

DEPARTMENT OF TRANSPORTATION
OCTOBER 22, 2025



Zone of Benefit Advisory Committee Orientation

Agenda topics

- ▶ What is a Zone of Benefit?
- ▶ Advisory Committee Overview
- ▶ California's Open Meeting Laws (The Brown Act)
- ▶ Ethics Training Requirement
- ▶ Website Resources
- ▶ Amended Guidelines, Advisory Committee Manual & Bylaws
- ▶ Volunteer Work Program
- ▶ Elections
- ▶ Zone Calendar
- ▶ General Questions

What is a Zone of Benefit?

- ▶ A zone of benefit is:
 - ▶ Part of a County Service Area (CSA)
 - ▶ Governed by the Board of Supervisors
 - ▶ A part of County Government
 - ▶ A guaranteed collection mechanism for funds through property taxes
- ▶ A zone of benefit is not:
 - ▶ An independent district
 - ▶ An association

County Service Areas

- ▶ County Service Area Law guides program (GOV 25210, et seq)
 - ▶ CSA Laws originated in 1953 to mitigate competing demands for County services between high growth suburban areas and existing rural development.
 - ▶ CSA Laws allow for difference services, or a higher level of services to be available within the CSA that otherwise available in the unincorporated area of a County.
- ▶ LAFCO forms CSA with defined boundaries
 - ▶ Allowed services must be designated under the CSA
- ▶ CSA business is administered by the County

County Service Areas

Authorized services

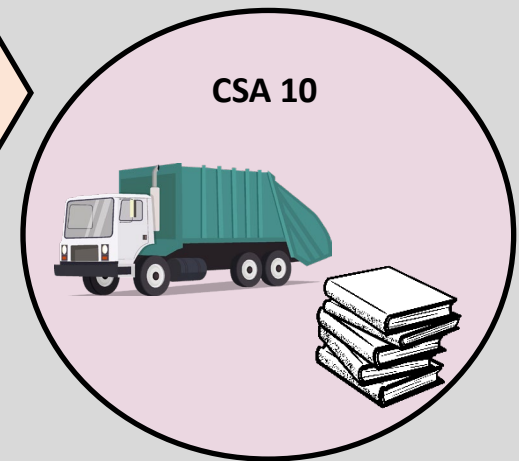
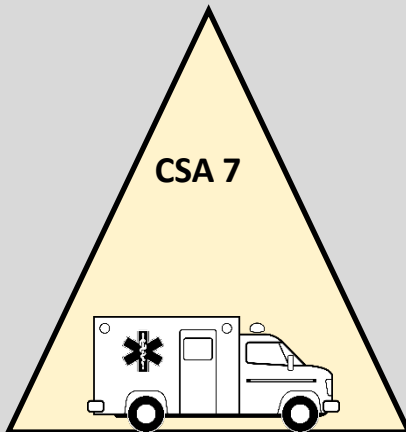
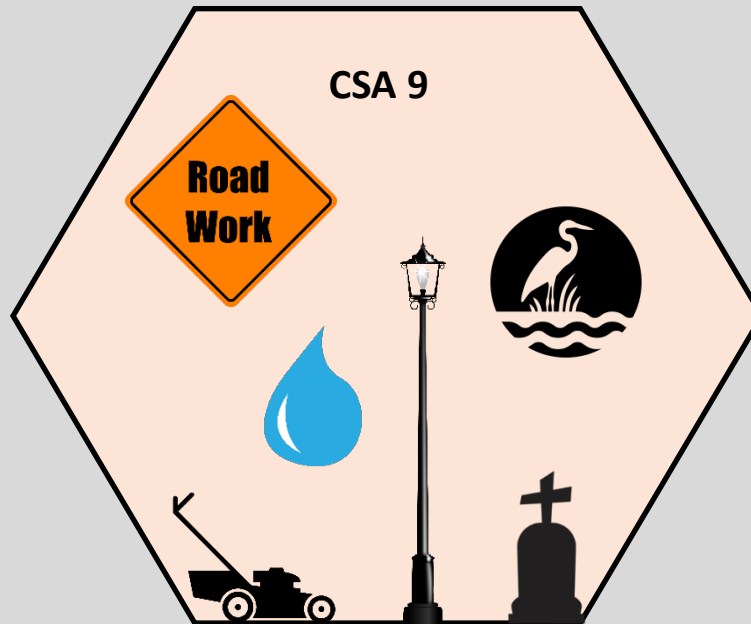
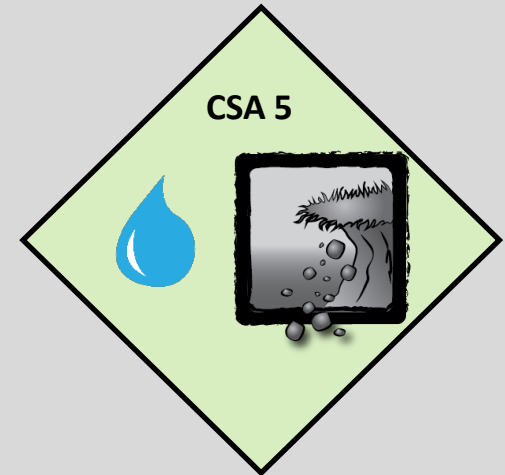
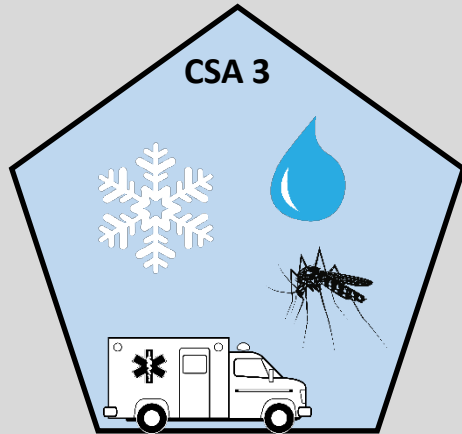
Transportation Zones

