

MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 7, 2026**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning District
Election on November 3, 2026**

The District has received correspondence from the Chief Elections Officer regarding nominations for District Board of Directors Elections to be held on November 3, 2026. The Candidate filing period will open on July 13th and close August 7, 2026.

In accordance with prior years MWSD election procedure, the candidate's statement is limited to 200 words. The candidate is responsible for the cost of the statement.

All candidates running for office are required to file a Form 700 Statement of Economic Interest no later than the deadline for filing a Declaration of Candidacy.

President Boyds and Director Softky's 4 year terms and Director Champion's 2 year term are ending. All 3 MWSD directors served to date in at large positions that will terminate. In lieu, 3 positions for electoral divisions 1,3, and 5 will be filled in the upcoming November Statewide Election.

RECOMMENDATION:

Adopt Resolution No. __, Resolution of the Montara Water and Sanitary District Calling for an Election to be Held on November 3, 2026 for the Election of Three Members of the Governing Board Representing District Electoral Divisions 1, 3 and 5.

Attachments

RESOLUTION NO. ____

A RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2026, FOR THE ELECTION OF THREE MEMBERS OF THE GOVERNING BOARD REPRESENTING DISTRICT ELECTORAL DIVISIONS 1, 3 & 5

The Governing Board of the Montara Water and Sanitary District hereby resolves as follows:

WHEREAS, an election has been ordered to be held on NOVEMBER 3, 2026 in the MONTARA WATER AND SANITARY DISTRICT for the purpose of electing members of its Governing Board (“Board”) (the “Election”); and

WHEREAS, pursuant to Section 1001 of the Elections Code of the State of California, there is an established General Statewide election to be held on the same date as the Election; and

WHEREAS, pursuant to Part 3, Consolidation of Elections, and commencing with Section 10400 of the Elections Code of the State of California, an election for members of the Board may be either completely or partially consolidated with another election held on the same day, if in the same territory, or in territory that is part the same; and

WHEREAS, pursuant to Section 1002 of the Elections Code of the State of California, the Board desires to adopt this resolution to request that the Board of Supervisors of the County of San Mateo permit the County’s Chief Elections Officer & Assessor–County Clerk–Recorder (the “Chief Elections Officer”) to render specified services to the MONTARA WATER AND SANITARY DISTRICT relating to the conduct of the NOVEMBER 3, 2026 election.

NOW, THEREFORE, BE IT RESOLVED

Section 1. An election is hereby called to be held in and for the MONTARA WATER AND SANITARY DISTRICT on NOVEMBER 3, 2026 to elect THREE (3) members of the

Board representing DISTRICT ELECTORAL DIVISIONS 1, 3 & 5 for a full term of FOUR (4) years each.

Section 2. Pursuant to Elections Code 10002, the Board hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor–County Clerk–Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the Election.

Section 3. The Election will be conducted by district. Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected by the registered voters of that particular sub district area by district.

Section 4. Pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

Section 5. Pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the MONTARA WATER AND SANITARY DISTRICT shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

Section 6. The General Manager of the MONTARA WATER AND SANITARY DISTRICT, or his/her designee, is hereby authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the Election to outline the

detailed services to be provided by both the MONTARA WATER AND SANITARY DISTRICT and the Chief Elections Officer.

Section 7. The Chief Elections Officer will send an itemized invoice to the MONTARA WATER AND SANITARY DISTRICT for all services provided pursuant to the Elections Service Agreement after the Election is conducted and all related costs are determined, and the General Manager of the MONTARA WATER AND SANITARY DISTRICT, or his/her designee, is hereby authorized and directed to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

Section 8. Pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the Election may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 words. The prorated costs of printing, mailing, and translating the statements shall be paid by the candidate.

