

# ATTACHMENT A

# Memorandum



CLERK OF THE BOARD OF SUPERVISORS

Date: September 22, 2017  
To: Registered Voters, Santa Rita Hills Community Services District  
From: Michael Allen, Chief Deputy Clerk of the Board of Supervisors  
RE: Notice of Vacancy and Application Form

Registered Voters, Santa Rita Hills Community Services District,

The Santa Barbara County Board of Supervisors is accepting applications to fill a vacancy(s) on the Santa Rita Hills Community Services District Board of Directors. Only those individuals registered to vote within the Santa Rita Hills Community Services District are eligible to serve on the Board of Directors.

On June 6, 2017 the Board of Supervisors took action to call, provide for and give notice of an election on November 7, 2017 to elect three Directors of the Santa Rita Hills Community Services District. There are no directors on the Santa Rita Hills Community Services District and this election was to provide for a quorum on the District board. As of the closing of the candidate filing period at 5:00 PM on August 11, 2017, no candidates had filed a Declaration of Candidacy for the Santa Rita Hills Community Services District Special Vacancy Election.

Pursuant to California Elections Code § 10515(b), if no person has filed a declaration of candidacy for an office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person(s) appointed shall take office and serve exactly as if elected. These appointments shall be made no later than December 3, 2017.

If you are interested in serving, an application form is enclosed for your convenience. Applications for this position are also available online at [www.countyofsb.org](http://www.countyofsb.org), at the Office of the Clerk of the Board of Supervisors located in the County Administration Building, Fourth Floor, 105 East Anapamu Street, Room 407 in Santa Barbara, at the Board of Supervisors Offices at 511 East Lakeside Parkway in Santa Maria, or by calling the Clerk of the Board Office at (805) 568-2240.

The deadline for the submission of applications to the Clerk of the Board Office is Friday, October 20, 2017 at 5:00 PM. For specific information regarding this announcement, please contact the Clerk of the Board Office at (805) 568-2240.

Also enclosed for your information is the Notice of Vacancy.

Applications may be mailed to the address above, faxed to the Clerk of the Board Office at 805 568 2249 or emailed to the Clerk of the Board at [SBCOB@co.santa-barbara.ca.us](mailto:SBCOB@co.santa-barbara.ca.us)

Sincerely,



Mike Allen  
Chief Deputy Clerk of the Board  
County of Santa Barbara  
568-2245  
[allen@co.santa-barbara.ca.us](mailto:allen@co.santa-barbara.ca.us)