- ▶ Road Maintenance & Improvement
- ▶ Drainage Facility Maintenance & Improvements
- ▶ Snow Removal Equipment and Services
- ▶ Street Lighting
- ▶ Landscaping
- ▶ Wetland Related Services

Other Departments' Zones

- ▶ Cemetery Maintenance & Improvement
- ▶ Vector Control
- ▶ Mosquito Abatement
- ▶ Ambulance Services
- ▶ Waste Management Services
- ▶ Library Services

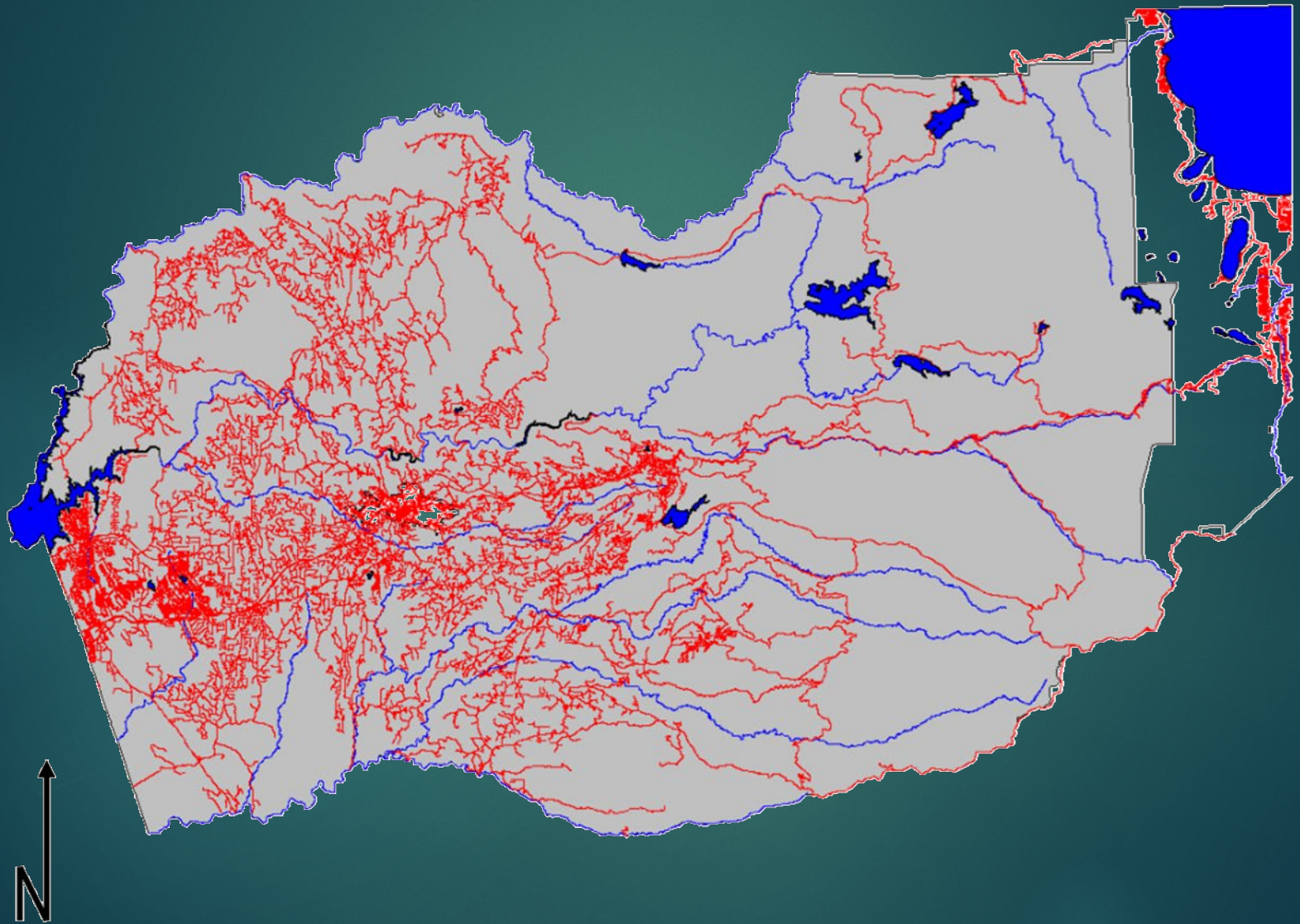
County Service Areas services overview



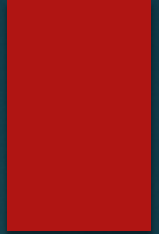
County Service Areas summary by service

<u>CSA No.</u>	<u>Year Formed</u>	<u>Types of Services</u>	<u>Area</u>	<u>No. of Zones</u>
2	1963	Road & Drainage Maintenance & Improvements	Near "Four Corners," west of Lotus Rd at Luneman Rd	2
3	1963	Vector Control, Ambulance Services, Drainage, Snow Removal Equipment & Services	Entire Tahoe Basin of El Dorado County	6
5	1970	Drainage & Erosion Control	Tahoe-Cedars Subdivison at northern boundary of El Dorado County in the Tahoe Basin	1
7	1976	Ambulance Services	Entire West Slope of the County	1
9	1983	Roads, Drainage, Cemetery, Landscape, Street Lighting, Wetland Related Services	Entire West Slope of the County	95
10	1988	Waste Management & Library	Encompasses the whole of El Dorado County	10

CSA 9



Road Zones of Benefit



- ▶ Road Maintenance Zones
 - ▶ 2 in CSA 2 (circa 1979)
 - ▶ 39 in CSA 9 (circa 1980's - early 2000's)
- ▶ Roads are not County Maintained.
- ▶ ***Public roads, privately maintained.***

Zone advisory committees

- ▶ Overview
- ▶ Responsibilities
- ▶ Meetings & the Brown Act
- ▶ Ethics Training



Advisory Committee overview

- ▶ The Advisory Committee is the link between DOT and the residents.
- ▶ DOT is the link between Committees and the Board.



Advisory Committee overview

- ▶ **Board of Supervisors establishes a committee at its discretion.**
 - ▶ The Resolution forming a zone will include specific findings when a committee is designated.
- ▶ **Committee Members serve at the pleasure of the Board.**
