San Diego County
Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

SPECIAL MEETING AGENDA
SPECIAL DISTRICTS ADVISORY COMMITTEE

Friday, December 20, 2024
10:00 A.M. to 12:00 P.M.

In-Person Participation
County of San Diego Administration Center
1600 Pacific Highway, Room 402
San Diego, California 92101

Ann Baldridge RCD of Greater SDC	James Gordon Deer Springs FPD	Marty Miller Vista ID	Oliver Smith Valley Center MWD
Jack Bebee Fallbrook PUD	Albert Lau Santa Fe ID	Mark Robak Otay WD	Kimberly Thorner Olivenhain MWD
Paul Bushee Leucadia WWD	Hector Martinez South Bay ID	Joel Scalzitti Helix WD	
Jeff Egkan North County FPD	Dave McQuead Rancho Santa Fe FPD	Mike Sims Bonita-Sunnyside FPD	

The Special Districts Advisory Committee is responsible for helping to inform the Commission on all germane items relating to San Diego LAFCO's regulatory and planning responsibilities affecting special districts.

The Committee will hold the December 20, 2024 meeting in person at the County of San Diego Administration Center, Room 402 (1600 Pacific Highway, San Diego, California 92101). Three-hour visitor parking is available using the Ash Street entrance. In person attendance by the public is welcomed. The public may also watch, listen, and otherwise participate in the meeting remotely by any of the following options.

1. The public may watch and listen to the meeting live on YouTube using the link provided on our website homepage (www.sdlafco.org).

2. The public may watch, listen, and participate in the meeting by Zoom (https://zoom.us/) or by telephone at (669) 900-9128 using Meeting/Webinar ID: 895 6767 7168 and Passcode 508649. Please use the "raise your hand" function in Zoom or push *9 by telephone if/when you wish to speak. Then wait until your name is called before speaking.

   a) The public may provide eComments on any item by emailing to erica.sellen@sdcounty.ca.gov
      - eComments received before 8:00 A.M. on Friday, December 20, 2024, will be forwarded to the Committee and posted online before the meeting. They will also be referenced during the meeting.
      - eComments received during the meeting and before the subject item is concluded will be referenced and later posted online.

1. **10:00 A.M. – CALL TO ORDER BY CHAIR**
   a) **Roll Call**
   b) **Pledge Of Allegiance**

2. **AGENDA REVIEW BY CHAIR**

3. **OPEN EXPRESSION**
   This time is reserved for any member of the public to address the Committee on germane topics that are not directly part of the agenda. This includes requests for future Committee topics. Individuals are limited to three minutes.

4. **CONSENT ITEMS**

   a) **Approval of Meeting Minutes for September 20, 2024 (action)**
   The Committee will consider draft summary minutes prepared for the last meeting held on September 20, 2024. Staff recommends approval as presented. (Page 5-10)

   b) **Update on 2024-2025 Workplan (information)**
   The Committee will receive an update on the adopted workplan and activities associated with the 30 special projects set for 2024-2025. Two projects are complete and headlined by a municipal service review on the Oceanside region. Another 14 projects are underway and marked by the Commission's three highest priorities for the fiscal year involving municipal service reviews on healthcare districts, wholesale water services, and the San Diego Association of Local Government. An amendment to the workplan involving the addition of an informational report on public recreation enhancement opportunities at City of San Diego owned reservoirs is anticipated to be presented to the Commission as early as February 2025. The item is provided to the Committee for information. (Page 11-20)

   c) **Approved Policy on Conducting Municipal Service Reviews (L-106) (information)**
   The Committee will receive an update on the recently approved Legislative Policy 106 (L-106) and its governing provisions related to conducting municipal service reviews. The policy – approved by the Commission in November 2024 – formalizes existing practice to provide all subject agencies an opportunity to review complete draft reports on municipal service reviews prior to their public presentation. Additionally, the policy extends the courtesy to also include all draft recommendations. Other amendments include addressing the role of performance metrics. The item is being presented for information. (Page 21-40)

5. **BUSINESS ITEMS**

   a) **Draft Policy on Public Member Appointments (discussion)**
   The Committee will review a draft policy to establish rules and procedures in making regular and alternate public member appointments. The item ties to the adopted workplan and presented in advance of the current regular public member's four-year term expiring in May 2025. The draft builds on recent practice and feedback provided by the Commission and collectively aims to create a clear and known process as well as the Commission's feedback at its December 2, 2024 meeting. Central provisions include tasking the Executive Committee to screen nominate two or more applicants for full Commission consideration while also allowing nominations from individual Commissioners. The draft also provides for expedited reappointments. Staff anticipates drawing on the Committee feedback in presenting a final draft version to the Commission for action in February 2025. (Page 41-48)

   Contact: Priscilla Mumpower, Assistant Executive Officer

b) **Current Workplan Update on High Priority Project | MSR on Wholesale Water Agencies: San Diego County Water Authority and Metropolitan Water District of Southern California (information)**
The Committee will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities. The update will advise on staff's progress in preparing the scheduled municipal service review (MSR) on wholesale water agencies operating in San Diego County. This includes a comprehensive review of the San Diego County Water Authority and a proportional review of the Metropolitan Water District of Southern California. The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County. (Page 49-52)

