evaluation or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Appointment of Interim General Manager

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: April 25, 2017

TO: Board of Directors

FROM:

AGENDA ITEM #1: **EL DORADO LOCAL AGENCY FORMATION COMMISSION
(LAFCO) REGULAR SPECIAL DISTRICT REPRESENTATIVE
INSTANT RUNOFF ELECTION**

RECOMMENDED ACTION: Review, Discuss and Vote for Candidates by Poll Vote

BUDGET ACCOUNT:

BUDGET IMPACT:

LAFCO has advised votes are due for the regular special district representative runoff election. They are asking that preferences ("1" being the first preference, "2" the second and so on) be indicated on the attached ballot next to the four candidates' names:

- Dale Coco, M.D., El Dorado Irrigation District
- Noelle Mattock, El Dorado Hill Community Services District
- Holly Morrison, Cameron Park Community Services District
- Tim Palmer, Georgetown Divide Resource Conservation District

This ballot is due to LAFCO by Monday, May 8, 2017. There is one seat up for election and whomever receives the highest number of votes will serve as the regular member for a new four-year term.

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

M E M O

DATE: March 21, 2017

TO: Special District Selection Committee

FROM: José C. Henríquez, Executive Officer 

SUBJECT: **Instant Runoff Election of Regular Special District Representative to El Dorado LAFCO**

Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representatives election.

At the time a minimum number of ballots are received to establish a quorum, in order to be selected as a LAFCO Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. If none of the candidates receive the necessary majority of votes, LAFCO will conduct an "instant runoff election" in the interest of avoiding the additional costs of a runoff election. An informational explanation describing this election process is included for your convenience.

Also enclosed with this memo you will find a ballot and a copy of each candidate's Statement of Qualifications received as of the date of this memo.

Please note that there is one seat that is up for election. Whomever receives the highest number of votes in this election will serve as the regular member for a new four-year term. If the current sitting Alternate Member, Holly Morrison, receives the highest number of votes, the second top vote getter will serve as the Alternate Member for a two-year term.

Please take the opportunity to fill out the ballot, ranking each nominee in the order of preference using "1" for your first preference, "2" for second, and so on. It is okay to vote for only one person; however, ranking additional candidates will not help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

S:\Elections\2017 Special District Election\2017 Special District Election Runoff Memo.docx

COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Michael Powell
City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli
Special District Members: Dale Coco, MD, Ken Humphreys • Alternate Special District Member: Holly Morrison

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Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

The nominees, in alphabetical order, are:

- 1) Dale Coco, MD
- 2) Noelle Mattock
- 3) Holly Morrison
- 4) Tim Palmer

Election Deadline

The voting period will be 47 days from March 21, 2017; all votes are due in writing on or before **5:00 pm on May 8, 2017**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the presiding officer (Board President or Chair) of the board meeting in which you made your selection sign the returned ballot.

If the presiding officer is unable to vote, the legislative body of the district may designate another board member to cast the ballot in place of the presiding officer. Board members designated by their district board to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members may not substitute their signature for the presiding officer's signature.

Additionally, if the presiding officer has changed since the last Special District Representative Election, please provide supporting documentation to LAFCO about the change so that LAFCO staff can update its records.

If any of these requirements are not met, the ballot will be considered invalid.

Thank you for your time and please feel free to contact me or any member of my staff at (530) 295-2707, if you have any questions.

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INSTANT RUNOFF ELECTION PROCESS

Introduction

The following procedure implements the instant runoff voting method for determining the winner in a fictional "Central Division Director" election. A process, similar to the one explained below, will be utilized in determining the LAFCO Special District representative(s).

Ballot Specifications and Directions to Voters

A voting ballot shall allow a voter to rank candidates for the Central Division Director in order of choice. All candidates are listed on the ballot with one additional slot for a write-in candidate. The voter may include no more than one write-in candidate among his/her ranked choices. Directions provided to voters shall conform substantially to the following specifications:

Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number "1" beside a candidate's name, your second choice by marking the number "2" by that candidate's name, your third choice by marking the number "3," and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates cannot help defeat your first-choice candidate. Do not mark the same number beside more than one candidate. Do not skip numbers.

Ballot Counting

The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review by the Central Division Election Review Committee using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the

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continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

Three candidates: Smith, Jones and Marks

60 voting cards are submitted:

- Smith is ranked 1 by 25 voters
- Jones is ranked 1 by 20 voters
- Marks is ranked 1 by 15 voters

In the first round no one receives a majority, 31 votes

Thus, Marks is eliminated and those cards that had Marks ranked 1 is reviewed for their second choice.

- Smith is ranked 2 on 10 of the of the 15 cards
- Jones is ranked 2 on 3 of the 15 cards.

Thus, Smith wins with 35 votes and Jones is second with 23 votes.

Note: Only 13 votes were counted in round two because two of the Marks cards only had first choices.