 - ▶ Input from an advisory committee and its members are wholly advisory.
 - ▶ It is not within the authority of an advisory committee or its members to make decisions, manage or direct the delivery of services on behalf of the zone.
- ▶ **Department of Transportation facilitates communication.**
 - ▶ Many levels, many subjects
 - ▶ Various departments
 - ▶ Numerous resources readily available on our website

Advisory Committee & DOT Responsibilities

Advisory Committee Responsibilities

- Meet with property owners and residents to:
 - Evaluate adequacy of services
 - Recommend annual budget and work plan
 - Recommend action to the County
- Subject to California's open meeting laws (The Brown Act).
- Adhere to program guidelines & bylaws.
- Ethics Training for Local Officials required for reimbursements.

DOT Responsibilities

- Works with Advisory Committees to:
 - Evaluate adequacy of services
 - Develop annual budget and work plan
 - Recommend action to the County CAO, Board
- Ensure Zones comply with requirements of the program.

We are here to help you navigate processes and support the zone's operations.

Advisory committee meeting requirements

- ▶ All meetings are subject to provisions of the Brown Act - California's Open Meeting Laws
- ▶ Four meetings per year
 - ▶ One of the four is the General Meeting
- ▶ Advance agenda to County for approval one week before the meeting date
- ▶ Provide minutes to the County within one week, even if not yet adopted
- ▶ Follow procedures detailed in the bylaws

Brown Act

► What is the Brown Act?

- The Ralph M. Brown Act, California's Open Meeting Law:

“Open decisions, openly arrived.”

- Guarantees the public's right to attend the meetings of public agencies
- Facilitates public participation in all phases of local government decision-making
- Curbs misuse of the democratic process by secret legislation

Brown Act Requirements: Meetings

► What is considered a meeting?

