



Board Agenda Item 25

DATE: October 7, 2025

TO: Board of Supervisors

SUBMITTED BY: James A. Kus, County Clerk/Registrar of Voters

SUBJECT: Appointment of Director to the Biola Community Services District Board of Directors

RECOMMENDED ACTION(S):

Approve the appointment of Rosa Maria Rosales to the Biola Community Services District Board of Directors, for the term expiring December 4, 2026, to fill an unexpected vacancy.

Approval of the recommended action will appoint one director to the Biola Community Services District (district), Board of Directors. The district is governed by California Government Code Section 61000 *et seq.* and has a five-member board of directors who are elected to serve staggered four-year terms or until their successor qualifies and takes office. California Government Code Section 61042(c) provides that any vacancy in the office of a member elected to a board of directors shall be filled pursuant to Section 1780 of the California Government Code. This item pertains to District 1.

ALTERNATIVE ACTION(S):

Your Board may order the district to call an election to fill the vacancy.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action.

DISCUSSION:

Section 1780 of the California Government Code provides that when a vacancy occurs in an elective office on the governing board of a special district, the remaining members of the district board may fill the vacancy either by appointment or by calling an election within 60 days after either the date on which the district board was notified of the vacancy or the effective date of the vacancy, whichever is later. If the vacancy is not filled by the district board by appointment and the district board has not called for an election, the Board of Supervisors may appoint a person to fill the vacancy or may order the district to call an election to fill the vacancy within 90 days of the date the district board was notified of the vacancy or the effective date of the vacancy, whichever is later. If there has been no action by the district board or the Board of Supervisors within 90 days, the district shall call an election to fill the vacancy.

On July 17, 2025, board member Jennifer Duarte submitted her resignation to the district, creating a vacancy on the board. Ms. Duarte was elected to the district on November 8, 2022 to a four-year term to expire on December 4, 2026. The district did not appoint a new board member within 60 days and is now requesting your Board appoint a new board member to fill the remainder of the term. The deadline for your Board to appoint a board member to the district is October 15, 2025. The district submitted an application to the County Clerk/Registrar of Voters on September 26, 2025 from Rosa Maria Rosales. The County

Clerk/Registrar of Voters has determined that the applicant is qualified to serve on the district board.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - BCC Application, Rosa Maria Rosales

CAO ANALYST:

Amy Ryals