

Agenda Date: 7/10/2025

Agenda Item: 4E



Approved:



Lilia M. Corona  
General Manager

# STAFF REPORT

TO: Mt. View Sanitary District Board of Directors  
FROM: Lilia M. Corona, General Manager  
DATE: July 10, 2025  
SUBJECT: Contra Costa Local Agency Formation Commission (LAFCO)  
Requesting Vote for Special District Member Alternate seat

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## RECOMMENDATIONS

1. Receive report from staff.
2. Discuss and consider the list of candidates to fill the Special District Member Alternate Seat on the Contra Costa Local Agency Formation Commission (LAFCO), and by consensus, direct the ballot to be completed, signed, and returned to LAFCO no later than July 14, 2025.
3. Adopt a motion designating a Director as the Independent Special District Selection Committee (ISDSC) representative and another Director as MVSD's alternate to the LAFCO (ISDSC)

## BACKGROUND

In April 2025, LAFCO staff announced a vacancy for one Special District (Alternate) seat on Contra Costa LAFCO. The deadline for submitting nominations was June 16, 2025. LAFCO received two nominations, including nominations of Dawn Morrow (Ironhouse Sanitary District) and nomination of John Mackenzie (Crockett Community Services District). The attached ballot includes the two candidates.

**Subject:** CC LAFCO Vacancy (Alternate Seat)

**Date:** July 10, 2025

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## **DISCUSSION**

LAFCO is asking that each district complete and return its signed ballot to the Contra Costa LAFCO office either by email to LouAnn.Teixeira@lafco.cccounty.us, or via postal mail to Contra Costa LAFCO, 40 Muir Road, First Floor, Martinez, CA 94553, no later than July 14, 2025, at 5:00 pm.

The Board is also being asked to review and update the District's representative and alternate representative on the ISDSC, who can vote on behalf of the District.

The List of Independent Special Districts Selection Committee representatives provided by LAFCO identifies President Pyka as MVSD's current ISDSC representative and Vice President Ruddell as the alternate ISDSC representative to vote on behalf of the District for the LAFCO Special District Seats. The Board may confirm these representatives or adopt a motion designating another ISDSC representative and alternate.

## **FISCAL IMPACT**

None

### Attachments:

June 23, 2025, Memo from LAFCO Executive Officer Lou Ann Teixeira

Att 1 - Govt Section 56332 (2015)

Att 2 - Selection Committee Procedures

Att 3 - Selection Committee Election Schedule

Att 4 - Special District Selection Committee

Candidate Statement – Morrow

Candidate Statement – Mackenzie

LAFCO - ISDSC 2025 Election Letter

Official Ballot

## Attachment 1

**Gov. Code 56332.** (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

## **CONTRA COSTA COUNTY SPECIAL DISTRICTS Procedures for the Special District Selection Committee**

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

### Selection Committee Purpose

The purpose of the Selection Committee is to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular and/or alternate special district member seats. The term of office of each LAFCO member is four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

### Selection Committee Membership

The Selection Committee is comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to participate in the Committee meeting, the district may appoint one of its other board members to attend the meeting (Gov. Code §56332).

### Selection Committee Meetings

The LAFCO Executive Officer will notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and will schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings will be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer will provide a an election schedule to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee are open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

### Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting are required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting will be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members in attendance.

### Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district is entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

#### Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees are selected based on the following process:

- A ballot listing all known nominees will be prepared and provided to the Selection Committee members. Each ballot will have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting will be distributed at the meeting.
- Each ballot will have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

#### Selection of LAFCO Members

The person selected to serve must receive a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the vacancy in the Alternate Member position.

#### Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

01/16/24

**2025 SPECIAL DISTRICT SELECTION COMMITTEE ELECTION SCHEDULE**

<u>Date/Deadline</u>	<u>Task</u>
4/22/25	LAFCO sends letter announcing upcoming election, election schedule, and calls for nominations and names of district voting delegates (must be a Board member)
5/19/25	LAFCO sends reminder
6/16/25	District deadline for submitting names of voting delegates and nominating resolutions

**IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:**

6/23/25	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
6/30/25	LAFCO sends reminder to return completed ballots to the LAFCO office by <b><u>July 14, 2025</u></b> .
7/14/25	Election date/deadline for returning ballots
7/21/25	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

Subject: Request for Your Support – Dawn Morrow for LAFCo Alternate Seat

Dear Fellow Board Members and Colleagues,

Hello,

My name is Dawn Morrow, and I currently serve as a Board Member for the Ironhouse Sanitary District in Oakley. With a decade of experience in agency management, I have dedicated myself to enhancing fiscal accountability, promoting sustainable development, and fostering collaboration within Special Districts. I am honored to be a member of the executive boards of the Contra Costa Special District Association and the East County Water Managers Association.