- Any congregation of a majority of the members of a legislative body at the same time and location ... to **hear, discuss, deliberate, or take action** on any item that is within the subject matter jurisdiction of the legislative body.
- The legislative body does not need to take action in order for it to be considered a meeting.

Brown Act Requirements: rules for meetings

- ▶ Must be open and public
- ▶ Facilities must allow ADA accommodation for participation
- ▶ Committees cannot require a member of the public to register his or her name or provide other information as a condition to attendance (an attendance list must indicate that signing is voluntary)
- ▶ The public has a right to record and broadcast the meeting
- ▶ The Agenda must be posted 72 hours in advance
- ▶ Each meeting shall have a separate public comment item

Brown Act Requirements: rules for meetings

► **Items not on the Agenda:**

- No discussion or decision on items not on the posted Agenda
- Committee members may respond briefly to questions posed by the public
- Committee members may make a brief report on his/her own activities
- Committee members may request the inclusion of an item at a later meeting or place a matter on a future agenda

Public comment

- ▶ Every meeting agenda must allow the public to speak on any item of interest within the subject area of the legislative body.
- ▶ Public must be allowed to speak on specific item of business before or during the consideration of the item.
- ▶ Committees may adopt reasonable regulations for public comment (e.g. time limits)
- ▶ Committee Members may not prohibit criticism of policies, procedures, programs or services, or of the acts or omissions of the legislative body

Beware of Serial meetings

- ▶ A majority of members of a legislative body shall not, outside of an open and public meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the legislative body.
- ▶ Commonly referred to as a serial meeting:
 - ▶ Daisy Chain (Member A to Member B and Member B to Member C)
 - ▶ Hub and Spoke (Member A to Member B and Member A to Member C)
 - ▶ This can occur through email or text message communications – do not use reply all.

Brown Act Requirements: Documentation

▶ **Agenda – a public record**

- ▶ Use the Sample Agenda & Notice provided by County Counsel
- ▶ Brief description (20 words) of topics
- ▶ Allow time for Public Comment on all action items
- ▶ Include ADA statement
- ▶ Must be posted in conspicuous places around the zone and at the meeting location 72 hours before the start of the meeting
- ▶ Submit to DOT a week prior to meeting date for approval

▶ **Minutes – also public record**

- ▶ Utilize the Agenda
- ▶ Objectively document any action taken
- ▶ Provide to the County, even if not adopted within one week

▶ ***Even if your internet is down, we must receive the minutes. Consider mailing or delivering.***

HAPPY CAMPERS ROAD ZONE OF BENEFIT

Regular Advisory Committee Meeting

Thursday, August 32, 2001

8:30 P.M.

Smokey Fire Station #237

1234 Ash Lane

Hidden Valley, California 98456

Advisory Committee:

Jane Calamatini

Rolph Herriman

Sal Manella

Richard Tracy

Chris Cross

AGENDA:

1. **Call to Order.**
2. **Consideration of minutes of previous meeting.**
3. **Public Comment**—any person may address the Committee at this time upon any subject within the jurisdiction of the Happy Campers Road Zone of Benefit Advisory Committee; however, any matter that requires action will be included on the agenda of the next regular meeting of the Committee.
4. **Business:**
 - a. **Correspondence:** the Committee will consider correspondence received since the last Advisory Committee meeting, and formulate a response.
 - b. **Grading and graveling on Honeymoon Flats Road;** consideration of quotes.
 - c. **Repair of sink hole on Sunnyside Drive.**
 - d. **Cost of future paving projects** - bid or not bid?
5. **Reports:**
 - a. Reading of Budget Summary from County
 - b. Ad Hoc Committee on Increasing Resident Participation
 - c. Ad Hoc Committee on Decreasing County Administrative Charges.
6. **Future Agenda Topics:** This item is to provide the Committee Members an opportunity to request items to be placed on future agendas.
7. **Adjournment** – Next Regular Advisory Committee Meeting – December 4, 2000.

