



via electronic mail

January 19, 2023

CALL FOR NOMINATIONS FOR TWO (2) SPECIAL DISTRICT MEMBERS  
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):**

As you were recently notified (see attached letter), we are commencing the appointment process for two (2) Regular Members of the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the positions are as follows:

One (1) Regular Special District Member - must be a board member from a *district in the western portion of the County* (any district with the majority of its assessed value west of the intersection of Interstate 10 and Highway 111); and,

One (1) Regular Special District Member - must be a board member from a *district in the eastern portion of the County* (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111).

Please see attached list for east and west districts.

Terms of LAFCO Members are generally four years and until appointment of a successor or reappointment of the incumbent. However, due to the vacancies occurring simultaneously, the term of the eastern vacant position will run until May 6, 2024. The term of the western vacant position will run until May 4, 2026.

The nomination period for the two positions will begin on Monday, January 23, 2023 and close on Tuesday, February 21, 2023. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the positions, consistent with the geographic requirements noted above.


Since there are two vacant positions, separate nomination forms are provided for potential nominations to either/or, or both vacant positions. Note that any nomination must be consistent with the east or west region and the appropriate nomination form. Refer to the list attached for the east/west districts.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the signed form and email it to Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org). **Nominations must be received in our office by 5 p.m., Tuesday, February 21, 2023.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated for either vacant position, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,



Gary Thompson  
Executive Officer

cc: Special District Managers

Att.: 2023 East & West Nomination Forms  
East/West Districts List  
Copy of Election Notice\_ 1-03-2023  
Seating Process



**SPECIAL DISTRICT SELECTION COMMITTEE  
2023 EASTERN REGION NOMINATION FORM**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print Name of Presiding Officer or alternate\* Name of District

hereby nominate(s) the following individual(s) for the position of:

**Regular Special District Member of the Riverside Local Agency Formation Commission - Eastern Area. The term of this position will run until May 6, 2024.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.

Note: Nomination forms are due no later than February 21, 2023. Please scan and email this form to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org).



**SPECIAL DISTRICT SELECTION COMMITTEE  
2023 WESTERN REGION NOMINATION FORM**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print Name of Presiding Officer or alternate\* Name of District

hereby nominate(s) the following individual(s) for the position of:

**Regular Special District Member of the Riverside Local Agency Formation Commission - Western Area. The term of this position will run until May 4, 2026.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.

Note: Nomination forms are due no later than February 21, 2023. Please scan and email this form to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org).

# SPECIAL DISTRICT SELECTION COMMITTEE

## LIST OF ELIGIBLE INDEPENDENT SPECIAL DISTRICTS OF RIVERSIDE COUNTY

	Independent Special Districts	Region
1.	Chiriaco Summit County Water District	east
2.	Citrus Pest Control District No. 2	east
3.	Coachella Valley Mosquito & Vector Control District	east
4.	Coachella Valley Public Cemetery District	east
5.	Coachella Valley Resource Conservation District	east
6.	Coachella Valley Water District	east
7.	Desert Healthcare District	east
8.	Desert Recreation District	east
9.	Desert Water Agency	east
10.	Mission Springs Water District	east
11.	Palm Springs Cemetery District	east
12.	Palo Verde Cemetery District	east
13.	Palo Verde Healthcare District	east
14.	Palo Verde Irrigation District	east
15.	Palo Verde Resource Conservation District	east
16.	Palo Verde Valley Library District	east
17.	Southern Coachella Valley Community Services District	east
18.	Valley Sanitary District	east
19.	Banning Library District	west
20.	Beaumont Library District	west
21.	Beaumont-Cherry Valley Recreation & Park District	west
22.	Beaumont-Cherry Valley Water District	west
23.	Cabazon County Water District	west
24.	De Luz Community Services District	west
25.	Eastern Municipal Water District	west
26.	Edgemont Community Services District	west
27.	Elsinore Valley Cemetery District	west
28.	Elsinore Valley Municipal Water District	west
29.	Fern Valley Water District	west
30.	High Valleys Water District	west
31.	Home Gardens County Water District	west
32.	Home Gardens Sanitary District	west
33.	Idyllwild Fire Protection District	west
34.	Idyllwild Water District	west
35.	Jurupa Area Recreation & Park District	west
36.	Jurupa Community Services District	west
37.	Lake Hemet Municipal Water District	west
38.	Murrieta Valley Cemetery District	west
39.	Northwest Mosquito & Vector Control District	west
40.	Pine Cove Water District	west
41.	Pinyon Pines County Water District	west
42.	Rancho California Water District	west
43.	Riverside-Corona Resource Conservation District	west
44.	Rubidoux Community Services District	west
45.	San Geronio Memorial Healthcare District	west
46.	San Geronio Pass Water Agency	west
47.	San Jacinto Basin Resource Conservation District	west
48.	San Jacinto Valley Cemetery District	west
49.	Summit Cemetery District	west
50.	Temecula Public Cemetery District	west
51.	Temecula-Elsinore-Anza-Murrieta Resource Conservation District	west
52.	Temescal Valley Water District	west
53.	Tenaja Community Services District	west
54.	Valley-Wide Recreation & Park District	west
55.	Western Municipal Water District	west



via electronic mail

January 3, 2023

**Notice to all Special District Board Presiding Officers c/o District Clerks:**

Recently, both special district regular member seats for the Riverside Local Agency Formation Commission (LAFCO) became vacant, therefore necessitating an election to fill the corresponding positions. Later this month, we will begin the process of selecting the two special district regular members for Riverside LAFCO. The purpose of this letter is to inform all districts of the process in advance so each district can be prepared.

Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it was determined by the SDSC such a physical meeting is not entirely feasible. Therefore, until determined otherwise by the SDSC, all elections will be conducted by Riverside LAFCO utilizing electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District Election.

Specifically, the election will be for two LAFCO position as follows: a Regular Special District Member *from the western portion of the County* (any district with the majority of its assessed value west of the intersection of I-10 and Highway 111), and a Regular Special District Member *from the eastern portion of the County* (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111). Please see attached list denoting those districts that are either in the west area, or east area. Presiding officers from all Districts are eligible to vote for each position. The term of the western vacant position will run through May 4, 2026. The term of the eastern vacant position will run through May 6, 2024.

The SDSC is comprised of the presiding officers of each independent special district of Riverside County. In approximately 2 weeks, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted by SDSC members (i.e., presiding officers) or designated alternates (see below). The nomination period will be approximately 30 days. If only one candidate is nominated, that candidate will be deemed appointed. After nominations are received, an emailed ballot will be sent to the voting member, in care of the District Clerks, to cast a vote.

If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote. Please note that neither nominations nor votes of the presiding officer require action of the governing body. Board members designated by their governing body 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.

**Notice to all Special District Board Presiding Officers c/o District Clerks**

January 3, 2023

Page 2

Ballots will be due approximately 30 days from receipt and will be annotated with a required submittal date.

**Note:** *there are 55 voting districts in Riverside County. To meet the 50% + 1 quorum requirement for this election, we need at least 28 ballots returned from SDSC members for the election to be valid.*

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please contact Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org) with any questions or concerns.

Sincerely,



Gary Thompson  
Executive Officer

cc: District General Managers

Attachment:

Special District List by Areas

**SPECIAL DISTRICT SELECTION COMMITTEE**  
**LIST OF ELIGIBLE INDEPENDENT SPECIAL DISTRICTS OF RIVERSIDE COUNTY**

	<b>Independent Special Districts</b>	<b>Region</b>
1.	Chiriaco Summit County Water District	east
2.	Citrus Pest Control District No. 2	east
3.	Coachella Valley Mosquito & Vector Control District	east
4.	Coachella Valley Public Cemetery District	east
5.	Coachella Valley Resource Conservation District	east
6.	Coachella Valley Water District	east
7.	Desert Healthcare District	east
8.	Desert Recreation District	east
9.	Desert Water Agency	east
10.	Mission Springs Water District	east
11.	Palm Springs Cemetery District	east
12.	Palo Verde Cemetery District	east
13.	Palo Verde Healthcare District	east
14.	Palo Verde Irrigation District	east
15.	Palo Verde Resource Conservation District	east
16.	Palo Verde Valley Library District	east
17.	Southern Coachella Valley Community Services District	east
18.	Valley Sanitary District	east
19.	Banning Library District	west
20.	Beaumont Library District	west
21.	Beaumont-Cherry Valley Recreation & Park District	west
22.	Beaumont-Cherry Valley Water District	west
23.	Cabazon County Water District	west
24.	De Luz Community Services District	west
25.	Eastern Municipal Water District	west
26.	Edgemont Community Services District	west
27.	Elsinore Valley Cemetery District	west
28.	Elsinore Valley Municipal Water District	west
29.	Fern Valley Water District	west
30.	High Valleys Water District	west
31.	Home Gardens County Water District	west
32.	Home Gardens Sanitary District	west
33.	Idyllwild Fire Protection District	west
34.	Idyllwild Water District	west
35.	Jurupa Area Recreation & Park District	west
36.	Jurupa Community Services District	west
37.	Lake Hemet Municipal Water District	west
38.	Murrieta Valley Cemetery District	west
39.	Northwest Mosquito & Vector Control District	west
40.	Pine Cove Water District	west
41.	Pinyon Pines County Water District	west
42.	Rancho California Water District	west
43.	Riverside-Corona Resource Conservation District	west
44.	Rubidoux Community Services District	west
45.	San Geronio Memorial Healthcare District	west
46.	San Geronio Pass Water Agency	west
47.	San Jacinto Basin Resource Conservation District	west
48.	San Jacinto Valley Cemetery District	west
49.	Summit Cemetery District	west
50.	Temecula Public Cemetery District	west
51.	Temecula-Elsinore-Anza-Murrieta Resource Conservation District	west
52.	Temescal Valley Water District	west
53.	Tenaja Community Services District	west
54.	Valley-Wide Recreation & Park District	west
55.	Western Municipal Water District	west

# Seating Independent Special Districts on LAFCO

## THE PROCESS

The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. 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 (56332 a).

The LAFCO executive officer (EO) 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 (56332 b):

- ♦ Whenever the EO anticipates that a vacancy will occur within the next 90 days among the members or alternate member (56332 b.1).
- ♦ Whenever a vacancy exists among the members or alternate member (56332 b.2).
- ♦ Upon receipt of a written request by one or more members of the selection committee (56332 b.3).
- ♦ Upon the adoption of a resolution of intention (56332 b.4).

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 EO may transmit materials by electronic mail*. All notices and election materials shall be addressed to the presiding officer, in care of the clerk of the district (56332.3).

The EO 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 at least 30 days from the date on which the EO mailed the call for nominations (56332.1).

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, the EO 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 EO by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the EO mailed the ballot to the eligible district (56332.2).

Nominations and ballots may be returned to LAFCO by electronic mail (56332.4).

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 (56332.5).

The term of office of each member shall be four years. The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires. However, the length of a term of office shall not be extended more than once (56334).