



CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT
6501 Jenny Lind Road, Valley Springs, CA 95252
Telephone: (209) 786-2227
www.calcofire.org

Regular Meeting Agenda
Monday July 22, 2019 7pm

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members: Kim Olson, Keith Hafley, Sam Harris, Ken Glissman, Chris Allen, Pat Brown, Marcus Omlin, Chris Damin and George Juelch
Staff: Fire Chief Rich Dickinson and Rose Beristianos
- 4. PUBLIC COMMENT:** The public may address the Board on any item of interest that is not on the Agenda and is within the District's jurisdiction. For items that are on the agenda, public comment will be heard when the item is discussed. The Chairman reserves the right to limit each speaker to three (3) minutes per person and 15 minutes per topic. Ralph M Brown Act Gov. (Code, § 54954.3(b).) By law, the Board of Directors cannot make decisions on matters not on the agenda. Ralph M Brown Act Gov. (Code, § 54954.2(a).)
- 5. CONSENT CALENDAR:** The Consent Calendar includes routine financial and administrative actions and is usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members, the public or staff request specific items be discussed and/or removed from the Consent Calendar.
 - A. Approval of Draft Minutes: May 29, 2019 Special Board Meeting/Public Hearing
 - B. Approval of Draft Minutes: July 9, 2019 Special Meeting Finance Committee
 - C. Approval of Transmittals dated July 22, 2019
 - Regular Bills OH156413 \$18,952.55
 - July Cal Card OH156414 \$12,120.99 plus tax if needed

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132 and the Ralph M. Brown Act (California Government Code § 54954.2)). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the office reflected above, during regular business hours, at least forty-eight hours prior to the time of the meeting.

6. FINANCE BUSINESS

- A. Supplemental Transmittals

7. FIRE CHIEF'S REPORT

8. COMMITTEE REPORTS

- A. Finance Committee
- B. Personnel Committee

9. CORRESPONDENCE:

10. UNFINISHED BUSINESS: Since this Old Business has been discussed in prior meetings, the Chairman reserves the right to limit each speaker to three (3) minutes per person per topic. Ralph M. Brown Act Gov. (Code, § 54954.3(b).

- A. Discussion/Action – Tax Assessment for Fire District process/cost
- B. Discussion/Action – Generator Purchase Ross Project

11. NEW BUSINESS:

- A. Discussion/Action – Station Generators

12. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS

13. ADJOURNMENT:

Next meeting scheduled for August 26, 2019



CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT
6501 Jenny Lind Road, Valley Springs, CA 95252
Telephone: (209) 786-2227
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Regular Meeting Draft Minutes
Monday June 24, 2019 7pm

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members Present: Kim Olson, Keith Hafley, Sam Harris, Ken Glissman, Chris Allen, Pat Brown, Chris Damin and George Juelch
Board Members Absent: Marcus Omlin
Staff Present: Fire Chief Rich Dickinson and Rose Beristianos
- 4. PUBLIC COMMENT:** None
- 5. CONSENT CALENDAR:** Motion by Sam Harris to approve the consent calendar 2nd by Ken Glissman VOTES 8 YES 1 Absent
 - A. Approval of Draft Minutes: May 29, 2019 Special Board Meeting/Public Hearing
 - B. Approval of Transmittals dated June 24, 2019
 - Regular Bills OH155951 \$5,021.40
 - June Cal Card OH155952 \$4,469.85 plus tax if needed
 - SDRMA payment OH155953 \$76,357.51 to be paid in July 2019.
- 6. FINANCE BUSINESS**
 - A. Supplemental Transmittals – OH156110 \$1,216.78 Motion by Pat Brown to approve the supplemental transmittal 2nd by Kim Olson VOTES 8 YES 1 Absent
- 7. FIRE CHIEF'S REPORT –** Chief gave his report.

