



February 15, 2024

via electronic mail

**2024 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE- ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

**To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):**

**Please read these instructions carefully before completing your ballots.**

As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on December 15, 2023, and closed at 5:00 p.m. on February 13, 2024.

Enclosed you will find an official election ballot for each position as follows:

**One (1) LAFCO Regular Special District Member – Eastern Region:** A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

**One (1) LAFCO Alternate Special District Member – Countywide:** A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice, "3" for your third choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

**General Instructions and Information:**

- Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, April 15, 2024.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballots. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballots are cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballots as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive each ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org)
- Failure to follow these instructions will invalidate the ballot not meeting these requirements.

Finally, these positions ensure special districts are appropriately represented on the LAFCO Commission. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



Gary Thompson  
Executive Officer

cc: Special District Selection Committee - District Managers

Attachments:

2024 Special District Selection Committee – Official Election Ballots  
Instant Runoff Voting Election Process (IRV)

February 15, 2024

via electronic mail

**SPECIAL DISTRICT SELECTION COMMITTEE  
REGULAR MEMBER  
2024 BALLOT**

Name of District: \_\_\_\_\_  
Print District Name Here (required)

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization  previously transmitted  attached]

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

**Regular Special District Member of the  
Local Agency Formation Commission – Eastern Region – Riverside County**  
(Term running May 6, 2024 through May 1, 2028)

**Please rank the candidates in preferential order, "1" being the first preference, "2" being the second.**

|   | <i>Circle rank for each candidate</i> |          |
|---|---------------------------------------|----------|
| <b>BRUCE UNDERWOOD, Coachella Valley Public Cemetery District</b> | <b>1</b>                              | <b>2</b> |
| <b>CÁSTULO ESTRADA, Coachella Valley Water District</b>           | <b>1</b>                              | <b>2</b> |

*Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.*

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

February 15, 2024

via electronic mail

## SPECIAL DISTRICT SELECTION COMMITTEE ALTERNATE MEMBER 2024 BALLOT

Name of District: \_\_\_\_\_  
Print District Name Here (required)

**Certification of voting member:**

I, \_\_\_\_\_ hereby certify that I am (check one):  
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization  previously transmitted  attached]

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

### Alternate Special District Member of the Local Agency Formation Commission (Countywide) (Term running May 6, 2024 through May 1, 2028)

**Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:**

|   | Circle rank for each candidate |   |   |   |   |
|---|--------------------------------|---|---|---|---|
| <b>BERNARD MURPHY, Rubidoux Community Services District</b>                   | 1                              | 2 | 3 | 4 | 5 |
| <b>STEVE PASTOR, Lake Hemet Municipal Water District</b>                      | 1                              | 2 | 3 | 4 | 5 |
| <b>ANGELA LITTLE, Valley-Wide Recreation &amp; Park District</b>              | 1                              | 2 | 3 | 4 | 5 |
| <b>HARVEY RYAN, Elsinore Valley Municipal Water District</b>                  | 1                              | 2 | 3 | 4 | 5 |
| <b>RICHARD LAWHEAD, Beaumont-Cherry Valley Recreation &amp; Park District</b> | 1                              | 2 | 3 | 4 | 5 |

*Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.*

Completed ballots must be delivered via electronic mail to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org), or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

## **INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS**

### **Introduction**

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to select members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense.

The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the "Porcupine LAFCO" Special District Commissioner open seat. A process similar to the one explained below will be utilized to determine the Riverside LAFCO Special District Member.

### **Ballot Specifications and Directions to Voters**

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate, their third-choice candidate, and so on.

The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes.

Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

### **Ballot Counting**

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate 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.
- A majority is a number of votes greater than half (50%+1) of the total number of ballots received.
- 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 number of votes constituting a majority, 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 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:**

Four candidates are running for the Porcupine LAFCO Special District Commissioner open seat: Paul Alto, Mort Bragg, Charlene Newberry, and Samantha Cruz. 60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 on 10 ballots
- Bragg is ranked #1 on 25 ballots
- Newberry is ranked #1 on 5 ballots
- Cruz is ranked #1 on 20 ballots

In the first round no one receives the required majority of 31 votes. Newberry, as the candidate receiving the fewest first (#1) choice votes, is eliminated. Those 5 ballots that had Newberry ranked as their first (#1) choice are reviewed for their second (#2) choice. On those 5 ballots:

- Alto is ranked #2 on 3 of those 5 ballots
- Bragg is ranked #2 on 1 of those 5 ballots
- Cruz is ranked #2 on 1 of the 5 ballots.

These second (#2) choice votes, which are now first (#1) choice votes for the succeeding candidates, are added to the results of the first (#1) choice count in round one as follows:

- Alto has 10 plus 3 for a total of 13 votes
- Bragg has 25 plus 1 for a total of 26 votes
- Cruz has 20 plus 1 for a total of 21 votes

Thus, in the second round, no one receives the required majority of 31 votes. Alto, as the candidate receiving the fewest adjusted first (#1) choice votes in this round is eliminated. Those thirteen ballots that had Alto ranked as their adjusted first (#1) choice are reviewed for their second (#2) choice, or (third (#3) choice, if adjusted from the previous round). On those 13 ballots:

- Bragg is ranked #2 (plus one adjusted #1 from the first round) on 8 of those 13 ballots
- Cruz is ranked #2 (plus one adjusted #1 from the first round) on 4 of the 13 ballots.

These second (#2) choice or third (#3) choice votes, are now designated as first (#1) choice votes for the succeeding candidates, and are added to the results of the adjusted first (#1) choice count from the second round as follows:

- Bragg has 26 plus 8 for a total of 34 votes
- Cruz has 21 plus 4 for a total of 25 votes
- One of the ballots did not pick a second or third choice candidate.

Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 25 votes.