In compliance with the Americans with Disabilities Act, if you are a disabled person and need disability related modification of accommodation to participate in the meeting, please contact Jane Calamatini at (530)555-4444. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA:

1. **Call to Order.** – Meeting called to order at 8:35 pm
2. **Consideration of minutes of previous meeting.** – Minutes from the May 30th, 2001, meeting approved.
3. **Public Comment** –any person may address the Committee at this time upon any subject within the jurisdiction of the Happy Campers Road Zone of Benefit Advisory Committee; however, any matter that requires action will be included on the agenda of the next regular meeting of the Committee.
4. **Business:**
 - a. **Correspondence:** the Committee will consider correspondence received since the last Advisory Committee meeting and formulate a response – no action required
 - b. **Grading and graveling on Honeymoon Flats Road;** consideration of quotes. – 12 votes in favor, 3 in opposition; motion carries, Acme Asphalt quote approved
 - c. **Repair of sink hole on Sunnyside Drive.** – Contractors to submit quotes by end of next week, will be reviewed at next regular meeting
 - d. **Cost of future paving projects** - bid or not bid? – Continued to next meeting when sink hole repair quotes received
5. **Reports:**
 - a. Reading of Budget Summary from County
 - b. Ad Hoc Committee on Increasing Resident Participation
 - c. Ad Hoc Committee on Decreasing County Administrative Charges.
6. **Future Agenda Topics:** This item is to provide the Committee Members an opportunity to request items to be placed on future agendas.
Review of Sunnyside Drive sink hole repair quotes
Discuss whether to go out to bid for large paving project in 2002 or delay one year to achieve savings
Fall volunteer event planning
7. **Adjournment** – Next Regular Advisory Committee Meeting – December 4, 2000. – Adjourned at 8:55 pm

Brown Act Requirements: Noticing

- ▶ Set regular dates, time and place
- ▶ Post Agendas at least 72 hours in advance:
 - ▶ Posting locations must be freely available to the public, such as common areas or entrances/exits to the zone.
 - ▶ Agenda must also be posted at the meeting location.
- ▶ Publish schedule annually
 - ▶ Zone Website or social media page
 - ▶ Neighborhood Bulletin Board
- ▶ Mail advance notice of each meeting
 - ▶ When written request is on file for that calendar year.
 - ▶ Include the Agenda and any other documents to be distributed.
 - ▶ Emailing to the requestor is okay.

Emailing the Agenda and Notice exclusively, and/or telephoning residents and property owners about a meeting does not meet the noticing requirements of The Brown Act.

Brown Act: Consequences

- ▶ Any person or entity can file an action in Superior Court
- ▶ Violations could invalidate actions taken
- ▶ Applies to non-compliance with open meeting laws
 - ▶ Noticing requirements
 - ▶ Agenda requirements
 - ▶ Serial meetings
- ▶ Criminal misdemeanor
 - ▶ All committee members involved based on:
 - ▶ Participation in the meeting
 - ▶ Knowledge that the law is being violated
- ▶ Local District Attorney files charges
 - ▶ Zone funds cannot be spent on defense

Don't

- ▶ Discuss zone business via telephone, text, social media posts or email.
- ▶ Discuss zone business without a properly noticed meeting which includes an agenda.
- ▶ Take action on an item not already included on the published meeting agenda.
- ▶ Allow personal feelings or bias to impact how zone business is conducted or how work is selected.

Do

- ▶ Be transparent and conduct business as a public servant.
- ▶ Get a consensus for a meeting date and time.
- ▶ Add issues to the next meeting agenda – and set the date and time.
- ▶ Avoid opportunities for accidental serial meetings.

Community engagement

Consider establishing a welcoming committee to greet new residents that move into your area. Offer to introduce them at an upcoming advisory committee meeting and encourage them to get involved when they feel ready.



Success Story: One zone has perfected the art of welcoming new residents and maintaining active community involvement through regular communication and hosting an annual potluck BBQ to promote a sense of community and fellowship.



Ethics Training

- ▶ Zone Advisory Committee Members are Local Officials
- ▶ Includes Conflict of Interest, “perks” rules, and Brown Act
- ▶ Certificate of completion is required for reimbursement of eligible expenses:
 - ▶ Two (2) hours of training required
 - ▶ Certification lasts for two (2) years
 - ▶ Certificates are retained by the County as part of the zone’s public record
 - ▶ Must be provided to the County

Ethics Training

How do we find the online training?

The link is on our website!

Advisory Committee Guidance

- [Advisory Committee Manual](#) (PDF, 469KB)
- [Policy & Procedure Guidelines for Zones of Benefit](#) (PDF, 56KB)
- [Local Officials Ethics Training Course](#) 

Select the Local Officials Ethics Training Course:

For Local Officials

Cities, counties and special districts in California are required by law ([AB 1234, Chapter 700, Stats. of 2005](#)) to provide ethics training to their local officials.

Several training options are available to your agency, including training conducted by commercial organizations, nonprofits, or an agency's own legal counsel. In addition, an online training program has been established that allows local officials to satisfy the requirements of AB 1234 on a cost-free basis. The course can be accessed via the link below. When the training is finished, *you must print* the Certification of Completion provided at the end.