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8. COMMITTEE REPORTS

- A. Finance Committee - None
- B. Personnel Committee - None

9. CORRESPONDENCE: None

10. UNFINISHED BUSINESS:

- A. Discussion/Action – None

11. NEW BUSINESS:

- A. Discussion/Action – Recommended Budget Fiscal Year 19/20 Attestations Motion by Sam Harris to go with Recommended Budget Same as adopted Fiscal Year 2018/19 Final budget 2nd by Pat Brown. Votes 8 YES 1 Absent
- B. Discussion/Action – Resolution 06242019A Authorized Signatures Fiscal Year 19/20 Motion by Keith Hafley 2nd by Chris Allen to approve the resolution. Votes 8 YES 1 Absent
- C. Discussion/Action --Tax Assessment for Fire District – Round table discussion. Reach out for more information bring to the next meeting and move to old business.

12. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS – Board table discussion

13. ADJOURNMENT: Motion by to adjourn at 8:27pm by Kim Olson 2nd by Ken Glissman
Votes 8 YES 1 Absent

Next meeting scheduled for July 22, 2019



CALAVERAS CONSOLIDATED FIRE PROTECTION DISTRICT
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Special Meeting Finance Committee Draft Minutes
Tuesday July 9, 2019 6pm

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. MOMENT OF SILENCE:** To recognize and honor the efforts of the American Service Members and Public Safety Personnel.
- 3. ROLL CALL:** Board Members Present: Sam Harris, Pat Brown
Staff Present: Fire Chief Rich Dickinson and Rose Beristianos
- 4. PUBLIC COMMENT:** None
- 5. UNFINISHED BUSINESS:**
 - A. Discussion/Action – None
- 6. NEW BUSINESS:**
 - A. Discussion/Action – Budget Fiscal Year 19/20 – Completed budget with Chief and Admin Assistant
- 7. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS**
- 8. ADJOURNMENT:** Motion to adjourn by Sam Harris 2nd by Pat Brown adjourned 6:20pm
Next meeting scheduled for some time in January 2020

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132 and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the office reflected above, during regular business hours, at least forty-eight hours prior to the time of the meeting.

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 7/22/2019

MAIL ALL CHECKS

Contact: ROSE BERISTIANOS
Cell Phone: 482-3754

22030010
PO BOX 579
VALLY SPRINGS CA 95252

Please initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				OH156413		
				\$ 18,952.55	Grand Total	

District agrees to retain original invoices for five years. Merchandise itemized above has been received or the services claimed have been performed and the expenditures are authorized and approved by

CHRIS DAMIN
KIM OLSON
KEN GLISSMAN
KEITH HAFLEY
SAM HARRIS
PAT BROWN
GEORGE JUELCH
MARCUS OMLIN
CHRISTOPHER ALLEN

I hereby approved the above claim(s) and certify to the correctness of the computations.
Rebecca Callen, Auditor-Controller

By: _____
Deputy

CHIEF RICH DICKINSON

AP Entry Batch Proof

Batch ID: **OH156413**

Enter Date: 07/17/2019 Batch Status: BE User Total: 18,952.55

The undersigned, under penalty of perjury, states that the items on the attached claim are true and correct, that the amounts are properly due this claimant, and that no items have been previously paid. Furthermore, the articles or services specified in the attached claim were necessary, ordered for use by this department, and the articles or services have been delivered or performed as stated.

Authorized Signature: _____ Date: _____

Audited: _____
 Distributed: _____
 Paid: _____

User: BERISTIANOS,ROSE Batch Created By: BERISROS Date: 07/17/2019
 Report: Batch Proof (Auditor) Time: 17:59:24

