

Nevada County  
Local  
Agency  
Formation  
Commission

LAFCo  
950 Maidu Avenue  
P.O. Box 599002  
Nevada City, CA 95959-7902

Phone: 530-265-7180

E mail: [lafco@nevadacountyca.gov](mailto:lafco@nevadacountyca.gov)  
<https://www.mynevadacounty.com/907>

Josh Susman, **Chair**  
*Public*

Bob Branstrom  
*Cities*

Hardy Bullock  
*County*

Ricki Heck  
*Districts*

Sue Hoek  
*County*

Gordon Mangel, **Vice-Chair**  
*Districts*

Jan Zabriskie  
*Cities*

Erin Minett  
*Public Alternate*

Gary Peterson  
*Cities Alternate*

Lisa Swarthout  
*County Alternate*

Rich Johansen  
*Districts Alternate*

SR Jones  
*Executive Officer*

P. Scott Browne  
*Legal Counsel*

Deborah Gilcrest  
*Clerk/Analyst*

December 28, 2023

TO: Boards of Directors and Staff for Independent Special Districts

FROM: Deborah Gilcrest, LAFCo Clerk/Analyst

SUBJECT: Request for Nominations for Special District Voting Member on the Nevada Local Agency Formation Commission (LAFCo)

Greetings,

On August 19, 2021, Mr. Gordon Mangel (Penn Valley Fire Protection District Board member) was elected by majority vote of the independent special districts to serve the remainder of Mr. Kurt Grundel's term on Nevada LAFCo; a term which will expire May 6, 2024. Therefore, Nevada LAFCo is again requesting nominations for LAFCo's Regular (Voting) District Member, to serve May 2024 through May 2028.

Commissioners are appointed for four-year terms pursuant to Government Code Section 56334. Terms expire on the first Monday in May of the ending year or upon the appointment and qualification of a successor. An explanation of the responsibilities of a LAFCo Commissioner is attached.

Following are the steps of the nomination and election process:

1. This request for nominations is sent to each Independent Special District. To provide all districts maximum time to act, the request is sent via email.
2. Each district may make one nomination; but you are not required to make a nomination.
3. Nominations must be made by District Resolution (a **sample resolution** is enclosed). Nominees must be Board members, not staff.
4. If only one nomination resolution is received, the ballot process will not be executed, and the nominee is automatically eligible to serve on LAFCo.
5. Nominating districts may also forward brief résumés for their nominees, one paragraph or so in length, describing the qualifications they have for this position. **The signed Board resolution and the candidate's résumé must be received by LAFCo no later than Thursday, February 29, 2024.**
6. Upon receipt of nominating resolutions and résumés, LAFCo staff will prepare a ballot and send it to each Independent Special District. Résumés for nominees will be copied and included in the ballot packet. The ballot may **not** be photocopied—only the original ballot will be accepted by LAFCo. Only the Chairperson of the Board of Directors or an appointed substitute may complete and sign the ballot.

7. The ballot must be returned to Nevada LAFCo no later than the date stated on the ballot. To make sure every district has an opportunity to consider its vote at a regularly scheduled meeting, LAFCo will allow a full month for return of the ballots.

8. The votes will be tallied by LAFCo staff in the presence of at least one disinterested third party.

Results of the election for the LAFCo Special District member will be sent to each Special District and each nominee.

The resolution of nomination (see attached example) must be returned no later than Thursday, February 29, 2024, by mail to the above address, or returned electronically to:

[Deborah.Gilcrest@nevadacountyca.gov](mailto:Deborah.Gilcrest@nevadacountyca.gov)

If your staff or any of your Board members have questions regarding this process, please call the LAFCo office at 530-265-7180.

Cc: Josh Susman, Nevada LAFCo Chairman and CALAFCO Board member

Gordon Mangel, Nevada LAFCo Vice-Chair and CALAFCO Board member

Attachments:

Responsibilities of a LAFCo Commissioner

Sample Resolution of Nomination

**RESOLUTION NO. [2024]-\_\_\_\_\_**  
**OF THE \_\_\_\_\_ DISTRICT**  
**MAKING NOMINATIONS TO THE NEVADA COUNTY**  
**LOCAL AGENCY FORMATION COMMISSION FOR**  
**SPECIAL DISTRICT REGULAR MEMBER**

**Whereas**, the Board of Directors of the \_\_\_\_\_ District has received notice of the request for nominations for a Special District Regular Member position on the Local Agency Formation Commission of Nevada County, pursuant to Section 56332 of the Government Code; and

**Whereas**, the Board of Directors of the \_\_\_\_\_ District has considered this request and determined to nominate the individual named below to serve on Nevada County LAFCo as Special District Regular Member;

**Now, therefore, be it resolved**, the Board of Directors is nominating \_\_\_\_\_ for Special District Regular Member with a term to expire May 1, 2028.

The foregoing resolution was duly passed at a regular/special meeting of the \_\_\_\_\_ District held on \_\_\_\_\_, 2024, by the following roll call vote:

AYES:

\_\_\_\_\_  
Chair of the Board

NOES:

ATTEST:

ABSTAIN:

\_\_\_\_\_  
Clerk of the Board

ABSENT:

I hereby accept nomination for the position of Special District Regular Member of Nevada LAFCo for the term ending May 1, 2028.

Name (*printed*): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Responsibilities of a LAFCo Commissioner**

### **What is LAFCo?**

The Local Agency Formation Commission (LAFCo) is an independent public agency with authority over local government agency changes of organization—that is, annexations, detachments, and consolidations of cities or districts, formation and dissolution of Special Districts, and incorporation and disincorporation of cities. Additionally, LAFCo is responsible for adopting a Sphere of Influence for each agency in the county. The Sphere of Influence is a plan for an agency's probable future boundaries and should represent a logical growth plan for the agency.

### **LAFCo's Composition**

The Commission is composed of two Special District Members (elected by the Independent Special Districts); two County Members (appointed by the Board of Supervisors); two City Members (appointed by the City Selection Committee); and a Public Member (appointed by the other LAFCo Commissioners). *In addition, each category has an Alternate Member who votes in the absence of one of the members of that category. Alternate Members attend all meetings and participate in all discussions.*

### **The Commissioner's Role**

LAFCo Commissioners approve or deny proposals for changes in organization based on the procedures and standards of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 *et seq.*). Additionally, LAFCo is subject to the California Environmental Quality Act, as are all public agencies.

LAFCo Commissioners are required to file an annual Statement of Economic Interest, Form 700, as prescribed by the Fair Political Practices Commission, and to observe the LAFCo Conflict of Interest Code.

Commissioners, including alternates, are also required to complete two hours of ethics training in compliance with AB 1234 within one year of their election (County, City, and District members) or appointment (Public members) and every two years thereafter.

### **LAFCo Meetings**

The Commission usually meets at 9:30 a.m. on the third Thursday of each month in Nevada City; meetings are occasionally held elsewhere and at other times. Commissioners are expected to attend all meetings and participate in the deliberation process. LAFCo also has an appointed staff to coordinate meeting logistics and to research and make recommendations on proposals before the Commission.