



**APRIL 17, 2017**

**TO: INDEPENDENT SPECIAL DISTRICT BOARD MEMBERS, MANAGERS / CLERKS**  
**FROM: NEELIMA PALACHERLA, LAFCO EXECUTIVE OFFICER**  
**RE: NOTICE OF INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE MEETING**  
**SELECTION OF SPECIAL DISTRICT MEMBERS TO SERVE ON LAFCO**

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The Local Agency Formation Commission of Santa Clara County (LAFCO) will convene a meeting of the Independent Special District Selection Committee (ISDSC).

**ISDSC Meeting Date: Tuesday, May 16, 2017**  
**Time: 10:00 AM**  
**Location: Santa Clara Valley Water District Boardroom**  
**5700 Almaden Expressway**  
**San Jose**

The purpose of the ISDSC meeting will be to select two special district members – one regular member, and one alternate member, to serve on LAFCO. The agenda for the ISDSC meeting is attached.

Currently, Sequoia Hall (Board member, Santa Clara Valley Open Space Authority) serves as the regular member on LAFCO, and Yoriko Kishimoto (Board member, Midpeninsula Regional Open Space District) serves as the alternate member. Both members' terms expire on May 31, 2017. Both members have expressed an interest in serving another term.

In December 2012, LAFCO adopted Resolution No. 2012-07, expanding its membership to include two special district members and one alternate special district member. As agreed upon by the Special Districts Association of Santa Clara County, the Santa Clara Valley Water District (SCVWD) appoints one special district member to LAFCO, and the ISDSC appoints the second member and an alternate member to serve in place of the two regular special district members.

This memorandum provides formal notice of the ISDSC meeting and provides information on the selection process of special district members to serve on LAFCO.

## **ISDSC MEMBERSHIP**

The ISDSC membership is comprised of presiding officers of the following 17 independent special districts in Santa Clara County:

1. Aldercroft Heights County Water District
2. Burbank Sanitary District
3. Cupertino Sanitary District
4. El Camino Healthcare District
5. Guadalupe Coyote Resource Conservation District
6. Lake Canyon Community Services District
7. Lion's Gate Community Services District
8. Loma Prieta Resource Conservation District
9. Midpeninsula Regional Open Space District
10. Purissima Hills Water District
11. Rancho Rinconada Recreation and Park District
12. San Martin County Water District
13. Santa Clara Valley Open Space Authority
14. Santa Clara Valley Water District
15. Saratoga Cemetery District
16. Saratoga Fire Protection District
17. South Santa Clara Valley Memorial District

If the presiding officer of an independent special district is unable to attend the ISDSC meeting, the legislative body of the district may appoint one of its members to attend and vote in the presiding officer's place. District managers or other district staff members may not vote.

ISDSC members representing a majority (9) of the independent special districts shall constitute a quorum. The ISDSC shall not conduct its business without a quorum of its membership.

### **PROCESS FOR SELECTION OF SPECIAL DISTRICT MEMBERS TO SERVE ON LAFCO**

Specifically, the ISDSC will select one member to serve in each of the following two positions:

- One regular special district member
- One alternate special district member  
The alternate member will vote or serve in place of the regular member if either of the two regular special district members is absent or does not qualify to participate in a meeting.

A brief description of the roles and responsibilities of a LAFCO commissioner is attached.

At the May 16, 2017 ISDSC meeting, any member of an independent special district governing board may submit nominations for the special district member positions. The nominees must be elected or appointed special district officers residing within the county but must not be members of the legislative body of a city or county. Each

nominee will be given an opportunity to make a brief statement. A ballot will be provided to the members of the ISDSC (i.e., to each presiding officer or voting delegate of independent special districts) present at the meeting. Each member of the ISDSC is entitled to one vote. The ISDSC is encouraged to make selections that fairly represent the diversity of the independent special districts in the county, with respect to population and geography.

If only one nomination is received for a position, that nominee is selected. The nominee who receives the majority of the votes cast is selected. If no nominee receives a majority of the votes cast, a run-off election between the two nominees who receive the greatest number of votes is held. After votes are tallied, the results will be announced.

#### **TERMS OF OFFICE FOR LAFCO MEMBERS**

The term of office for a LAFCO commissioner is 4 years and until the appointment and qualification of a successor. There are no term limits.

A member's term of office on LAFCO will cease immediately if he or she ceases to be on the special district board. The statute also provides that a member may be removed at any time and without cause upon a majority vote of the ISDSC.

#### **DISQUALIFICATION ON PROPOSALS AFFECTING THE DISTRICT**

Pursuant to Government Code §56332(d), a special district member is not automatically disqualified from acting on a proposal affecting the member's special district. However, the statute allows that the ISDSC may, at the time of appointment of a member or alternate, specify that the member is disqualified from voting on proposals affecting the member's district.