Inv Amt	545.06	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<u>07/01/2019</u>	Invoice #: 80765	ACCT# 90197	Secondary Ref:GAS	PO#:	
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670	SACRAMENTO CA 95827	REFUND	FY RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Inv Amt	857.75	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<u>07/02/2019</u>	Invoice #: 84198	ACCT# 90197	Secondary Ref:GAS	PO#:	
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670	SACRAMENTO CA 95827	REFUND	FY RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Inv Amt	488.46	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<u>07/09/2019</u>	Invoice #: 90185	ACCT# 90197	Secondary Ref:GAS	PO#:	
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670	SACRAMENTO CA 95827	REFUND	FY RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Inv Amt	369.79	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<u>07/15/2019</u>	Invoice #: 92308	ACCT# 90197	Secondary Ref:GAS	PO#:	
Vendor:	0038243	HUNT AND SONS INC	PO BOX 277670	SACRAMENTO CA 95827	REFUND	FY RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Inv Amt	1,009.49	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<u>07/05/2019</u>	Invoice #: 930265	CUST# 95252JFD	Secondary Ref:MED SUPPLIES	PO#:	
Vendor:	0002103	LIFE ASSIST INC	11277 SUNRISE PARK DR	RANCHO CORDOVA CA 95742	REFUND	FY RETURN
Division Code:	SPD2	Check Stock:	AP	Tax Code:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

AP Entry Batch Proof

Batch ID: **OH156413**

Inv Amt	250.00	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/10/2019	Invoice #: 92668	CALAVERAS CONSOLIDATED FIRE	Secondary Ref:PROF SVC	PO#:	
Vendor:	0041553	GEISZLER CPA, ANTIONET	1743 GRAND CANAL BLVD STE 10	STOCKTON CA 95207		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	8,329.00	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 35673	CALAVERAS CONSOLIDATED FIRE	Secondary Ref:MAINT EQ	PO#:	
Vendor:	0006747	MELLO TRANSMISSION CO	417 WINMOORE WAY STE A	MODESTO CA 95358		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	499.02	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 2203061919	392333 AIR HORN VALVE	Secondary Ref:MAINT EQ	PO#:	
Vendor:	W010010	LOKEY, RICHARD	PO BOX 1157	ALTAVILLE CA 95221		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	308.17	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 2203063019	392333 IG SWITCH	Secondary Ref:MAINT EQ	PO#:	
Vendor:	W010010	LOKEY, RICHARD	PO BOX 1157	ALTAVILLE CA 95221		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	120.13	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 2203063019A	188714 REFIGERANT	Secondary Ref:MAINT EQ	PO#:	
Vendor:	W010010	LOKEY, RICHARD	PO BOX 1157	ALTAVILLE CA 95221		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	295.33	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 2203063019B	E8517 PIERCE REFRIDGERANT	Secondary Ref:MAINT EQ	PO#:	
Vendor:	W010010	LOKEY, RICHARD	PO BOX 1157	ALTAVILLE CA 95221		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Inv Amt	300.00	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	07/01/2019	Invoice #: 2203062519	DELIVERY ENGINES 94-01 01-01	Secondary Ref:MAINT EQ	PO#:	
Vendor:	W010010	LOKEY, RICHARD	PO BOX 1157	ALTAVILLE CA 95221		
Division Code:	SPD2	Check Stock: AP	Tax Code:		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

AP Entry Batch Proof

Batch ID: **OH156413**

<i>Inv Amt</i>	814.68	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i>	07/02/2019	<i>Invoice #:</i> 77293	CALAVERAS CONSOLIDATED FIRE	<i>Secondary Ref:</i> HOUSEHOLD	<i>PO#:</i>	
<i>Vendor:</i>	0025112 SCOTTS DISTRIBUTING	PO BOX 481	ANGELS CAMP	CA 95222		
<i>Division Code:</i>	SPD2	<i>Check Stock:</i> AP	<i>Tax Code:</i>		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i>	1,300.00	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i>	07/01/2019	<i>Invoice #:</i> 2203063019	JUNE 2019 INVOICE	<i>Secondary Ref:</i> PROF SVC	<i>PO#:</i>	
<i>Vendor:</i>	0041402 BERISTIANOS, ROSEMARIE	3573 BERKESEY LANE	VALLEY SPRINGS	CA 95252		
<i>Division Code:</i>	SPD2	<i>Check Stock:</i> AP	<i>Tax Code:</i>		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i>	1,733.17	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i>	07/01/2019	<i>Invoice #:</i> 2203040119	R745131GL ANNUAL INSP	<i>Secondary Ref:</i> MAINT EQ	<i>PO#:</i>	
<i>Vendor:</i>	W010010 LOKEY, RICHARD	PO BOX 1157	ALTAVILLE	CA 95221		
<i>Division Code:</i>	SPD2	<i>Check Stock:</i> AP	<i>Tax Code:</i>		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Inv Amt</i>	1,732.50	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
<i>Invoice Date:</i>	07/01/2019	<i>Invoice #:</i> 11103	ACCT ID# 162363	<i>Secondary Ref:</i> MEMBRSHP	<i>PO#:</i>	
<i>Vendor:</i>	0041648 CALIFORNIA STATE FIREF	1232 Q ST 2ND FL	SACRAMENTO	CA 95811		
<i>Division Code:</i>	SPD2	<i>Check Stock:</i> AP	<i>Tax Code:</i>		REFUND	FY RETURN
					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
System Messages:					Total	18,952.55