[Local Officials Ethics Training Course](#) 

Our website

www.eldoradocounty.ca.gov/Land-Use/Transportation/County-Service-Area-Zones-of-Benefit



El Dorado
★★ COUNTY ★★

Find almost anything on our website

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[Services](#)

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Transportation



Zones of Benefit

If you cannot find the information you are looking for, please email zoneofbenefit@edcgov.us.



Important Announcements

Join us for our annual workshops:

- October 23, 2024 from 6:00 - 7:00 pm - Advisory Committee Orientation
- October 30, 2024 from 6:00 - 7:00 pm - Budget & Contracting Workshop

Both workshops will be held in the Planning Commission Hearing Room

Contact Information

Email: zoneofbenefit@edcgov.us

Phone: (530) 621-5900, Option 3

Address: 2441 Headington Road
Placerville, CA 95667



[Subscribe to Zones of Benefit](#)

[More Information](#)

Forms & General Information

• [On-Call Maintenance Contractors](#)

Resources on our website

Board Information

- [Increase in Administrative Rate and Dissolution Discussion](#)
- [Annual Report of Special Taxes for Zones of Benefits - Fiscal Year 2023/2024](#)
- [Annual Report of Benefit Assessments/Service Charges - CSA 2](#)
- [Annual Report of Benefit Assessments/Service Charges - CSA 3](#)
- [Annual Report of Benefit Assessments/Service Charges - CSA 9](#)

Workshops

-  [Orientation Workshop](#) (PPTX, 4MB) - October 23, 2024
-  [Budget & Contract Workshop](#) (PPTX, 1MB) - October 30, 2024

Advisory Committee Information

-  [Advisory Committee Roster](#) (PDF, 699KB) - Updated 12/12/2024
-  [Notice of Vacancies](#) (PDF, 120KB) - Updated 10/30/2024

Advisory Committee Guidance

-  [Advisory Committee Manual](#) (PDF, 696KB)
-  [Policy & Procedure Guidelines for Zones of Benefit](#) (PDF, 453KB)
- [Local Officials Ethics Training Course](#)

Road Maintenance Best Management Practices

- [El Dorado County Design Manuals](#)
-  [Estimated Costs](#) (PDF, 408KB)
-  [Typical Items of Work](#) (PDF, 195KB)

FHWA Guidance Web Links

- [FHWA Gravel Roads Construction & Maintenance Guide](#)
- [FHWA Pavement Preservation Resources](#)

Forms & General Information

-  [On-Call Maintenance Contractors](#) (PDF, 792KB)
-  [Guide To Changing Tax or Assessment](#) (PDF, 260KB)
-  [Election Process for 2025](#) (PPTX, 268KB)
-  [Petition to Dissolve a Zone of Benefit](#) (PDF, 197KB)
-  [Public Work Contracting Handout](#) (PDF, 460KB)
-  [Contract Timeline](#) (PDF, 164KB)
-  [Contract Process-Less than \\$75,000](#) (PDF, 117KB)
-  [Maintenance vs. Construction Handout](#) (PDF, 149KB)

Program guidelines

The Guidelines address a wide range of topics, offering guidance on processes for modifying zone boundaries, adjusting services, and dissolution.

Advisory Committees should familiarize themselves with Parts V and VI, in addition to the Advisory Committee Manual which now includes bylaws.

Part I	<u>INITIATION OF FORMATION PROCEEDINGS BY BOARD OF SUPERVISORS</u>	
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Advisory Committee Manual

Many topics are covered in the Advisory Committee Manual and all committee members should take time to review this vital resource.

The most important update is the inclusion of bylaws in Section 4.

Section 1 - General Information

Introduction
Questions and Answers, About Road Zones of Benefit

Section 2 - Local Ethics Training

Local Ethics Training Overview

Section 3 - Open Meeting Law – Ralph M. Brown Act

Open Meeting Law (Brown Act) Requirements
Sample Meeting Agenda
Sample Meeting Notice



Section 4 – Zone of Benefit Advisory Committee Bylaws

Zone of Benefit Advisory Committees Bylaws

Section 5 -Road Maintenance and Repair Guidelines

Road Maintenance and Repair Guideline Overview
Sample Construction Details

Section 6 – Financial Management

Budgeting and Accounting/Expenditure of Funds
Purchase Order Request Form
Request Form for Reimbursement to Advisory Committee Member

Section 7 – Contracting and Insurance Requirements

Contracting Requirements
Insurance Requirements

Advisory Committee Manual: bylaws



County of El Dorado BYLAWS For Zone of Benefit Advisory Committees

ARTICLE I. NAME

The official name of the Committees shall be the El Dorado County Zone of Benefit Advisory Committee hereinafter referred to as the Committee.

