SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-B**

FROM: Steve Mack, General Manager

Meeting Date : June 2, 2016 **Subject: District Election – November, 2016**

RECOMMENDED ACTION:

Approve Resolution 16-06, Ordering an Election to be Held and Requesting Consolidation with the November 8, 2016, General Election, and limiting the Statement of Qualifications to no more than 200 words with the costs to be paid by the candidate in advance to the District Secretary.

FISCAL IMPACT:

The estimated cost to the District is $1,500. Candidates will be required to pay for their own (optional) Statement of Qualifications at a not-to-exceed cost of $708 based on a 200-word, English-only statement.

DISCUSSION:

The terms of Directors Lipinski and Marquez de la Plata will expire at noon on December 2, 2016. The nomination period for interested candidates in these open Board seats -- including incumbents -- is July 8 – August 12, 2016. All candidates must file a **Declaration of Candidacy, a Ballot Designation Worksheet, and a Form 700 Statement of Economic Interests** (covering the 12 months prior to the filing date) with the Registrar of Voters. The first two forms are available at the Registrar of Voters. The Form 700 Statement is available online at http://www.fppc.ca.gov/.

Candidates may also file an optional **Statement of Qualifications** at their own expense. Get this form from the District, and payment for the Statement must be paid in the form of a "not-to-exceed" check to the District, with the receipt filed at the same time as other nomination documents. This year, the "not to exceed" amount is $708 for a 200-word English-only statement, but may be as low as $177 depending on how many statements are submitted for an individual office.

Attached is Resolution 16-06 for your consideration, as well as the full instructions for the Statement of Qualifications provided by the County. The recommended action is consistent with past Board policy on the election.

RESOLUTION NO. 16-06

DATED June 2, 2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE

SWEETWATER SPRINGS WATER DISTRICT, COUNTY OF SONOMA

STATE OF CALIFORNIA, ORDERING AN ELECTION TO

BE HELD AND REQUESTING CONSOLIDATION

WITH THE NOVEMBER 8, 2016,

GENERAL DISTRICT ELECTION

WHEREAS, an election will be held on November 8, 2016, in the SWEETWATER SPRINGS WATER DISTRICT for the purpose of electing District Directors to fill positions that will expire in 2020;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____ and then adopted on roll call by the following vote:

Director_____ Aye_____ No_____ Abstain_____

Director_____ Aye_____ No_____ Abstain_____

Director_____ Aye_____ No_____ Abstain_____

Director_____ Aye_____ No_____ Abstain_____

Director_____ Aye_____ No_____ Abstain_____

AYES_____ NOES _____ ABSTAIN _____ ABSENT _____

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED

_____

District Secretary

Julie A. Kenny

SONOMA COUNTY
Clerk-Recorder-Assessor
www.sonoma-county.org/cra

REGISTRAR OF
VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

MEMORANDUM

TO: DISTRICT SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 7, 2016

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 8, 2016. Nominations for offices in your district open on July 18, and close on August 12, 2016. If any incumbent fails to file during the nomination period, there will be a five day extension through 5 p.m. on August 17, 2016, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries. Filing dates for each of these documents are included on the election calendar enclosed.

As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications as well as guidelines for preparing a statement and a list showing the estimated costs of Statements of Qualifications for each jurisdiction. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Voter Information Pamphlet portion of the Sample Ballot. When issuing the form, the estimated cost of the statement should be written in the upper box on the form. If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

WFR/km

Attachment

NEW PROCEDURE

Statements of Qualifications Costs and New Instructions

It is the responsibility of the district to collect the cost of Statements of Qualifications from the candidates whether payment in advance or payment after the fact is required.

If the jurisdiction decides to bill the candidate after the election, the information below will not apply.

If advance payment is required by your jurisdiction, candidates must present a receipt from the district at the time the Statement of Qualifications is filed with the Registrar of Voters office. The payment range is determined by whether the candidate is requesting a statement be printed in English only or in English & Spanish. The candidate should write a check "not to exceed" the highest in the range.

On the Estimated Cost of Statements of Qualifications list, you will see a series of estimates to the right of your jurisdictions name. If the candidate request an English only statement, use the figure corresponding to the "English only" row and "1 Candidate Statement per page" column to determine what the "not to exceed" amount should be. If the candidate request an English and Spanish statement, use the figure corresponding to the "English & Spanish" row and the "2 Candidate Statements Per page" column to determine what the "not to exceed" amount should be.

NAME 1116

Address (Date written) date

Pay to the Order of Registrar of Voters $ Leave Blank

Leave Blank Dollars

Memo *not to exceed $(dollar amount)* *Signature here*

After the close of nominations, when the exact number of candidates purchasing statements in your jurisdiction has been determined, our Accounting Division will let you know the exact cost of the statement. You can then fill in the check amounts and notify your candidate.

***Multi-County district are advised that the estimated costs provided in the mailing reflect ONLY the Sonoma County portion of the cost.**

For Example: If you are running for US Representative 2nd District and want to do an ENGLISH only statement the amount would $3,459.

If you want to do an English & Spanish statement the amount would be $3,558.

This is the amount you will put in the memo "NOT to exceed _____"

STATEMENTS OF QUALIFICATIONS
SONOMA COUNTY VOTER INFORMATION PAMPHLET

JURISDICTIONS	1 Candidate Statement Per Page	2 Candidate Statements Per Page	3 Candidate Statements Per Page	4 Candidate Statements Per Page
FEDERAL (Elected By District)				
US Representative 2nd Dist				
English Only	$3,459	$1,729	$1,153	$865
English & Spanish	N/A	$3,558	$2,406	$1,829

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

Printed Candidate's Statement ▸ The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT

ELITA P. SNODGRASS Age: 32
Occupation: Businesswoman

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

Thank you for your vote.

Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All proper nouns/geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (e.g., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

PLEASE PROOFREAD YOUR STATEMENT. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in, grammar or punctuation. **Words in ALL CAPITALS, *italics*, <u>underlines</u>, boldface type, ***stars***, ! ! ! dots ..., etc., are prohibited.**

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

Printed Candidate's Statement ▸ The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT

ELITA P. SNODGRASS Age: 32
Occupation: Businesswoman

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

Thank you for your vote.

Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All proper nouns/geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (e.g., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

PLEASE PROOFREAD YOUR STATEMENT. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in, grammar or punctuation. **Words in ALL CAPITALS, *italics*, <u>underlines</u>, boldface type, ***stars***, ! ! ! dots ..., etc., are prohibited.**

JURISDICTION: _____ CONTEST ID: _____ CANDIDATE ID: _____

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The governing body of your jurisdiction has determined that statements shall be limited to **(200 / 400)** words; the **(candidate / jurisdiction)** shall bear the cost of the statements and payment shall be required **(prior to / after)** the election. (Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed). ***The estimated cost of printing a 200 word statement for the office is between $_____ and $_____. Estimates are based upon four candidates sharing the cost of a single page. If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.***

I hereby state that I prepared the following statement for printing and distribution in the Voter Information Pamphlet portion of the Sample Ballot in **[ ] ENGLISH ONLY [ ] ENGLISH AND SPANISH**. I understand that should I choose to have my statement printed in English and Spanish, the estimated cost of the statement will be double the estimate plus $100. I understand the estimated cost of the statement will be double for 400 word statements.

DATE: _____ CANDIDATE SIGNATURE: _____

NAME: _____ AGE: _____

If left blank will not be printed.

OCCUPATION: _____

Not subject to the ballot designation limitations – if left blank will not be printed.

STATEMENT/WORD COUNT BEGINS HERE: