



A. 4176 Warbler Road
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DRAFT
NOTICE OF VACANCY
ON THE BOARD OF DIRECTORS OF THE
PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT

NOTICE IS HEREBY GIVEN that a seat on the Board of Directors (“Board”) of the Phelan Piñon Hills Community Services District (“District”) has become vacant by virtue of the resignation of Director Kathy Hoffman.

In accordance with California Government Code Section 61042(c), the vacancy must be filled pursuant to Section 1780 of the California Government Code, by a qualified person who shall be a resident of the District.

Therefore, as authorized by the California Government Code Section 1780(a), the remaining members of the Board will be considering filling the vacancy by Board appointment.

Any qualified person interested in seeking such an appointment to the Board must submit a letter of interest and/or a personal resume, and any other materials that he or she wishes the Board to consider, to the District’s office located at 4176 Warbler Road Phelan, California 92371.

Unless otherwise extended by the Board, said materials must be received by the District by the close of business on May 5, 2023.

For further information regarding this matter, please contact District staff at (760) 868-1212.

POSTED: April 20, 2023





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MEMORANDUM – REVISED

DATE: April 12, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Aimee Williams, Assistant Board Clerk/Administrative Specialist

SUBJECT: Discussion & Possible Action Regarding Replacement of Vacant Board Seat

STAFF RECOMMENDATION

Staff recommends for the Board to proceed with filling the vacant Board seat according to the process presented below. Timelines for the process to be determined.

BACKGROUND

Effective April 7, 2023, a seat is available on the District's Board of Directors as a result of Kathy Hoffman's resignation. This leaves an open seat which must be filled within a certain time frame and in accordance with legal requirements.

Required Steps:

1. Notify the County elections official of the vacancy no later than fifteen (15) days following either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. Post notice of the vacancy at least fifteen (15) days before an appointment is made in at least three (3) conspicuous places within the District.
3. Make an appointment within sixty (60) days following the effective date of the vacancy – if not, the vacancy may be filled by the County Board of Supervisors.

Staff proposes the following process to fill the vacant Board seat:

1. Notify the elections office of vacancy on **April 13, 2023**.
2. Post Notice of Vacancy on District website and at the District Office, Phelan Community Center, and Pinon Hills Community Center on **April 20, 2023**.
3. Advertise vacancy in the Mountaineer Progress & Daily Press on **April 20, 2023**; advertisements will request letters of interest/resumes to be turned into the District office by close of business on **May 5, 2023**.
4. **Interview candidates at regular Board meeting on May 10, 2023, at 5:00 p.m.**
5. During a regular Board meeting, potentially appoint new Board member on **May 10, 2023**.

FISCAL IMPACT

Publishing Costs

ATTACHMENT(S)

Notice of Vacancy