ARTICLE II. AUTHORITY

The following bylaws of the Committee are hereby adopted by the Department of Transportation.

ARTICLE III. PURPOSE/OBJECTIVES

The purpose of the Committee is to:

1. Periodically meet with property owners and residents within the zone to determine the specific projects required to fulfill the zone purpose;
2. Recommend an annual budget; and
3. Discuss issues pertaining to the zone purpose.

Bylaws: Membership

ARTICLE IV. MEMBERSHIP

1. Committees shall consist of three to seven (3-7) members, each of whom shall serve at the pleasure of the Board of Supervisors and may be removed for any reason with or without notice. One Committee member will be appointed as the key contact to act as the liaison with the County.
2. Each committee member shall serve a term of twelve (12) months following the Board of Supervisors appointments in December of each year.
3. Committee members may resign at any time upon notice given to the Committee's key contact or by emailing the County at zoneofbenefit@edcgov.us.
4. Individuals may be nominated for vacancies on the Committee during publicly noticed meetings. New appointments will not be effective until the Board of Supervisors takes formal action in December of each year.
5. Should all members of a Committee resign, no business shall be conducted until the Board of Supervisors establishes a new Committee.
6. Only one person in a household may serve on the same Committee.
7. In accordance with Assembly Bill 1234, all Committee members shall complete state ethics training requirements for local officials within six (6) months of appointment and every two (2) years as long as the individual serves on the Committee. Proof of such training shall be provided to the County and is maintained for a period of five (5) years as required by Government Code.
8. No member of the Committee shall represent their personal views as that of the Committee.



Bylaws: meetings

ARTICLE V. MEETINGS

1. Regular meetings of the Committee shall be held at least four (4) times per year, with one being the General Meeting.
2. Each Committee is required by law to provide a time, date, and place for regular meetings. This should be published yearly and emailed to the County.
3. All meetings shall be in-person at a location that is freely accessible to the public and allows ADA accommodation for participation.
4. Special meetings may be called by a quorum of the Committee. The key contact shall submit a proposed agenda to staff for review and approval.
5. Committees shall use the Sample Notice and Agenda included in this Manual as a guide to ensure all government codes and other important factors such as the ADA statements are included. Notices and agendas must be submitted to staff for review and approval no less than one week prior to the meeting date. The approved notice and agenda shall be posted in conspicuous places in the zone and at the meeting location at least 72 hours before the meeting time.
6. All meetings shall be open to the public, except those closed sessions permitted by law, pursuant to the provisions of Government Code Section 54950 et seq (or better known as the Brown Act). Closed meetings must be approved in advance by the County.
7. Notice and agenda packets need only be mailed to those who have a written request for such information. Such requests are valid for the calendar year in which made and must be renewed after January 1 of the following year.

§54954.1

Bylaws: procedures

ARTICLE VI. PROCEDURES

1. Meetings shall be conducted in such manner as the Committee directs, within the rules herein set forth and any regularly adopted agenda.
2. A majority of the Committee shall constitute a quorum for the transaction of business. The only action which can be taken at a meeting attended by less than a quorum is to adjourn the meeting to a certain day and time or indefinitely. The Committee shall give public notice of the time and place during the meeting so adjourned.
3. Except as otherwise required by law, for a motion to pass, there must be an affirmative action of the majority of those “present and voting”. Those “present” would count toward establishing a quorum and abstentions would count towards the vote on the motion. Abstention votes act just like “no” votes.
4. Members of the Committee who are unable to attend a meeting shall, if possible, so inform the key contact or County staff in advance of said meeting to determine a quorum in advance.
5. All property owners and residents of the zone have the right to speak and vote on the issues.
6. The vote of the majority of the committee members, property owners, and residents of the zone present at a meeting at which a quorum is present will be the act of the committee and recorded in the respective meeting minutes.
7. Meeting minutes shall be submitted to the County within one week following the meeting.
8. Sometimes an individual or group can become disruptive at meetings. If they fail to comply with the Committee’s requests to be quiet, and the Committee has given them an opportunity to be heard, the Committee may take a brief break or opt to adjourn the meeting.

Bylaws: powers and duties

ARTICLE VII. POWERS AND DUTIES

1. The Committee shall be an advisory body to and for the Board of Supervisors and should therefore conduct themselves in a professional manner to appropriately represent the Board and the County.
2. Committee members shall conduct meetings and all correspondence with residents and County staff with common courtesy and decorum. Staff may recommend to the Board that a committee member who acts in a manner inconsistent with common courtesy and decorum be removed or not be reappointed to the Committee in a subsequent year. This paragraph does not in anyway alter or limit the authority of the Board to remove any member for any reason.
3. These bylaws may be revised from time to time at the County's discretion.

