**REPORT TO BOARD OF DIRECTORS**

**SEPTEMBER 30, 2021 MEETING**

TO: Calwa Board of Directors

FROM: District Administrator

RE: Appointment to Vacancy on Board of Directors

RECOMMENDATION: Board consider the applications for the vacant seat and after consideration, determine whether to make an appointment. If so, the appointment requires 3 votes.

EXECUTIVE SUMMARY

The resignation of Director Sanchez created a vacancy on the Board. Under state law, the Board of Directors has 60 days from the date the Board is notified of the vacancy or the effective date of the resignation. On August 17, 2021, the Board decided to fill the vacancy by appointment and approved an appointment process by resolution. This means that the Board must fill the vacancy by appointment by October 2, 2021.

DISCUSSION

 At the August 17, 2021, meeting, the Board agreed to fill the vacant position on the Board by appointment. The appointed director will serve Mr. Sanchez’ unexpired term until December 2022. The notice regarding the vacant position was posted for at least 10 days in 3 or more conspicuous locations in the District per the resolution approved by the Board. The deadline for applications was extended to September 28, 2021. The District received applications from: Joseph Perez. Applicants were invited to attend the meeting, introduce themselves, state briefly, why they are seeking appointment to the Board and answer any questions the Board may have. Members of the public will have an opportunity to address the Board on the appointment.

The Board will discuss and make appointment by motion to nominate (first and second). To pass, the motion will require 3 votes. In the event a motion does not receive 3 votes, follow up motions may be made until a motion receives 3 votes. Once an applicant receives 3 votes through the motion process, Board will need to adopt the formal resolution making the appointment. The newly appointed Board Member will be sworn-in and take their seat.

In the event the Board does not make an appointment, the Board of Supervisors may make an appointment in accordance with Government Code Section 1780 (f) (1).