Contact: Priscilla Mumpower, Assistant Executive Officer
Chris Cate, LAFCO Consultant

c) **Current Workplan Update on High Priority Project | MSR Update on San Diego Association of Governments (information)**
The Committee will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities involving a Municipal Service Review (MSR) on the San Diego Association of Governments (SANDAG). The MSR on SANDAG will study the agency, and in particular three service functions oriented towards the Commission's growth management interests and involving: (1) transportation, (2) regional housing, and (3) climate adaptation. The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County. (Page 53-56)

Contact: Joelle Burila, Analyst I

d) **Current Workplan Update on High Priority Project | MSR Update on Healthcare Districts in San Diego County (information)**
The Committee will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities and involving a Municipal Service Review (MSR) on healthcare districts in San Diego County. The MSR will cover the four healthcare districts in San Diego County including: Fallbrook, Palomar, Grossmont, and Tri-City. The review will be divided into two parts and will encompass: an overarching analysis of the district's services (macro report), followed by a detailed examination (micro report). The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County. (Page 57-60)

Contact: Michaela Peters, Analyst II

e) **Update on Policy Review | SDAC Rules (discussion + feedback)**
The Committee will receive an update from its Ad Hoc Committee, formed at its September 2024 meeting, regarding its ongoing review of the Committee's rules and efforts to modernize them. This item ties to the Commission's adopted workplan and involves a comprehensive review of the Committee's rules, focusing on its purpose and core focuses, composition and elections, and place and time of meetings. The update is provided for information with an opportunity for Committee members to provide feedback and direction, in advance of staff presenting a future item for action. (Page 61-70)

Contact: Joelle Burila, Analyst I

6. COMMITTEE MEMBER REPORTS

7. EXECUTIVE OFFICER REPORT

8. ADJOURNMENT

Attest to Posting:



Erica Sellen
Committee Secretary

Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting.

4a

AGENDA REPORT
Consent | Action

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Erica Sellen, Commission Clerk

SUBJECT: **Approval of Meeting Minutes for September 20, 2024**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive action minutes prepared for the last meeting held on Friday, September 20, 2024. The minutes are in draft-form and being presented for formal approval with any corrections identified by the Committee.

BACKGROUND

The Ralph M. Brown Act was enacted in 1953 and establishes standards for the public to attend and participate in meetings of local government bodies. The "Brown Act" requires – and among other items – public agencies to maintain written minutes for qualifying meetings.

DISCUSSION

This item is for the Committee to consider approving action minutes prepared by the Committee Secretary for the September 20, 2024 meeting consistent with the Brown Act.

ANALYSIS

The attached action minutes for the September 20, 2024 meeting accurately reflect the Committee's deliberations as recorded by the Committee Secretary. A video recording of the meeting has also been posted online at www.sdlafco.org/meetings.

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Dane White, City of Escondido
John McCann, Alt., City of Chula Vista
Chair Stephen Whitburn, City of San Diego
Marni von Wilpert, Alt., City of San Diego
Vice Chair Barry Willis, Alpine Fire Protection
Jo MacKenzie, Vista Irrigation
David A. Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Brigette Browning, Alt., General Public

RECOMMENDATION

It is recommended the Committee approve the draft action minutes prepared for the September 20, 2024 special meeting as presented and consistent with Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee through a single motion:

Alternative One (recommended):
Approve the draft action minutes prepared for the September 20, 2024 meeting with any desired corrections or clarifications.

Alternative Two:
Continue to the next regular meeting and provide direction to staff as needed.

PROCEDURES

This item has been placed on the Committee's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Committee.

Respectfully,

Erica A. Sellen

Erica Sellen
Commission Clerk

Attachment: as stated

DRAFT
SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE
SPECIAL MEETING
September 20, 2024

Olivenhain Municipal Water District
Boardroom
1966 Olivenhain Road
Encinitas, CA 92024

1. 10:00 A.M. – CALL TO ORDER BY CHAIR

Chair Kim Thorner called the meeting to order at 10:05 a.m.

Item 1a
ROLL CALL

Chair Kim Thorner requested a roll call from the Committee Secretary.

Committee Members Present:
Chair Kim Thorner (Olivenhain MWD)
Paul Bushee (Leucadia WWD)
Albert Lau (Santa Fe ID)
Hector Martinez (South Bay ID)
Dave McQuead (Rancho Santa Fe FPD)
Mark Robak (Otay WD)
Mike Sims (Bonita-Sunnyside FPD)
Oliver Smith (Valley Center MWD)

Committee Members Absent:
Vice Chair Jack Bebee (Fallbrook PUD)
Ann Baldridge (RCD Greater San Diego County)
Jeff Egkan (North County FPD)
James Gordon (Deer Springs FPD)
Diane Hansen (Palomar Health HCD)
Marty Miller (Vista ID)
Joel Scalzitti (Helix WD)

The Committee Secretary confirmed a quorum with eight members present. The following members of San Diego LAFCO staff were present at roll call: Executive Officer Keene Simonds; Assistant Executive Officer Priscilla Mumpower; Legal Counsel Aleks Giragosian (virtually); Local Government Analyst I Joelle Burila; GIS Analyst Dieu Ngu; Consultant Chris Cate; and Commission Clerk Erica Sellen serving as Committee Secretary.

Item 1b
PLEDGE OF ALLEGIANCE

Hector Martinez (South Bay ID) led the Pledge of Allegiance.

2. AGENDA REVIEW

Chair Kim Thorner asked the Executive Officer if there were requests to remove or rearrange items on the agenda. The Executive Officer stated no changes were needed to the agenda.

3. OPEN EXPRESSION

Chair Kim Thorner asked if there were any members of the public who wished to address the Committee on a germane topic that is not directly part of the agenda.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

4. CONSENT ITEMS

a) Approval of Meeting Minutes for June 21, 2024 (action)

The Committee considered draft summary minutes prepared for the last meeting held on June 21, 2024. Staff recommends approval as presented.

**

On motion by Hector Martinez and seconded by Paul Bushee, the Committee unanimously approved the minutes for the June 21, 2024 meeting.

5. BUSINESS ITEMS

a) Current Workplan Update on High-Priority Projects | Municipal Service Reviews on Wholesale Water Agencies, Healthcare Districts in San Diego County, and San Diego Association of Governments (information)

The Committee received an update on the current adopted workplan focusing on San Diego LAFCO's highest placed priorities. This included separate municipal service reviews on wholesale water service providers, healthcare districts in San Diego County, and the San Diego Association of Governments (SANDAG). The MSR on wholesale water agencies will include a comprehensive review of the San Diego County Water Authority and a proportional review of the Metropolitan Water District of Southern California. The MSR on healthcare districts will cover the four districts in San Diego County – Fallbrook, Palomar, Grossmont, and Tri-City. The final MSR will study SANDAG and its regional housing, transportation, and climate adaptation service functions. This item was presented for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County.

Staff presentation for wholesale water agencies provided by LAFCO Consultant Chris Cate.

Committee Discussion followed.

Staff presentation for the healthcare district and SANDAG provided by Local Government Analyst I Joelle Burila.

Committee Discussion followed.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

BUSINESS ITEMS CONTINUED…

b) **Policy Review |**
Special Districts Advisory Committee Rules (discussion + action)
The Committee considered modernizing its formal rules as part of the Commission's adopted workplan. This included reviewing the Committee's purpose and core focuses, composition and elections, and place and time of meetings. This item was presented for discussion with the opportunity for the Committee to provide feedback and direction on returning with a future item for action if requested.

Staff presentation provided by Local Government Analyst I Joelle Burila.

Committee discussion followed with a consensus to form an ad hoc committee to further discuss the Committee rules. The following members volunteered to be on the committee: Al Lau, Oliver Smith, Paul Bushee, Kim Thorner, Dave McQuead, and Mark Robak.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

c) **Updated Rolling Five-Year Study Schedule (information)**
The Committee received an update on the Commission's rolling five-year study schedule. This update follows the Commission's action in August 2024 to adjust the coverage period from FY2024-2028 to FY2025-2029, aligning the study schedule with the Commission's adopted workplan. The first two years of the rolling five-year schedule remain largely intact, continuing to cover municipal service reviews as outlined in the workplan while accommodating the fact that some studies may require more than one year to complete. A new study has been added to the first two-year period, focusing on a previously unscheduled municipal service review on SANDAG and its regional housing, transportation, and climate adaptation functions. Additionally, certain regional studies have been reorganized to better address multi-city special districts, and a new study on airports has been included in the fifth year. This item was presented for information only.

Staff presentation provided by Assistant Executive Officer Priscilla Mumpower.

Committee discussion followed.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

d) **Proposal for "Special District Spotlight" at Quarterly Meetings (discussion + action)**
The Committee considered a proposal by staff to introduce a "Special District Spotlight" at quarterly meetings, where each district would have the opportunity to host a meeting on a rotating basis. This proposal aims to allow districts to showcase their recent achievements, innovative projects, and future plans. The hosting district could provide a presentation on their activities and, if desired, offer a tour of their facilities to give Committee members and staff insight into their operations. The proposal seeks to enhance collaboration, share best practices, and strengthen connections among districts. Staff presented this item as a verbal report.

BUSINESS ITEMS CONTINUED…

Continued Item 5d |
Proposal for "Special District Spotlight" at Quarterly Meetings (discussion + action)

Assistant Executive Officer Priscilla Mumpower provided the verbal staff report.

Committee discussion followed with the following districts offering to host the next Special Districts Advisory Committee meetings: Hector Martinez (South Bay ID), Dave McQuead (Rancho Santa Fe FPD), Mike Sims (Bonita-Sunnyside FPD), and Paul Bushee (Leucadia WWD).