#### **FOR MORE INFORMATION**

If you would like more information on LAFCO, please visit the LAFCO website at [www.santaclaralafco.org](http://www.santaclaralafco.org).

If you have any questions about this process please contact me at [neelima.palacherla@ceo.sccgov.org](mailto:neelima.palacherla@ceo.sccgov.org) or at (408)993-4713.

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#### **ATTACHMENTS**

Agenda for the May 16, 2017 ISDSC meeting

Role of LAFCO Commissioners

#### **NOTE TO INDEPENDENT SPECIAL DISTRICT MANAGERS AND / OR CLERKS:**

**Please Distribute this Notice to All Members of the District Board**



# INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC) MEETING

Tuesday, May 16, 2017

10:00 AM

Santa Clara Valley Water District Boardroom  
5700 Almaden Expressway, San Jose

## AGENDA

1. Roll Call and Establish Quorum
2. Overview of LAFCO and Role of LAFCO Commissioners
3. Overview of Selection Process for LAFCO Members
4. Selection of One Regular Special District Member
  - a. Call for nominations
  - b. Candidate statements (5 minutes max.)
  - c. Vote for special district member position
  - d. Count ballots
  - e. Announce results
5. Selection of One Alternate Special District Member
  - a. Call for nominations
  - b. Candidate statements (5 minutes max.)
  - c. Vote for special district member position
  - d. Count ballots
  - e. Announce results
6. Determine if a member should be disqualified from voting on proposals affecting the district of which he/she is member
7. Next Steps
8. Adjourn



## **ROLE OF LAFCO COMMISSIONERS**

### **LAFCO PURPOSE**

LAFCO is an independent agency with countywide jurisdiction established by the state legislature in 1963 to encourage orderly growth and development of local agencies. The mission of Santa Clara LAFCO is to promote sustainable growth and good governance in Santa Clara County by:

- preserving agricultural lands and open space,
- curbing urban sprawl,
- encouraging efficient delivery of services,
- exploring and facilitating regional opportunities for fiscal sustainability, and
- promoting accountability and transparency of local agencies.

LAFCO will be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs and actions.

LAFCO regulates annexations and other boundary changes for cities and special districts including detachments, consolidations, formations and dissolutions. The Commission also has authority over amendments to cities' Urban Service Area boundaries; and over service extensions outside jurisdictional boundaries. LAFCO is also required to conduct Service Reviews prior to reviewing and updating as necessary, the Spheres of Influence for cities and special districts.

### **LAFCO COMPOSITION**

Santa Clara LAFCO is made up of seven commissioners including two county supervisors; one council member from the City of San Jose; one council member from any of the other 14 cities; two special district members – including one Santa Clara Valley Water District board member; and one public member selected by the other six members. Five alternate commissioners, one for each category serve in place of the regular members when needed.

The alternate member may vote and serve in place of the regular member if the regular member is absent or does not qualify to participate in a meeting. If the office of the regular member becomes vacant, the alternate member may serve and vote in place of the former regular member until the vacancy is filled.

### **INDEPENDENT JUDGMENT OF LAFCO COMMISSIONERS**

Government Code Section 56325.1 requires that while serving on LAFCO, all commissioners exercise their independent judgment on behalf of the interests of the public as a whole in furthering the purposes of LAFCO, and not solely the interests of the appointing authority.

## **LAFCO MEETINGS**

LAFCO generally meets on the first Wednesday of even months at 1:15 PM at the County Government Center in San Jose. LAFCO meetings are typically 2 hours in length. LAFCO commissioners are expected to make every effort to attend all six regular meetings. Similarly, alternate LAFCO commissioners are also expected and encouraged to attend and participate in all LAFCO meetings, even if the regular members are present.

LAFCO commissioners receive a per diem of \$100 for attendance at LAFCO meetings. Commissioners are excluded from voting on proposals if proponents or agents of the project have contributed over \$250 to them during the 12 months prior to the date of the LAFCO filing.

Commissioners may also participate on LAFCO committees (e.g. Finance Committee) and technical advisory committees for special studies. Additionally, CALAFCO (the statewide association of LAFCOs) provides training on topics of relevance to LAFCOs through an annual conference and other special workshops/classes.

LAFCO staff will conduct an orientation session/training for new commissioners prior to their first LAFCO meeting.

## **MORE INFORMATION**

More information on LAFCO is available on the web site at [www.santaclaralafco.org](http://www.santaclaralafco.org).

Please contact Neelima Palacherla, LAFCO Executive Officer at (408) 993-4713 or email [neelima.palacherla@ceo.sccgov.org](mailto:neelima.palacherla@ceo.sccgov.org) with any questions on LAFCO.

April 2017