I hereby certify the foregoing Resolution was duly and regularly passed and adopted by the Governing Board of the MONTARA WATER AND SANITARY DISTRICT at a regular meeting thereof held on this 7th day of May 2026, by the following votes:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District



OFFICE OF
ASSESSOR-COUNTY CLERK-RECORDER & ELECTIONS
REGISTRATION & ELECTIONS DIVISION
 COUNTY OF SAN MATEO

Administrative Contact & Incumbent List Form
November 3, 2026
Statewide General Election

Official District (Jurisdiction) Name: Montara Water and Sanitary District

| Primary Administrative Contact | | |
|--|--------------------------------|--|
| Name | | Phone |
| Clemens Heldmaier | | (650) 728-35345 |
| E-mail | | Fax |
| clemens@mwsd.net | | (650) 728-8556 |
| Secondary Administrative Contact | | |
| Name | | Phone |
| Tracy Beardsley | | (650)-728-3545 |
| E-mail | | Fax |
| Tracy@mwsd.net | | (650) 728-8556 |
| Complete List of Incumbent Board Members – Also Name Incumbent’s Trustee Area/Subdistrict Area if Elected by District – Circle Appointed or Elected | | |
| Name | Trustee Area/Subdistrict Area | Most Recent Date (Appointed / Elected) |
| Scott Boyd | | 1/16/2025 |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| Bill Softky | | 12/15/2022 |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| Leah Champion | | 8/21/2025 |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| | | |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| | | |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| | | |
| Name | Trustee Area/ Subdistrict Area | Most Recent Date (Appointed / Elected) |
| | | |

Monday, May 4, 2026 at 1:11:37 PM Pacific Daylight Time

Subject: Important Information and Requirements for November 3, 2026 Statewide General Election
Date: Tuesday, April 21, 2026 at 9:26:03 AM Pacific Daylight Time
From: ACRE_ELC_CandidateServices
To: Clemens Heldmaier
Priority: High
Attachments: image001.png, NOV2026 Administrative Contact and Incumbent List Form.docx, NOV2026 Candidate Policy Form for Special Districts.docx, Resolution Template for Special Districts.docx

You don't often get email from candidateservices@smcacre.gov. [Learn why this is important](#)

Dear General Manager Heldmaier:

I hope this message finds you well.

The November 3, 2026 Statewide General Election is expected to be one of the largest gubernatorial elections in the history of San Mateo County. As a participating jurisdiction, we would like to share our preparations and advise you of your district's requirements for this election.

To ensure the proper administration of the election, we require several items from your office. State law requires that each special district submit the following information to the Chief Election Officer no later than July 1, 2026 (125 days prior to the election):

- A map showing the jurisdiction's boundaries effective for the election.
- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term and whether the election will be conducted at-large or by district.
- A policy statement determining whether:
 - A candidate's statement will be limited to 200 or 400 words; and
 - The candidate or the jurisdiction will pay for the candidate's statement.

(Elec. Code, §§10522, 10509, 13307)

For your convenience, a resolution template calling for an election for approval by your board is enclosed. Also enclosed are two additional forms, the "Candidate Policy Form" and "Administrative Contact & Incumbent List." Completion and return of all three documents, including a map showing your jurisdiction's boundaries, will fulfill your jurisdiction's election requirements.

Please mail or deliver the completed documents no later than **July 1, 2026** to:

Registration & Elections Division
Attn: Austin Smith, Candidate Filing Representative
40 Tower Road
San Mateo, CA 94402

In addition, please email scanned copies in PDF file format to Austin Smith at candidateservices@smcacre.gov.

The Candidate Filing period for the November 3, 2026 Statewide General Election will open on July 13, 2026 and close on August 7, 2026. To support prospective candidates, we have developed a Candidate Guide and Candidate Seminars to help candidates understand their responsibilities and the resources available to them. Candidates may attend one of the two candidate seminars, which will be held on Wednesday, June 24 at 10:00 a.m. and Wednesday, July 22 at 10:00 a.m.; additional details will be provided on our website.

Thank you in advance for your attention to these requirements and we look forward to working with you in the upcoming election.

Should you have any questions, please do not hesitate to contact our Candidate Services team at 650-312-5399 or candidateservices@smcacre.gov.