I'm excited to announce my candidacy for the Special District Alternate Seat on the Contra Costa Local Agency Formation Commission (LAFCo), where I hope to represent the collective interests of special districts like ours. My priorities include ensuring fair representation for districts in boundary decisions and promoting transparent governance.

I respectfully ask for your vote in the upcoming election on July 14, 2025. With your support, I will ensure our voices are heard and our unique needs are addressed.

Thank you for your time and consideration—I would be honored to serve as your advocate. Please don't hesitate to contact me at [dmorrow@isd.us.com](mailto:dmorrow@isd.us.com) if you have any questions.

Best regards,

Dawn Morrow  
Director  
Ironhouse Sanitary District

From the Desk of  
**JOHN MACKENZIE**

May 28, 2025

LAFCO  
40 Muir Road, 1<sup>st</sup> Floor  
Martinez, CA 94553

**RE: Nomination for LAFCO Special District Election**

Dear LAFCO Members of the Board,

Please accept this Statement of Qualifications for consideration for the role of Board Alternate for Contra Costa LAFCO.

As a founding member of the Board of Directors of the Crockett Community Services District (CCSD), I have served in this role since 2006. I served on the Contra Costa SD 5 Advisory Board for 9 years before the CCSD was created. As a Port Costa resident, I felt it was my duty and honor to participate in the development of policy that affects not only me but the communities of Crockett and Port Costa that I live in and serve as a firefighter.

For almost 30 years, I have actively participated in shaping our community with important policy considerations for our aging sanitation infrastructure, proposed fees, and the health of our communities through our recreation department. I feel my three decades of experience have prepared me to be a suitable candidate to represent the citizens of not only my communities but also the communities of West and Central Contra Costa County on the LAFCO Board.

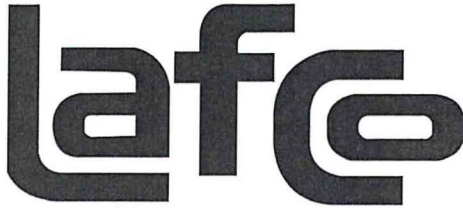
I wish to bring my experiences and contribute to other special districts. It would be an honor to serve on the LAFCO Board.

Should you have any questions, please contact me at (510) 367-6098 or via email at [1mackbuild@gmail.com](mailto:1mackbuild@gmail.com).

Sincerely,



John Mackenzie,  
Director, Crockett Community Services District  
Crockett Fire



Lou Ann Texeira  
Executive Officer

June 23, 2025

**TO:** Presiding Officer or Designated District Voting Delegate  
**FROM:** Lou Ann Texeira, LAFCO Executive Officer  
**SUBJECT:** 2025 Election for LAFCO Special District Seat

Greetings,

In April 2025, LAFCO staff announced a vacancy for one Special District (Alternate) seat on Contra Costa LAFCO in conjunction with Scott Pastor's resignation. At that time, LAFCO also called for nominations and the names of district voting delegates.

The deadline for submitting nominations was June 16, 2025. LAFCO received two nominations, including a nomination of Dawn Morrow from Ironhouse Sanitary District and John Mackenzie from Crockett Community Services District. The attached ballot includes the two candidates.

The Independent Special District Selection Committee (ISDSC), consisting of the presiding officer (or their designee) of the legislative body of each independent special district, appoints the special district members to LAFCO. In lieu of an in person meeting to conduct the election, we are conducting the election via email. Your district is receiving this message and ballot via email.

***Attached is the official ballot and list of presiding officers/voting delegates.*** If your district has not yet provided the name of your presiding officer or voting delegate (must be a board member), please do so as soon as possible.

We ask that each district complete and return its signed ballot to Contra Costa LAFCO office via email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us). In order to complete the 2025 election process, we must receive completed ballots from a majority of the districts (at least 20) no later than **July 14, 2025**. If a majority of ballots is not received by **July 14<sup>th</sup>**, a further extension of this election will be required.

**This is a time sensitive matter, and we ask that you forward this information including the attachments to your presiding officer and/or voting delegate at your earliest convenience.**

Please contact the LAFCO office if you have questions or need additional information. Thank you for your attention to this matter.

Attachments

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE  
CONTRA COSTA LAFCO**

**OFFICIAL BALLOT**

Election of **ALTERNATE** Special District Member for a term of office on LAFCO to May 2026

**Vote for one:**

**John Mackenzie**  
*(Crockett Community Services District)*

**Dawn Morrow**  
*(Ironhouse Sanitary District)*

Name of Voting District: \_\_\_\_\_

Name of Voting Member: \_\_\_\_\_

Signature of Voting Member: \_\_\_\_\_

*Please return ballot to the LAFCO office no later than **July 14, 2025**  
via email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us)*