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M E M O

DATE: March 21, 2017

TO: Governing Boards of the Independent Special Districts

FROM: José C. Henríquez, Executive Officer *JCH*

SUBJECT: Proposal for Establishing Quorums

Question on ballot:

For purposes of establishing quorums in future LAFCO special district representative elections, should the independent special districts in El Dorado County adopt a local policy that states, *"A quorum of ballots is based on 50% plus 1 of the total number of independent special districts that have participated in at least one of the last two elections. If a District that has not participated in one of the prior two elections does participate, its ballot would be counted as part of the quorum and its vote would be valid."*?

Discussion:

As you are aware, the method for selecting the two regular and alternate special district representatives to LAFCO is via an election per the Cortese-Knox-Hertzberg Act (CKH). Only independent special districts (ISDs) may vote to elect these representatives. CKH provides that the election can be conducted in person or via certified mailed ballots. Since having an in-person meeting would be difficult to coordinate, schedule and plan, the ISD elections in this county are held via certified ballots.

There are 47 ISDs in El Dorado County that are eligible to vote in these types of elections. To establish a quorum, the ballots from 24 ISDs are needed to close an election. The challenge LAFCO staff has encountered is that not all districts choose to participate. The participation rate has never exceeded 60% of the ISDs.

By way of illustration, in any given election approximately 12-15 ballots can be expected to be returned consistently and timely. These districts tend to be larger in size with regular monthly meetings. That leaves a deficit of approximately 9-12 ballots to establish a quorum. With the exception of one election in the past ten (10) years,

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LAFCO staff has had to send multiple requests to the ISDs that had not yet voted to encourage them to return a ballot in order to get a quorum.

Because CKH says that the ballots must be distributed via certified mail, mailing them can be expensive, even taking into account the 15 or so ISDs that have requested to receive their election materials electronically. The attachment to this memo has a tally of the voting pattern for all of the ISDs in the past 10 years. Please note that prior to 2011 there were 49 ISDs in El Dorado County. One district was dissolved in 2011 and a second was dissolved in 2014.

In San Luis Obispo County, the ISDs have adopted a local policy for themselves whereby the number needed to establish a quorum is adjusted based on the participation rate. In essence, the quorum is established based on the number of ISDs that participated in prior elections. The question before you is whether the ISDs in El Dorado County will adopt a similar rule.

By way of illustrating how this proposal would work, if this LAFCO had a similar rule already in place for this election, the quorum would be adjusted based on the following table:

| Scenario | Number of districts counted | Quorum needed |
|---|-----------------------------|---------------|
| Currently | 47 ISDs | 24 |
| Voted in at least one of the last six elections | 42 ISDs | 21 |
| Voted in at least one of the last four elections | 39 ISDs | 20 |
| Voted in at least one of the last three elections | 38 ISDs | 20 |
| Voted in at least one of the last two elections | 32 ISDs | 17 |

As you go farther down that chart, the quorum needed starts to become more achievable based on the number of districts that regularly cast timely ballots. The logic of the policy is similar to how a regular popular election is decided. The winner is the candidate that garners (at the very least) a majority of those who cast a ballot, not a majority of the absolute number of registered voters.

It should be emphasized that this proposal **does not** strip any district's vote away. This proposal will only impact how a quorum is established. **All ISDs will continue** to receive certified mailed (or electronic) ballots in every LAFCO special district representative election and are encouraged to participate. In addition, should a heretofore-non-voting ISD choose to vote, the vote **will still be counted** even if the district was not counted for purposes of determining the quorum.

Attachment: Quorum Matrix

Matrix of Past Election Participation

| AGENCY | 2006 (ALT) | 2007 (REG/ALT) | 2009 (REG) | 2011 (REG/ALT) | 2012-13 (REG) | 2015 (REG) | 6 TOTAL ELECTIONS |
|--------------------------------------|------------|----------------|------------|----------------|---------------|------------|-------------------|
| 1 Fallen Leaf Lake CSD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 Hillwood CSD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 Mortara Circle CSD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 Nashville Trail CSD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 Tahoe Paradise RID | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 Arroyo Vista CSD | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 7 Connie Lane CSD | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 8 Cosumnes River CSD | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 9 East China Hill CSD | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 10 Cameron Park Airport District | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| 11 Garden Valley Ranch Estates CSD | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| 12 Georgetown Divide Rec District | 0 | 0 | 1 | 1 | 0 | 0 | 2 |
| 13 Grassy Run CSD | 0 | 0 | 0 | 0 | N/A | N/A | 0 |
| 14 Knolls Property Owners CSD | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| 15 Lake Valley FPD | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| 16 Lakeview CSD | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| 17 Happy Homestead Cemetery District | 0 | 1 | 1 | 0 | 0 | 1 | 3 |
| 18 Hickok Road CSD | 0 | 0 | 1 | 0 | 1 | 1 | 3 |
| 19 Kelsey Cemetery District | 1 | 0 | 0 | 1 | 1 | 0 | 3 |
| 20 Latrobe FPD | 1 | 0 | 0 | 0 | 1 | N/A | 0 |
| 21 Meeks Bay FPD | 1 | 0 | 1 | 0 | 1 | 0 | 3 |
| 22 Pioneer FPD | 1 | 0 | 1 | 1 | 0 | 0 | 3 |
| 23 Rolling Hills CSD | 1 | 1 | 0 | 0 | 1 | 0 | 3 |
| 24 Tahoe RCD | 1 | 1 | 0 | 0 | 0 | 1 | 3 |
| 25 Audubon Hills CSD | 1 | 1 | 1 | 1 | 0 | 0 | 4 |
| 26 El Dorado County FPD | 0 | 1 | 1 | 1 | 1 | 0 | 4 |
| 27 El Dorado Hills CSD | 1 | 1 | 1 | 1 | 0 | 0 | 4 |
| 28 Garden Valley FPD | 1 | 1 | 1 | 1 | 0 | 0 | 4 |
| 29 Golden West CSD | 1 | 0 | 1 | 0 | 1 | 1 | 4 |
| 30 Holiday Lake CSD | 1 | 1 | 0 | 1 | 0 | 1 | 4 |
| 31 Marble Mountain Homeowners CSD | 1 | 1 | 1 | 0 | 1 | 0 | 4 |
| 32 Mosquito FPD | 1 | 1 | 1 | 0 | 1 | 0 | 4 |
| 33 Rising Hill Road CSD | 0 | 1 | 1 | 1 | 1 | 0 | 4 |
| 34 Showcase Ranches CSD | 1 | 1 | 1 | 0 | 1 | 0 | 4 |
| 35 Sierra Oaks CSD | 1 | 0 | 0 | 1 | 1 | 1 | 4 |
| 36 West El Largo CSD | 0 | 1 | 1 | 1 | 0 | 1 | 4 |