**CALAVERAS CONSOLIDATED FIRE
PROTECTION DISTRICT**

Date: 7/22/2019

MAIL ALL CHECKS

22030010

Contact: ROSE BERISTIANOS

PO BOX 579

Cell Phone: 482-3754

VALLY SPRINGS CA 95252

Please initial any strikeovers/changes

INVOICE AMOUNT	PEID #	OBJECT NO.	INVOICE NO.	VENDOR NAME/ADDRESS	DESCRIPTION	Rd for RTRN dept
				BATCH OH156414		
				CAL CARD		
\$ 12,120.99 PLUS TAX IF NEEDED						

District agrees to retain original invoices for five years. Merchandise itemized above has been received or the services claimed have been performed and the expenditures are authorized and approved by

CHRIS DAMIN
 KIM OLSON
 KEN GLISSMAN
 KEITH HAFLEY
 SAM HARRIS
 PAT BROWN
 GEORGE JUELCH
 MARCUS OMLIN
 CHRISTOPHER ALLEN

I hereby approved the above claim(s) and certify to the correctness of the computations.
 Rebecca Callen, Auditor-Controller

By: _____
 Deputy

CHIEF RICH DICKINSON

AP Entry Batch Proof

Batch ID: **OH156414**

Enter Date: Batch Status: BE User Total: 12,120.99

The undersigned, under penalty of perjury, states that the items on the attached claim are true and correct, that the amounts are properly due this claimant, and that no items have been previously paid. Furthermore, the articles or services specified in the attached claim were necessary, ordered for use by this department, and the articles or services have been delivered or performed as stated.

Authorized Signature: _____ Date: _____

Audited: _____
Distributed: _____
Paid: _____

User: BERISTIANOS,ROSE Batch Created By: BERISROS Date: 07/17/2019
Report: Batch Proof (Auditor) Time: 17:59:24

Inv Amt	12,120.99	22030010 CALCO-FHJLJPA	5241 Office Expense	JL:	Separate Check:	Relate To:
Invoice Date:	<input type="text" value="07/15/2019"/>	Invoice #: 2203071519	ACCT# 5566 1531	Secondary Ref:	PO#:	
Vendor:	0037446	US BANK CORP PAYMENT \$	PO BOX 790428	SAINT LOUIS	MO	63179-0428
Division Code:	SPD2	Check Stock:	AP	Tax Code:		
					REFUND	FY
					<input type="text"/>	<input type="text"/>
						RETURN
						<input type="text" value="RD"/>