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

6. COMMITTEE MEMBER REPORTS

- Paul Bushee noted Leucadia WWD is participating in a Student Career Day on October 10th.
- Mark Robak stated Otay WD's board member Tim Smith retired, and Frank Rivera was appointed. Mr. Robak also thanked LAFCO staff on their social media outreach.
- Mike Sims (Bonita-Sunnyside FPD) will retire in 2025. Chair Thorner congratulated Mr. Sims on his upcoming retirement and thanked him for his service on the Committee.

7. LAFCO EXECUTIVE OFFICER REPORT

Executive Officer Keene Simonds noted the following items:

- Harry Mathis was appointed as the Regular Public Member on the Commission and from formerly serving as the Alternate. Brigette Browning was appointed to the Commission as the Alternate Public Member.
- New LAFCO staff members: Local Government Analyst I Joelle Burila, Local Government Analyst I Meghan Traynor, and Communications Associate Aiden Velasquez.
- LAFCO Consultant Stephen Abbott has retired.
- Update on the Port of San Diego. An agreement is anticipated by the end of the year.

8. ADJOURNMENT

With no further business, the Special Districts Advisory Committee meeting was adjourned at 11:29 a.m.

Attest:

Erica Sellen
Committee Secretary

4b

AGENDA REPORT
Consent | Information

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Update on 2024-2025 Workplan**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update on the adopted workplan and activities associated with the 30 special projects set for 2024-2025. Two projects are complete and headlined by a municipal service review on the Oceanside region. Another 14 projects are underway and marked by the Commission's three highest priorities for the fiscal year involving municipal service reviews on healthcare districts, wholesale water services, and the San Diego Association of Local Government. An amendment to the workplan involving the addition of an informational report on public recreation enhancement opportunities at City of San Diego owned reservoirs is anticipated to be presented to the Commission as early as February 2025. The item is provided to the Committee for information only.

BACKGROUND

San Diego LAFCO's current fiscal year workplan was adopted at a noticed public hearing held in May 2024. It includes 30 special projects that are divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission.

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David A. Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Brigette Browning, Alt., General Public

DISCUSSION

This item provides the Committee with an update on LAFCO's activities for the current fiscal year. Nearly two-thirds of all projects have been initiated in some meaningful way, with two projects now completed – filling all budgeted positions and completing a municipal service review for the Oceanside region. Staff anticipates presenting a workplan amendment to the Commission as early as February 2025, in response to the Commission's direction to focus on an informational report assessing public recreation enhancement opportunities at City of San Diego-owned reservoirs.

A full listing of projects – along with one of four status categories ranging from pending to complete – are provided and detailed in Attachment One. A copy of the five-year rolling study schedule is also provided for context and provided as Attachment Two.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for information only.

ALTERNATIVES FOR ACTION

None.

PROCEDURES

This item has been placed on the Committee's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Committee.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachments:

1) 2024-2025 Workplan Status
2) Five-Year Rolling Study Schedule

ADOPTED WORKPLAN FOR FY2024-2025
Status as of December 13, 2024

Priority	Level	Type	Project	Description	Status
Ongoing	…	Statutory	Applicant Proposals and Requests	Prioritize resources to address applicant proposals and related requests	
Ongoing	…	Administrative	Targeted LAFCO Presentations	Coordinate timely public outreach; emphasis on informing stakeholders ahead of MSR work	
Ongoing	…	Statutory	Workplan and Budget Management	Actively manage the workplan and budget resources with regular updates to the Commission	
1a	High	Statutory	MSR | Wholesale Water Service Providers	Service-specific MSR on wholesale water suppliers – CWA (comprehensive) + MET (abbreviated)	
1b	High	Statutory	MSR | Healthcare Districts: Part I	Service-specific MSR of the four healthcare districts in San Diego County	
3	High	Statutory	MSR | SANDAG	Agency-specific MSR of SANDAG (housing, transportation, + climate adaption)	
4	High	Administrative	Transition to Online Accounting	Complete transition to QuickBooks accounting from desktop to online platform	
5	High	Statutory	MSR | North Coast Region – Part I	Regional-specific MSR for north coast – cities phase (Carlsbad and Encinitas)	
6	High	Administrative	SALC Planning Grant 2.0	Complete multi-year grant to inform + enhance small farming operations in San Diego County	
7	High	Administrative	RCD Ad Hoc Committee: Part II	Complete second part of RCD true ups; boundaries	
8	High	Statutory	MSR | Central 78 Corridor Region: Part I	Regional-specific MSR for central 78 corridor – cities phase (San Marcos + Vista)	
9	High	Statutory	MSR | Central 78 Corridor Region: Part II	Regional-specific MSR for central 78 corridor – districts phase (San Marcos and Vista FPDs, Vista ID, etc.)	
10	High	Administrative	Policy Review | Audit and Accounting	Prepare update to modernize and expand audit + accounting policies; address auditor recommendations	
11	High	Statutory	MSR | Oceanside Region MSR	Complete regional MSR on Oceanside (City of Oceanside, Oceanside SCHD + Morro Hills CSD)	
12	Medium	Administrative	Staffing and Professional Development	Fill all 8.0 budgeted positions + establish ongoing training	
13	Medium	Administrative	Policy Review | Personnel: Part III	Prepare update to modernize and harmonize all LAFCO job descriptions	
14	Medium	Administrative	Custom Project Management Tracker	Work with outside consultant to develop and implement custom online project tracking platform	
15	Medium	Statutory	Special Districts Advisory Committee	Provide administrative support to the SDAC and hold no less than three formal meetings in FY	
16	Medium	Administrative	White Paper | Homeless Services	Evaluate the scope-scale of governmental homeless services in SD County + potential governance options	
17	Medium	Statutory	Cities Advisory Committee	Provide administrative support to the CAC and hold no less than two formal meetings in FY	
18	Medium	Statutory	MSR | North Coast Region – Part II	Regional-specific MSR for north coast – Part II cover districts (Carlsbad MWD, Leucadia WD, et al.)	
19	Medium	Administrative	Prepare Outside Audit + Enhancements	Complete outside audit of financial statements for FY24 with supplemental information for added value	
20	Medium	Statutory	MSR | Del Mar-Solana Beach Region	Complete regional MSR covering the Cities of Del Mar and Solana Beach + Santa Fe ID et al.	

Priority	Level	Type	Project	Description	Status
21	Low	Administrative	Website Refresh + Content Expansion	Proceed with a website refresh and context expansion with multi-media adds	
22	Low	Administrative	Annual Local Agency Directory	Update and publish annual local agency directory subject to LAFCO oversight	
23	Low	Statutory	Policy | Applicant Procedures	Update and streamline application materials and establish related protocols	
24	Low	Administrative	Establish Credit Card Payments	Establish processes and related rules to accept card payments for applicant proposals	
25	Low	Statutory	Legislative Proposal | G.C. 56133	Sponsor/facilitate amendment to clarify LAFCOs' authority to determine out-of-agency exemptions in (e)	
26	Low	Administrative	Policy Review | SDAC Bylaws	Coordinate with SDAC in updating bylaws to sync with current member interests/priorities	
27	Low	Administrative	White Paper | Community Choice	Evaluate the scope and scale of CCAs and their operations in San Diego County and connectivity to LAFCO	
28	Low	Administrative	Liaison with Local Tribes	Establish communication protocols with local tribes with respect to shared interests in regional services	
29	Low	Administrative	Service + Fiscal Indicators	Develop online browser feature to depict service + fiscal indicators among local agencies in SD County	
30	Low	Administrative	Policy Review | Public Member Appointments	Establish local policies and procedures to guide recruitment, vetting, and selection of public members	
	Bullpen	Statutory	Legislative Proposal | G.C. 56430	Sponsor and/or facilitate amendment establishing community engagement enhancements in MSR statute	
	Bullpen	Statutory	Policy Review | Island Annexations	Consider options to define "substantially surrounded" and provide related mapping services	
	Bullpen	Administrative	White Paper | Garbage Services	Evaluate the scope and scale of garbage collection services and possible governance alternatives	
	Bullpen	Administrative	LAFCO Workshop	Organize a Commission Workshop to discuss core responsibilities + powers and implementing preferences	
	Bullpen	Administrative	Public Access Television	Broadcast LAFCO meetings on local government channels	
	Bullpen	Statutory	MSR | Pauma Valley Region	Initiate a regional study covering the north county special districts in the Pauma/Rincon communities	
	Bullpen	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions	
	Bullpen	Statutory	Policy | Fee Schedule	Review and update fee schedule to sync with current costs and related considerations	
	Bullpen	Statutory	Policy | CEQA Guidelines	Review and update existing implementing guidelines relative to current statute and best practices	
	Bullpen	Administrative	County Planning Groups	Monitor regular meetings of the County's 28 Planning and or Sponsor Groups and directly engage as appropriate	
	Bullpen	Statutory	Disadvantaged Unincorporated Communities	Update DUC mapping designations (DUC) in San Diego County based on current census information	
	Bullpen	Administrative	Local Agency Finder Tool	Develop online feature for users to enter address to identify all overlapping local jurisdictions (cities and districts)	
	Bullpen	Administrative	Southern California LAFCOs	Participate in quarterly meetings with other Southern California LAFCOs and related projects and/or trainings	
	Bullpen	Administrative	White Paper | School Districts	Evaluate scope and scale of school districts and their baseline capacities for reference in municipal service reviews	
	Bullpen	Administrative	CALAFCO	Participate in CALAFCO sponsored programs and related trainings (conferences, workshops, committees, etc.)	
	Bullpen	Statutory	Policy | Commission Rule No. 4	Modernize Rule No. 4 and its provisions to regulate special districts' service functions and classes	
	Bullpen	Statutory	Escondido Region Governance Study	Study options to consolidate (functional and political) the City of Escondido and Rincon del Diablo MWD	
	Bullpen	Administrative	White Paper | JPAs	Evaluate the status of JPA filings in San Diego County relative to LAFCO's task in SB 1261	
	Bullpen	Statutory	Policy | Cities Advisory Committee	Coordinate with CAD in updating bylaws and related procedures to sync with current member interests/priorities	