Sincerely,



Mark Church

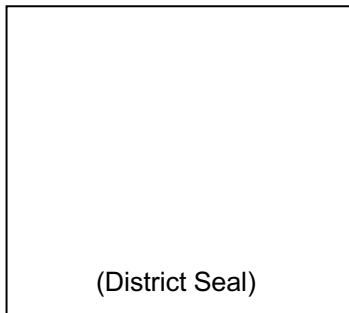
Enclosures:
Election Resolution Template
Candidate Policy Form
Administrative Contact & Incumbent List

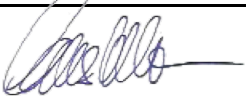


**Candidate Policy Form for Special Districts
 November 3, 2026
 Statewide General Election**

Please complete and return this form by July 1, 2026 (EC §§10509, 10522)

| Our District Board adopts the following policies effective for the November 3, 2026 Statewide General Election: | | | | | | | | | |
|--|--|---------------------|-----------------------------------|-----------------------------------|-------------------|------|--------------|------|--------------|
| 1 | The <i>number of members</i> to be elected to the Governing Board for a 4-year term : 3 | | | | | | | | |
| | Names of incumbents currently holding these seats (Indicate sub-district if election is by district) | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name Bill Softky</td> <td style="width: 25%;">Sub-district 1</td> <td style="width: 50%;">Name Scott Boyd, Leah Champion</td> <td style="width: 25%;">Sub-district 3</td> </tr> <tr> <td>Name</td> <td>Sub-district</td> <td>Name</td> <td>Sub-district</td> </tr> </table> | Name Bill Softky | Sub-district 1 | Name Scott Boyd, Leah Champion | Sub-district 3 | Name | Sub-district | Name | Sub-district |
| | Name Bill Softky | Sub-district 1 | Name Scott Boyd, Leah Champion | Sub-district 3 | | | | | |
| Name | Sub-district | Name | Sub-district | | | | | | |
| Name | Sub-district | Name | Sub-district | | | | | | |
| 2 | The <i>number of members</i> to be elected to the Governing Board for a 2-year term (if applicable to fill balance of an unexpired term): _____ | | | | | | | | |
| | Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s) | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 25%;">Sub-district</td> <td style="width: 50%;">Name</td> <td style="width: 25%;">Sub-district</td> </tr> <tr> <td>Name</td> <td>Sub-district</td> <td>Name</td> <td>Sub-district</td> </tr> </table> | Name | Sub-district | Name | Sub-district | Name | Sub-district | Name | Sub-district |
| | Name | Sub-district | Name | Sub-district | | | | | |
| Name | Sub-district | Name | Sub-district | | | | | | |
| Name | Sub-district | Name | Sub-district | | | | | | |
| 3 | Election type | | | | | | | | |
| | <input type="checkbox"/> At-large: Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction <input checked="" type="checkbox"/> By district: Each governing board member shall reside in the sub-district area where she or he seeks to represent and shall be elected (choose one): <input checked="" type="checkbox"/> By the registered voters of that particular sub-district area <input type="checkbox"/> By the registered voters of the entire jurisdiction | | | | | | | | |
| 4 | The word limit for a candidate statement will be (EC §13307) | | | | | | | | |
| | <input checked="" type="checkbox"/> 200-word statement <input type="checkbox"/> 400-word statement | | | | | | | | |
| 5 | The cost of the candidate's statement sent to each voter will be paid by (EC §13307) | | | | | | | | |
| | <input type="checkbox"/> District (Jurisdiction) <input checked="" type="checkbox"/> Candidate | | | | | | | | |





 Signature of the General Manager or Administrator and Date

Clemens Heldmaier, General Manager

 Print Name and Title

Montara Water and Sanitary District

 Official District Name (*to be used as ballot heading*)

EXHIBIT A

Electoral Division Map
Adopted by the Board of Directors of the
Montara Water & Sanitary District on August
17, 2023

Election Sequence
2024: Divisions 2 and 4
2026: Divisions 1, 3 and 5