System Messages: Total **12,120.99**

Cal Card Summary
Object Code

PEID
37446
Receipt

Category	Card #	Date	Amount	Description	Y or N	Person	Description
UTILITY	5058	7/2/2019	129.86	VONAGE		OLSON	
MAINT BG	5058	7/15/2019	25.69	SENDERS		OLSON	ROSS DR
GAS	9606	6/21/2019	51.95	EXXON		BUTLER	
MAINT EQ	9606	7/3/2019	36.40	AL'S TIRES		BUTLER	
MAINT BG	9606	7/8/2019	12.86	SENDERS		BUTLER	
GAS	9606	7/9/2019	61.34	EXXON		BUTLER	
	2728	6/18/2019	43.39	OREILLY	NO	GAMMA	
	2728	6/18/2019	52.40	OREILLY	NO	GAMMA	
	2728	6/19/2019	64.24	CVS	NO	GAMMA	
POSTAGE	2728	6/19/2019	30.60	MAIL DEPOT	NO	GAMMA	
MED BENEFIT	2728	7/1/2019	410.83	BLUE SHIELD		GAMMA	
GAS	2728	7/4/2019	54.31	EXXON	NO	GAMMA	
	2728	7/15/2019	83.85	CVS	NO	GAMMA	
	2728	7/15/2019	8.38	CVS	NO	GAMMA	
OFF EXP	2132	6/19/2019	239.17	SECRET GARDEN		DICKINSON	
UTILITY	2132	6/20/2019	164.13	ATT		DICKINSON	
UTILITY	2132	6/20/2019	161.92	ATT		DICKINSON	
UTILITY	2132	6/21/2019	95.00	ATT		DICKINSON	
FOOD	2132	6/26/2019	24.57	IN N OUT		DICKINSON	
OFF EXP	2132	6/26/2019	49.49	STAPLES		DICKINSON	
MAINT EQ	2132	6/28/2019	70.00	GLASS DR		DICKINSON	
OFF EXP	2132	7/1/2019	83.16	STAPLES		DICKINSON	
SM TOOLS	2132	7/1/2019	34.30	SENDERS		DICKINSON	TOW STRAPS
SM TOOLS	2132	7/1/2019	30.73	GALLS		DICKINSON	SEAT ORG
UTILITY	2132	7/5/2019	145.15	CALWASTE		DICKINSON	
UTILITY	2132	7/5/2019	82.34	CALWASTE		DICKINSON	
UTILITY	2132	7/5/2019	72.58	CALWASTE		DICKINSON	
OFF EXP	2132	7/10/2019	386.02	STAPLES		DICKINSON	
UTILITY	2132	7/10/2019	120.94	ATT		DICKINSON	
GAS	7728	6/26/2019	50.13	CHEVRON		SULLIVAN	
	5370	6/24/2019	9.33	SENDERS	NO	THOMAS	
MAINT EQ	5370	6/26/2019	4,252.33	MELLO TRANS		THOMAS	
MAINT BG	5370	6/28/2019	190.84	SENDERS		THOMAS	
MAINT BG	5370	7/2/2019	41.33	SENDERS		THOMAS	
MAINT BG	5370	7/2/2019	2.70	SENDERS		THOMAS	
MAINT EQ	5370	7/3/2019	17.14	SENDERS		THOMAS	
	5370	7/11/2019	73.99	SENDERS	NO	THOMAS	
OFF EXP	1061	6/28/2019	8.74	CVS		HAMRE	
GAS	1061	7/1/2019	54.05	EXXON		HAMRE	
MED BENEFIT	7685	6/20/2019	549.99	BLUE SHIELD		RUOFF	
SAFETY CLOTH	7685	6/21/2019	127.91	WSPG		RUOFF	