Complete | Near Complete | Underway | Pending

Commission Rolling Study Schedule 5-YEAR PLAN

FY2025 Through FY2029

Regional Service Planning
Subdivision of the State of California



Study Directive

State law directs San Diego LAFCO to review spheres of influence for all cities and special districts and update as needed (affirm, expand, reduce, etc.) every five years and by extension mark the agencies' appropriate current and future boundaries and service areas. Pertinently, local agencies cannot annex and/or extend services outside their spheres with limited exceptions. State law also specifies San Diego LAFCO must inform the sphere updates by preparing comprehensive evaluations – titled municipal service reviews – to determine the availability and adequacy of local governmental services as well as governance responsiveness relative to community needs.

Study Schedule

San Diego LAFCO has established a five-year rolling Study Schedule to guide its statutory task to review and update as appropriate the spheres of influence of cities and special districts under the Commission's oversight. The rolling Study Schedule is premised on the Commission's policy interest to proactively calendar municipal service reviews and use these documents to determine the subsequent scope of any related sphere of influence updates for the affected agencies. The Commission also regularly draws on the municipal service reviews to inform its' decision-making on boundary changes.

Rolling Study Schedule Format

The Study Schedule is a living or rolling document that the Commission resets yearly in concert with the annual budget and workplan adoptions. The rolling study schedule spans 5 fiscal years with only the first year being set. The second through fifth years are tentatively calendared, and done so to help guide and telegraph future decision-making. This approach allows the Commission the flexibility to redirect staff resources where needed should calendar studies extend beyond one year while also granting staff the ability to prioritize applicant proposals.

THE COMMISSIONERS »



Otay Lakes in Chula Vista ▶

San Diego LAFCO's Commission

San Diego LAFCO is governed by a 13-member "Commission" comprising county, city, special district, and public members. All Commissioners are appointed elected officials with the exception of the two public members. Commissioners serve four–year terms and divided between "regulars" and "alternates" and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. Commissioners are subject to standard disclosure requirements and must file annual statements of economic interests. The Commission has sole authority in administering its legislative responsibilities and decisions therein are not subject to an outside appeal process.



Stephen Whitburn
Chair
City of San Diego



Baron Willis
Vice Chair
Alpine Fire Protection



Joel Anderson
Commissioner
County of San Diego



Kristi Becker
Commissioner
City of Solana Beach



Jim Desmond
Commissioner
County of San Diego



Jo MacKenzie
Commissioner
Vista Irrigation



Harry Mathis
Commissioner
Public Member



Dane White
Commissioner
City of Escondido



Brigette Browning
Alternate
Public Member



David Drake
Alternate
Special District Member



John McCann
Alternate
City of Chula Vista



Nora Vargas
Alternate
County of San Diego



Marni von Wilpert
Alternate
City of San Diego

2024-2025 + 2025-2026: SET

NORTH COUNTY FOCUS

Carlsbad + Encinitas Region

- **Part I: Cities**
  - City of Carlsbad
  - City of Encinitas
- **Part II: Special Districts**
  - Carlsbad MWD
  - Leucadia WWD
  - Olivenhain WD
  - San Dieguito WD

Central 78 Corridor Region

- **Part I: Cities**
  - City of San Marcos
  - City of Vista
- **Part II: Special Districts**
  - Vista ID
  - Buena SD
  - Vallecitos WD
  - San Marcos FPD
  - Vista FPD

San Diego County Healthcare Districts

- **Part I: Macro + Part II: Micro**
  - Palomar HD
  - Tri-City HD
  - Fallbrook HD
  - Grossmont HD

Del Mar + Solana Beach Region

- **Part I: Cities**
  - City of Del Mar
  - City of Solana Beach
- **Part II: Special Districts**
  - Santa Fe ID
  - CSA 17 – Ambulance*

Oceanside Region

- City of Oceanside
- Morro Hills CSD
- Oceanside Harbor District

Wholesale Water Services

- San Diego County Water Authority
- Metropolitan Water District

Council of Governments

- San Diego Association of Governments (SANDAG)

*Denotes a special district included in more than one study.

Oceanside State Beach ▶





Chula Vista is the second largest city in the San Diego metropolitan area.

2026-2027: TENTATIVE

SOUTHWEST COUNTY FOCUS

Macro Fire Service Study

- State: CAL FIRE
- Cities
- Special Districts
- Tribes

Metro San Diego Region

- City of San Diego
- San Diego Unified PD

Rancho Santa Fe Region

- Fairbanks Ranch CSD
- Questhaven MWD
- Rancho Santa Fe CSD
- Rancho Santa Fe FPD
- Whispering Palms CSD
- CSA No. 17 – Ambulance*
- CSA No. 83 – San Dieguito Parks

Silver Strand Region

- City of Coronado
- City of Imperial Beach

South Coast Region

- City of Chula Vista
- City of National City
- Bonita-Sunnyside FPD
- Lower Sweetwater FPD
- Otay WD*
- San Diego County SD*
- South Bay ID
- CSA No. 122 – Planning

Transit Services

- North County TD
- Metropolitan Transit System

*Denotes a special district included in more than one study.



