



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Submitted on:  
(COB Stamp)

Department Name: CEO  
Department No.: 012  
For Agenda Of: November 5, 2024  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Mona Miyasato, County Executive Officer  
Contact Info: Jacquelyne Alexander, Chief Deputy Clerk of the Board  
**SUBJECT:** Appointment of Members to Special District Boards of Directors in Lieu of Election

DocuSigned by:  
*Mona Miyasato*  
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County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Appoint in lieu of election qualified individuals to Special District Boards of Directors, as specified on the List of Qualified Applicants (Attachment B) pursuant to California Elections Code Section 10515(b) where no candidates filed a declaration of candidacy; and
- b) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), because it consists of organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to appoint individuals to several Special District Boards in lieu of election. Under California Elections Code § 10515(b), if no candidate files a declaration of candidacy for a particular office, the Board, as the supervising authority, is required to appoint any qualified individual to the office as of the date when the election would have been held. In the districts listed below, no declarations of candidacy were submitted. Therefore, the individuals appointed by the Board shall qualify, take office, and serve with the same authority as if elected through a general district election.

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This item is brought separately from the item brought under Elections Code § 10515(a) by the County Clerk, Recorder, Assessor's Office because in this case, outreach was necessary to recruit potential candidates for the vacant positions where no individuals declared candidacy in the following five (5) districts:

- Casmalia Community Services District
  - Three (3) Appointments
  - Two (2) Appointments – Short Term
- Cuyama Community Services District
  - Two (2) Appointments
- Cuyama Valley Recreation District
  - Three (3) Appointments
  - Two (2) Appointments – Short Term
- Goleta West Sanitary District – District 2
  - One (1) Appointment
- Santa Maria Valley Water Conservation District
  - One (1) Appointment – Division 2
  - One (1) Appointment – Division 4
  - One (1) Appointment – Division 5 – Short Term
  - One (1) Appointment – Division 7

It is recommended that the Board appoint qualified individuals to the Special District Boards of Directors, as listed in Attachment B, pursuant to California Elections Code § 10515(b), in cases where no candidates filed a declaration of candidacy.

**Background:**

On September 17, 2024, the Board of Supervisors received the Certificate of Facts by the County Clerk, Recorder, & Assessor regarding appointment in lieu procedures for special district offices, listing the special districts that have one or more offices where no candidates filed a declaration of candidacy. Attachment A lists the five (5) affected special districts. Staff was asked by the County Clerk, Recorder, Assessor's Office and directed by the Board of Supervisors to conduct outreach to potential candidates to fill the offices.

Subsequent to those actions and consistent with past practice, staff initiated outreach efforts to locate qualified individuals interested in serving on these special district boards that included the following:

- a) Contacted and worked with the District Managers in order to determine if currently serving district board members or district staff were aware of any qualified individuals who would be interested in serving;

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- b) Coordinated outreach with the appropriate Supervisorial District Board Offices to identify individuals who may be interested in serving; and
- c) Circulated a Press Release announcing the recruitment with directives for individuals interested in serving.

Staff has included applications from the qualified individuals for the vacant special district positions (Attachment C). Santa Barbara County Elections has verified which applicants are qualified electors in their corresponding special districts and eligible to serve. Staff recommends that the Board appoint from the List of Qualified Applicants (Attachment B).

In addition, no applications were received for the following Special District vacancies: Casmalia Community Services District (Short Term), Goleta West Sanitary District – District 2, and the Santa Maria Valley Water Conservation District – Division 5 (Short Term) as indicated on Attachment B.

**Special Instructions:**

Please email a copy of the minute order to the Elections Division, Attn: County of Santa Barbara Elections Division - Andrea Luparello [alupare@countyofsb.org](mailto:alupare@countyofsb.org).

**Attachments:**

Attachment A – Certificate of Facts by County Clerk, Recorder, and Assessor  
Attachment B – List of Qualified Applicants  
Attachment C – Applications from Qualified Applicants

**Authored by:**

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