HOUSEHOLD	7685	6/24/2019	12.87	SENDERS		RUOFF
OFF EXP	7685	7/8/2019	359.26	STAPLES		RUOFF
MAINT BG	7685	7/8/2019	115.78	AMAZON		RUOFF
MAINT EQ	7685	7/8/2019	26.00	AL'S TIRES		RUOFF
MAINT BG	7685	7/8/2019	27.42	LOWES		RUOFF
GAS	7685	7/11/2019	5.99	EXXON		RUOFF
SM TOOLS	7685	7/11/2019	153.94	THE SUPPLY CACHE		RUOFF
	7685	7/12/2019	-115.78	AMAZON	NO	RUOFF
MAINT EQ	9787	6/19/2019	1,562.34	INTERSTATE	NO	GALLIAZZO
OFF EXP	9787	6/24/2019	17.98	CVS		GALLIAZZO
HOUSEHOLD	9787	6/24/2019	25.27	SENDERS		GALLIAZZO
HOUSEHOLD	9787	7/1/2019	41.77	MARVAL		GALLIAZZO
MAINT BG	9787	7/1/2019	10.28	SENDERS		GALLIAZZO
GAS	9787	7/4/2019	63.67	CHEVRON	NO	GALLIAZZO
MAINT EQ	9787	7/8/2019	275.68	OREILLY		GALLIAZZO
MAINT EQ	9787	7/8/2019	854.35	INTERSTATE	NO	GALLIAZZO
HOUSEHOLD	9787	7/8/2019	35.35	SENDERS		GALLIAZZO
MAINT EQ	9787	7/9/2019	170.90	ROCK AUTO		GALLIAZZO
MAINT EQ	9787	7/9/2019	146.70	ROCK AUTO		GALLIAZZO
OFF EXP	5311	6/18/2019	13.25	SENDERS		BROWN
GAS	5311	6/24/2019	79.66	ZIPPY		BROWN
COMM	5311	6/26/2019	34.23	AMAZON		BROWN
			12,120.99			

HOW TO PLACE A MEASURE ON THE BALLOT

A GUIDE FOR THE COUNTY, CITY, SCHOOL DISTRICTS AND SPECIAL DISTRICTS



**PROVIDED BY:
REBECCA TURNER, COUNTY CLERK-RECORDER
CALAVERAS COUNTY ELECTIONS OFFICE
891 MOUNTAIN RANCH ROAD SAN ANDREAS, CA 95249**

Phone: (209) 754-6376

Fax: (209) 754-6733

County Website: www.co.calaveras.ca.us ♦ Department Email Elections@co.calaveras.ca.us

WHAT THE ELECTIONS OFFICIAL NEEDS FROM YOU:

THE RESOLUTION TO CALL THE ELECTION AND CONSOLIDATE

DISTRICTS & CITIES: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election” along with the “Notice to the Registrar of Voters of Measure Submitted to the Voters.”

COUNTY: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election.”

SCHOOLS: Submit the “Resolution Ordering Election, Specifications of the Election Order, and Requesting Consolidation” along with the “Notice to the Calaveras County Registrar of Voters of Measure Submitted to the Voters.”

THE MEASURE TEXT

When submitting materials to place a measure on the ballot, indicate clearly in writing, which portion of the resolution, ordinance, or measure text is to be printed in the Voter’s Information Pamphlet.

If you do not want any measure text printed in the Voter’s Information Pamphlet, please provide this direction in writing within the resolution. In this case, instead of measure text, before the analysis of the measure, voters will be directed to contact the elections official for a copy of the proposed measure. Jurisdictions will be billed for costs.

To help us cut costs and to ensure arguments are printed exactly as filed, we encourage you to submit the measure text on USB flash drive, CD or e-mail.

An Election Calendar will be generated when inquiries for ballot measures are received by the Registrar of Voters Office.

THE 75-WORD BALLOT QUESTION

Elections Code §13247 requires the ballot question to be limited to 75 words. Measures are followed by the words “YES” and “NO.” see next page on “How to Count Words.” Jurisdictions may want to consider beginning their ballot question with a few key summary words to summarize the measure. Any summary wording will count toward the 75-word limit.

The words to appear on the ballot for school bond measures are: “Bonds-Yes,” & “Bonds-No.” (Ed. Code §15122)

Letters designating measures will be assigned by the elections official pursuant to Elections Code §13116.

For districts that overlap into other counties, the counties will mutually agree to use a letter designation for the measure that will not conflict or confuse the voter.

Measures will appear on the ballot in the following order pursuant to Elections Code §13109: County Board of Education, College, Unified Schools, County, Cities, and Districts. In order to allow for the most efficient use of space, the county elections official may vary the order of the measures.