East County Hiking Trails

2027-2028: TENTATIVE

EAST COUNTY FOCUS

Alpine – Lakeside Region

- Alpine FPD
- Lakeside FPD
- Lakeside WD
- Padre Dam MWD*
- San Diego County SD*
- CSA No. 69 – Ambulance
- CSA No. 136 – Sundance Basin

El Cajon – Santee Region

- City of El Cajon
- City of Santee
- Helix WD*
- Padre Dam MWD*

Pauma Valley Region

- Mootamai MWD
- Rincon Ranch CSD
- Pauma CSD
- San Luis Rey MWD
- Yuima MWD

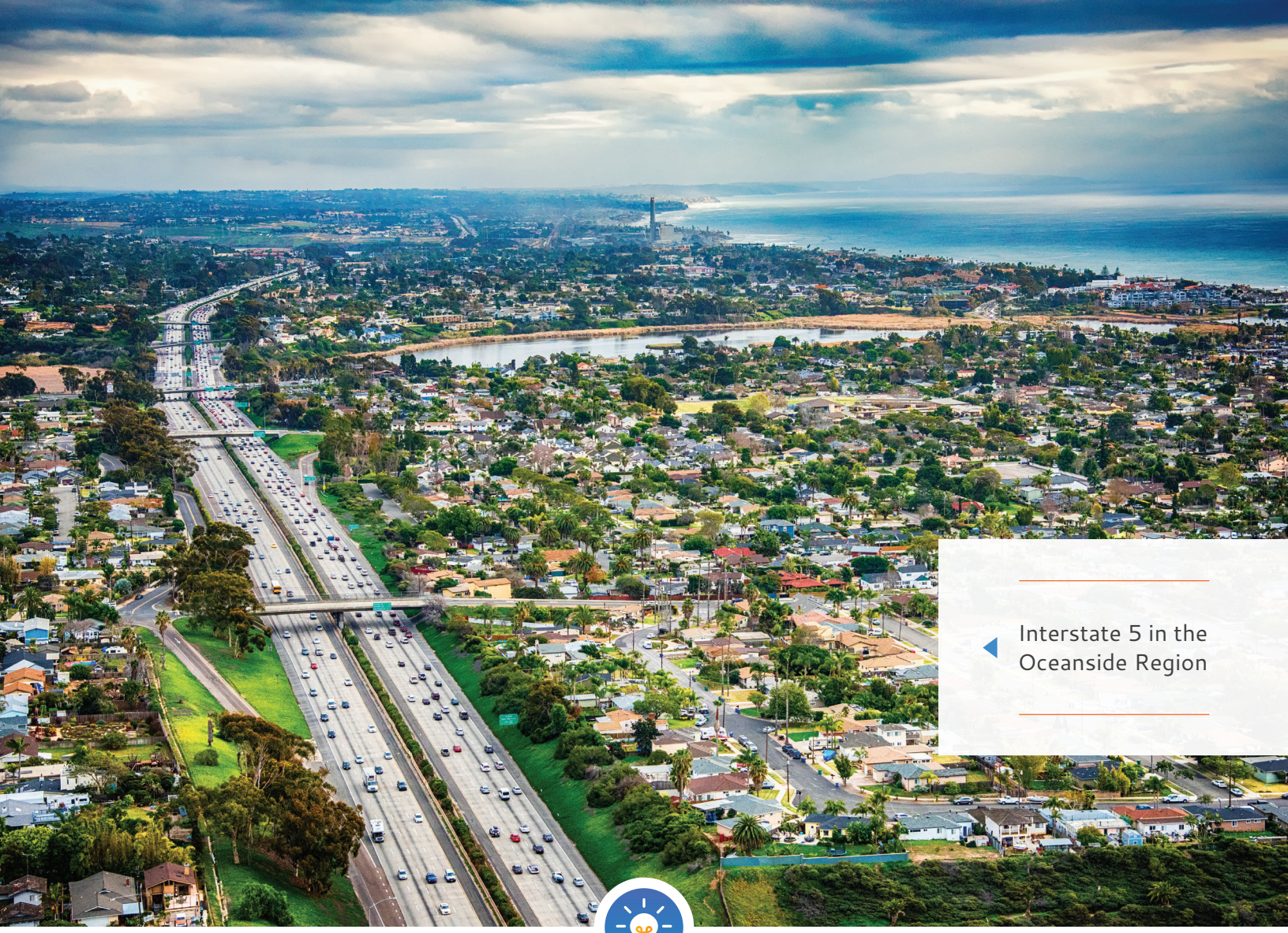
La Mesa – Lemon Grove Region

- City of La Mesa
- City of Lemon Grove
- Helix WD*
- Lemon Grove Roadway LD
- Lemon Grove SD
- San Diego County SD*

