



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

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ORIGINATING SECTION: OFFICE OF THE GENERAL MANAGER

CONTACT: VALERIE PRYOR, GENERAL MANAGER

DAVID ALADJEM, GENERAL COUNSEL

AGENDA DATE: March 20, 2019

ITEM NO. 7

SUBJECT: Vacancy on Board of Directors

- On March 11, 2019, Director Bill Stevens submitted his letter of resignation as a Director of Zone 7. Director Stevens' resignation created a vacancy on the Board of Directors for a term that ends on June 30, 2022.
- Government Code §1780 provides procedures for filling vacancies on the Board of Directors. That section provides the Board of Directors with the opportunity to fill a vacancy within sixty days of its occurrence. If the Board of Directors does not act to fill a vacancy during that time, the Board of Supervisors of the County of Alameda has the authority to fill the vacancy during the next 30 days. In either case, the individual appointed to fill the vacancy will only serve until the next general district election, which will be in June 2020. The individual elected at the June 2020 election would then serve for two years, until the completion of Director Stevens' original term in 2022, and could stand for re-election in the June 2022 election.
- Staff recommends that the Board of Directors direct staff to post a notice of vacancy for fifteen days (as required by Government Code §1780) soliciting applications for the vacant position on the Board of Directors. The Board would then be able to interview candidates during April and/or May and, as long as final action is taken by May 10, 2019, could appoint a new Director who would serve until June 30, 2020. To facilitate discussion, staff has developed two potential schedules for the selection process as shown in Attachment 1.
- The Board of Directors should also consider whether and, if so, how it wishes to solicit applications for the vacant position and what information it may ask applicants to submit to Zone 7. Enclosed for the Board of Directors' information is a sample application (Attachment 2) and a list of potential questions to be asked during interviews (Attachment 3). The Board of Directors has broad discretion in the process that it chooses to use to select a new Director.
- Staff will advertise the vacancy through the Zone 7 webpage, the Zone 7 eNewsletter, a press release and through the retailers.

RECOMMENDED ACTION:

Direct staff to post a notice of vacancy soliciting applications for the vacant position on the Board of Directors and provide direction on the selection process.

ATTACHMENTS:

Attachment 1 – Potential Schedule

Attachment 2 – Sample Application

Attachment 3 – Sample List of Questions

Attachment 4 – Notice of Vacancy



**POTENTIAL SCHEDULES TO SELECT APPOINTED DIRECTOR FOR
ZONE 7 WATER AGENCY**

Schedule 1 – Based on regular April 17 Board meeting

Date	Step
March 21	Notice of vacancy posted and advertised
April 15	Applications due
April 17 – Regular Board Meeting	Review candidate applications and select finalists for interviews
May 1 or TBD – Special Board Meeting on May 1 or TBD	Interview finalists and make appointment

Schedule 2 – Based on Special Board meetings only

Date	Step
March 21	Notice of vacancy posted and advertised
April 22	Applications due
April 24 – Special Board Meeting (after Liaison Committee meeting)	Review candidate applications and select finalists for interviews
May 1 – Special Board Meeting on May 1	Interview finalists and make appointment

**ZONE 7 WATER AGENCY
APPLICATION FOR APPOINTED DIRECTOR**

Name:			
Address:			
Primary Phone Number:			
Alternate Phone Number:			
Email Address:			
Name of Water Retailer:			
Address at Which Retail Water is Received (residence and/or business):			
Years of Residence in the Tri-Valley Area:			
Education:			
Occupation:			
Community Memberships/Activities:			
Statement of Interest and Qualifications			

DIRECTOR WORK SHEET

List of Questions for Candidate Interviews

Candidate Name:

1. What knowledge and/or ability do you have that qualifies you as a Director on the Agency's Board?

2. What prompted you to apply for this position?

3. From your perspective, what is the role of the Zone 7 Water Agency in the Tri-Valley Area?

4. What do you feel are the most important issues facing the Zone 7 Water Agency at this time?

**NOTICE OF VACANCY
BOARD OF DIRECTORS**

**ALAMEDA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT,
ZONE 7**

Notice is hereby given that a vacancy exists for a seat on the Board of Directors of Alameda County Flood Control & Water Conservation District, Zone 7 (Zone 7).

The remaining members of the Board of Directors will fill the vacancy by appointment, in accordance with California Government Code Section 1780 at a meeting of the Board of Directors at its regular or special (TBD) meeting place at the Zone 7 office, 100 North Canyons Parkway, Livermore, California on _____.

Applications for appointment must be received by Zone 7 in writing no later than _____. Zone 7 may choose to interview selected applicants prior to appointment.

Notice of Vacancy: To be posted in 3 places in Zone 7's service area.

Government Code § 1780(d)(1).