ARGUMENT IN FAVOR (OPTIONAL)

If more than one argument is submitted, Elections Code §9166, 9287, and 9503 require the elections official to select one argument based on the following preference:

1) the governing body or its members, 2) an individual voter, bona fide association of citizens who are sponsors or proponents of the measure, 3) bona fide association of citizens, and 4) individual voters eligible to vote on the measure.

Obtain the manual “A Guide to Writing Arguments” from the Calaveras County Registrar of Voters if you are planning on submitting an argument. Arguments are limited to 300 words.

OTHER BALLOT MATERIALS

If arguments in favor and against are submitted, authors will have the opportunity to submit rebuttal arguments.

An impartial analysis will be submitted by County Counsel or the City Attorney, whichever is applicable.

Bond measures require a tax rate statement to be filed 130 days before the election.

A fiscal impact statement may also be ordered.

HOW TO COUNT WORDS

(Pursuant to Elections Code §9)

This section shall not apply to counting words for ballot designations.

Each word is counted as one word except:

- PUNCTUATION:** Punctuation is not counted.
- TITLES:** Words used in the title of the document, such as “Argument in Favor of Measure “A”” are not counted.
- CITIES/COUNTIES:** All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. For example, “County of Calaveras” and “Calaveras Consolidated Fire Protection District” shall each be counted as one word.
- ABBREVIATIONS:** Each abbreviation or acronym for a word, phrase, or expression shall be counted as one word.
- HYPHENATIONS:** Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- DATES:** Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2009 shall be counted as two words, whereas 1/1/09 shall be counted as one word.
- NUMBERS:** Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled shall be considered as a separate word. “100” shall be counted as one word, whereas “one hundred” shall be counted as two words.
- PHONE & INTERNET:** Web site addresses and telephone numbers shall be counted as one word.
- PERCENT (%), ETC:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), percentage sign (%), or number sign (#) as one word.

BALLOT MEASURE COMMITTEES

HOW TO RAISE OR SPEND MONEY:

FIRST: Review the Fair Political Practices Commission's Campaign Disclosure Requirements contained in **Manual D**. You may obtain the manual and forms from the Calaveras County Registrar of Voters or the Fair Political Practices Commission.

SECOND: File a **Form 410 – Statement of Organization**. Any committee that receives contributions totaling \$2,000 or more within a calendar year qualifies as a recipient committee and – within 10 days of qualifying – must file a Form 410 with the Secretary of State and a copy with the county elections official. A form 410 may be filed prior to qualifying. Upon receipt of the Form 410, the Secretary of State will issue an identification number that must be included on all future campaign disclosure forms.

THIRD: Be prepared to file a Form 460 (long form) for ballot measure committees that plan on raising or spending more than \$2,000 a form 450 (short form) may be filed for committees that do not plan on raising or spending more than \$2,000.

Pre-Election Statements and Semi-annual statements must be filed at certain times prior to the election and then semi-annually until the committee terminates. These reports detail your committee's contributions and expenditures. Know the deadlines and the type of forms you must file.

For technical advice on completing the forms, contact the
Fair Political Practices Commission
428 J Street, Suite 450
Sacramento, CA 95814
Website: www.fppc.ca.gov

FOURTH: File a **Form 410 – Termination** and a **Form 460** to terminate the committee upon completion of your efforts.

EXAMPLE OF MEASURE AS IT WILL APPEAR ON THE BALLOT

MEASURES SUBMITTED TO THE VOTERS
DISTRICT
MEASURE Z
Z KEY WORD SUMMARY OF MEASURE. Followed by the ballot question. The number of words may not exceed 75. (§13247) <input type="radio"/> YES <input type="radio"/> NO

Example with the first few words summarizing the measure in all caps and in bold.

MEASURES SUBMITTED TO THE VOTERS
DISTRICT
MEASURE Z
Z 75 word ballot question without a summary. (§13247) <input type="radio"/> YES <input type="radio"/> NO

Example of a ballot question without a few key words summarizing the measure.

Other attributes such as bullets, italics, underlining, and bolding beyond the title, are not permitted in the ballot question.