Matrix of Past Election Participation

| AGENCY | 2006 (ALT) | 2007 (REG/ALT) | 2009 (REG) | 2011 (REG/ALT) | 2012-13 (REG) | 2015 (REG) | 6 TOTAL ELECTIONS |
|----------------------------------|------------|----------------|------------|----------------|---------------|------------|-------------------|
| 37 Cameron Park CSD | 1 | 1 | 0 | 1 | 1 | 1 | 5 |
| 38 El Dorado County RCD | 1 | 1 | 0 | 1 | 1 | 1 | 5 |
| 39 El Dorado Irrigation District | 0 | 1 | 1 | 1 | 1 | 1 | 5 |
| 40 Georgetown Divide PUD | 0 | 1 | 1 | 1 | 1 | 1 | 5 |
| 41 South Tahoe PUD | 1 | 1 | 1 | 0 | 1 | 1 | 5 |
| 42 Cameron Estates | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 43 Diamond Springs/El Dorado FPD | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 44 El Dorado Hills County Water | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 45 Georgetown FPD | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 46 Georgetown Divide RCD | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 47 Greenstone Country | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 48 Grizzly Flats | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| 49 Rescue FPD | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| TOTAL NON-VOTING AGENCIES | 19 | 21 | 21 | 24 | 23 | 23 | |
| TOTAL OF AGENCIES VOTING | 30 | 28 | 28 | 25 | 25 | 24 | |
| TOTAL NUMBER OF AGENCIES | 49 | 49 | | 49 | 48 | | |
| DISCREPANCY | 0 | 0 | 0 | 0 | 0 | 0 | |
| Participation rate | 61% | 57% | 57% | 51% | 52% | 51% | |
| Non-participation rate | 39% | 43% | 43% | 49% | 48% | 49% | |

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(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

ELECTION BALLOT

CAMERON PARK CSD

Special District Representative to LAFCO

The election ends on May 8, 2017 at 5:00 p.m. or until a quorum of Special District ballots is received, whichever occurs later.

Rank the nominees in preferential order, "1" being the first preference, "2" being the second, and so on.

| Name; District | 1 | 2 | 3 | 4 | 5 | 6 |
|---|----------------|---|---|---|---|---|
| Dale Coco, MD; El Dorado Irrigation District | 1 | 2 | 3 | 4 | 5 | 6 |
| Noelle Mattock; El Dorado Hills Community Services District | 1 | 2 | 3 | 4 | 5 | 6 |
| Holly Morrison; Cameron Park Community Services District | 1 | 2 | 3 | 4 | 5 | 6 |
| Tim Palmer; Georgetown Divide Resource Conservation District | 1 | 2 | 3 | 4 | 5 | 6 |
| District has decided not to vote in this election (please circle →) | NO VOTE | | | | | |

For purposes of establishing quorums in future LAFCO special district representative elections, should the independent special districts in El Dorado County adopt a local policy that states, "A quorum of ballots is based on 50% plus 1 of the total number of independent special districts that have participated in at least one of the last two elections. If a District that has not participated in one of the prior two elections does participate, its ballot would be counted as part of the quorum and its vote would be valid."?

Yes _____ No _____

SIGNATURE OF PRESIDING OFFICER (Original Signature Required):

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.

PRINTED NAME OF PRESIDING OFFICER (Required):

**Mail to: LAFCO
550 Main Street, Suite E
Placerville, CA 95667**

IMPORTANT

**Please return this ballot with or without a vote.
If you choose not to vote, the presiding officer's signature is still required.**

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