

WESTLANDS WATER DISTRICT

# **INSTRUCTIONS**

FOR COMPLETING THIS BALLOT

PLEASE NOTE: The parcel owner's ballot may include multiple parcels. If the parcel owner owns multiple parcels, those parcels may have different assessment classifications. The assessment rate for each parcel appears on the ballot starting on Page 2.

1. Mark the appropriate box next to the choice on the ballot by inserting a cross (+), checkmark (✓) or (x) in the box. Mark either **Yes** or **No**.
2. In order for the ballot to be valid, the parcel owner must sign his or her name in the designated area on the ballot. If the parcel is owned by an entity (such as a partnership, corporation, trust, etc.) then the ballot must be signed by the person who has the authority to sign on behalf of the parcel owner. The ballot cannot be counted unless it is signed by a person who has the authority to cast a vote for the parcel in question.
3. Place the ballot in the return envelope and seal the return envelope.
4. All ballots must be received prior to the close of the Public Hearing scheduled to begin at 8:00 a.m. on Tuesday, August 29, 2017, and scheduled to be held in the Board Room at the Westlands Water District office located at 3130 N. Fresno Street, Fresno, CA 93703.
5. Ballots may either be:
  - a. Mailed (no postage is necessary if mailed in the United States); or
  - b. Hand-deliveredto the Westlands Water District office at the following address:

Westlands Water District  
3130 N. Fresno Street  
Fresno, CA 93703

6. If the parcel owner does not receive a ballot, the ballot does not identify all parcels the parcel owner owns, or the ballot is lost or destroyed, the parcel owner or his or her or its authorized agent may request a replacement ballot by calling Westlands Water District at (559) 224-1523 by 5:00 p.m., Tuesday, August 22, 2017. A replacement ballot may also be obtained during the Public Hearing scheduled to be held on August 29, 2017.
7. Ballot return envelopes will not be opened until the Public Hearing begins. Votes will be weighted in accordance with the proportional financial obligation on the affected property. Additionally, if the parcel owner wishes, the parcel owner or his or her or its authorized agent may change the parcel owner's vote at any time prior to the conclusion of the Public Hearing.

**PLEASE NOTE:** A ballot will not be accepted or tabulated if it does not have an original signature, is not signed, is signed by a person without authority or by a person who cannot verify his or her authority to sign for the parcel owner, lacks an identifiable "yes" or "no" vote, is not physically received by District staff prior to the close of the Public Hearing scheduled on August 29, 2017, or appears to have been tampered with.

If you have any questions, please call Bobbie Ormonde, the District's Secretary, at (559) 241-6203.