Volunteer Work Program

The Volunteer work program was approved by the Board of Supervisors in 1992 on a trial basis. In 1996, it was given permanent status.

It was always intended to be a supplement to the work program, not a replacement to contracting.

Volunteer work is limited to the following tasks which represent relatively low risk to the zone residents and the County:

- ▶ Brush/Tree/Weed Trimming
- ▶ Pothole Patching
- ▶ Clearing ditches
- ▶ Trash pickup
- ▶ Minor snow removal

Volunteer Work Program

Projects require County approval

- ▶ Submit Request to DOT:
 - ▶ Task(s) to be performed
 - ▶ Materials/Supplies/Equipment, if any
 - ▶ Who will be working
 - ▶ Target date

Supplies must be included in approved budget.

Work must be in roadway easement.

Waivers must be on file before work begins.

- ▶ Waivers and Project Information Sheet are on our website.
- ▶ Each volunteer event requires a separate Project Information Form and individual waivers.

Elections

Zones must generate enough revenue to support the authorized services, program costs, and insurance. Given the ever-increasing prices for road work, zones need to ensure their annual rates are sufficient.

If your zone's current annual rate is not tied to an official inflation index, it may be time to request an election.

- ▶ Visit the Zones of Benefit website for the following:
 - ▶ Guide to Changing Tax or Assessment
 - ▶ Helpful methods to determine an appropriate amount
 - ▶ Important factors for consideration such as an inflation factor
 - ▶ Election Process (PowerPoint)
 - ▶ Key deadlines and example timeframes included

Elections: chain of events

- Advisory Committee conducts a publicly noticed meeting and the Agenda must specifically address the topic.
 - For example, “Propose \$100 increase to special tax amount.”
- Minutes of the Meeting are provided to our office containing the recommended special tax amount and desired election timeframe.
 - Key Contact submits email request and the Minutes.
- No less than 125 days prior to the Election, the Board of Supervisors must approve the Resolution Setting the Election.
- Ballots are mailed approximately one month prior to the Election Day.
- Special Tax is placed on the Tax Roll for the *upcoming* year, if approved.

Elections: Deadlines

November 3, 2026 General Election

- April 1, 2026 – Deadline to submit Meeting Minutes & recommendation to DOT for June 2026 Board date
- June 2026 – Resolution to Board setting measure for election
- October 2026 – Ballots Mailed
- November 3, 2026 – Election Day

Elections: special election example timeframe

June 16, 2026 Special Election Calendar

Unofficial

<u>Action Item</u>	<u>Deadline</u>	<u>Details</u>
Target Election Date:	6/16/2026	Date allows for inclusion in August 2026 tax roll; new rate effective December 2026
Target Board Date:	2/10/2026	125 days prior to 6/16/26 is 2/11/26; There is no Board meeting on February 11th. <i>2/10/26 is the latest date to meet the 125-day requirement.</i>
Due to CAO:	1/23/2026	CAO must review & approve the Board item. <i>Approximately 2 weeks before meeting date.</i>
Due to Director:	1/19/2026	DOT Director must review & approve the Board item. <i>Approximately 3 weeks before meeting date.</i>
Due to CFO:	1/15/2026	Chief Fiscal Officer must review & approve the Board item. <i>Approximately 4 weeks before meeting date.</i>
Due to Deputy Director:	1/9/2026	Deputy Director of DOT must review & approve the Board item.
Due to County Counsel:	12/15/2025	County Counsel must review and approve the ballot measure.
Deadline to submit Minutes with the election request:	11/24/2025	Staff must prepare several documents and work with the Elections Dept before the package is submitted for County Counsel's review.

**Elections staff will prepare an official election calendar for any special election.*

ZONE CALENDAR

2025						2026						2027													
Fiscal Year 24/25 (7/1/24 - 6/30/25)	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Year 27/28 (7/1/27 - 6/30/28)
	Fiscal Year 25/26 (7/1/25 - 6/30/26)												Fiscal Year 26/27 (7/1/26 - 6/30/27)												
						\$					\$							\$					\$		

ROAD WORK SEASON
2026 BUDGET & WORK
PLAN DUE

Important Upcoming Dates

October 29, 2025 – Budget & Contracting Workshop

January 5, 2026 – Deadline to submit 26/27 Budget & Work Plan

Resources

▶ **Zone of Benefit email address & My email address:**

- ▶ zoneofbenefit@edcgov.us
- ▶ elizabeth.hess@edcgov.us

▶ **Zone of Benefit Website:**

<https://www.eldoradocounty.ca.gov/Land-Use/Transportation/County-Service-Area-Zones-of-Benefit>



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General Q&A