



January 17, 2025

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Presiding Officer  
Independent Special Districts of Placer County

Subject: **Call for Nominations to Fill Vacant Seat on LAFCO**

Dear Presiding Officer,

I hope this letter finds you well. I am writing to inform you that the Placer County Local Agency Formation Commission (LAFCO) currently has one vacant voting member seat representing independent special districts. I am pleased to invite each board presiding officer (Board Chair) to nominate a candidate to fill this vacancy. You may nominate any director —yourself included— currently serving on an independent special district board. The selected candidate will serve the remaining term of the vacant seat, which ends in May 2026.

To ensure the validity of your nomination, please adhere to the guidelines outlined below:

➤ **Presiding Officer Signature:** You, the presiding officer of your special district, must sign the nomination form. (The nomination does not require action by the full board at a district meeting.)

➤ **Delegation of Authority:** *If* the presiding officer has delegated the authority to nominate a candidate to another director on the District Board, a copy of the relevant meeting minutes or minute order documenting this delegation must be included.

➤ **Nomination Period:** begins today, January 17, 2025, and will **close on Thursday, February 27, 2025, at 4:00 PM.**

Nominations must be submitted via email using the attached nomination form. Each nominee should also include a one-page statement of qualifications and the nomination form. Please be aware that nominations received after the deadline will not be accepted.

**Call for Nominations to Fill Vacant Seat on LAFCO**

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Once the nomination period concludes, LAFCO staff will email ballots, statements of qualifications, and voting instructions to each district.

If you have any questions or need further assistance, please do not hesitate to contact LAFCO staff at (530) 889-4097 or [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov). Thank you for your attention to this important matter, and I look forward to your participation.

Sincerely,

*Michelle McIntyre*

Michelle McIntyre, Executive Officer  
**Placer LAFCO**