Spring Valley Region

- Otay MWD*
- San Miguel FPD
- San Diego County SD*
- CSA No. 69 – Ambulance*
- CSA No. 128 – Parks

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Interstate 5 in the Oceanside Region

2028-2029: TENTATIVE

MISCELLANEOUS

Borrego Region

- Borrego WD
- Coachella Valley WD

Cemetery Services

- North County CD
- Pomerado CD
- Ramona CD
- Valley Center CD

Flood Control Services

- San Diego County FCD
- Cities
- Special Districts

Alpine – Lakeside Region

- Alpine FPD
- Lakeside FPD
- Lakeside WD
- Padre Dam MWD*
- San Diego County SD
- CSA No. 69 – Ambulance
- CSA No. 136 – Sundance Basin

East Laguna Summit Region

- Canebrake WD
- Descanso WD
- Jacumba CSD
- San Diego County SD*
- CSA No. 137 – Live Oak Springs

San Diego County Airports

4c

AGENDA REPORT
Consent | Information

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Approved Policy on Conducting Municipal Service Reviews (L-106)**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update on the recently approved Legislative Policy 106 (L-106) and its governing provisions related to conducting municipal service reviews. The policy – approved by the Commission in November – formalizes existing practice to provide all subject agencies an opportunity to review complete draft reports on municipal service reviews prior to their public presentation. Additionally, the policy extends the courtesy to also include all draft recommendations. Other amendments include addressing the role of performance metrics. The item is being presented for information.

BACKGROUND

Statutory Direction and Local Policy on Conducting MSRs

State law directs Local Agency Formation Commission's (LAFCOs) in each of the 58 counties to review all local agencies' spheres of influence and update as needed approximately every five years in doing so actively manage what it believes to be the agencies' appropriate current and future boundaries and service areas. (All annexations and out-of-agency services must be consistent with the affected agencies' spheres with limited exceptions.) State law

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Dane White, City of Escondido
John McCann Alt., City of Chula Vista
Chair Stephen Whitburn, City of San Diego
Marni von Wilpert, Alt., City of San Diego
Vice Chair Barry Willis, Alpine Fire Protection
Jo MacKenzie, Vista Irrigation
David Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Brigette Browning, Alt., General Public

relatedly specifies LAFCOs inform sphere determinations by preparing municipal service reviews to independently assess the availability and adequacy of local services relative to community needs. LAFCOs also use municipal service reviews to inform any near-term boundary changes and – if appropriate – to initiate proposals to form, consolidate, merge, or dissolve special districts.[1]

San Diego LAFCO's policy on conducting municipal service reviews – L-106 – was last revised in May 2023. The policy provides local prescription in scheduling, preparing, and approving municipal service reviews. This includes directing LAFCO to maintain a five-year study schedule to draw from in annually scheduling municipal service reviews as part of the adopted workplan. Other notable features include setting baseline community engagement standards while delegating the development of scopes of work to the Executive Officer.

DISCUSSION

This item is for the Committee to receive an update on San Diego LAFCO's Legislative Policy L-106 and its governing provisions in conducting municipal service reviews. The policy review was initiated following discussions on the ongoing municipal service review of the Oceanside region and a request by the City of Oceanside for subject agencies to receive advance copies of all recommendations before draft reports are publicly presented. A focused discussion at San Diego LAFCO's October 2024 meeting led the Commission to provide staff with general direction, followed by the approval of the proposed amendments at its November 4, 2024 meeting. With the preceding context in mind, a summary of all key provisions reflected in the approved policy follows.

- **Reference to "Rolling" Feature of Five-Year Study Schedule**
  The policy makes explicit reference to the rolling feature of the Commission's five-year study schedule calendaring municipal service reviews.

- **Address Quantitative Measurements**
  The policy emphasizes the intentional use of performance metrics to prepare municipal service reviews along with providing an appendix including category examples (demographics, service delivery, resource utilization, etc.).

- **Formalize and Expand Subject Agencies' Review of Draft Reports**
  The policy formalizes existing practice in providing subject agencies advance drafts of the municipal service reviews before they are made available to the Commission. These amendments also expand current practice to set the review period to 60 days as well as include all recommendations. Any written comments on the recommendations received from the subject agencies will also now accompany the presentation of the draft report to the Commission.

[1] All municipal service reviews require LAFCOs to make determinative statements on a range of prescribed factors and headlined by addressing infrastructure needs, financial standing, and governance effectiveness.

- **Formalize Public Hearing for Draft Reports**
  The policy formalizes existing practice to require presentations of the draft reports on municipal service reviews as part of voluntary noticed public hearings. (Statute does not require hearings for municipal service reviews.)

A complete copy of the adopted policy is provided in Attachment One. An additional copy of L-106 in a track-change format – for reference – is provided as Attachment Two.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for information.

ALTERNATIVES FOR ACTION

None.

PROCEDURES

This item has been placed on the Committee's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Committee.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachments:

1) Approved Policy on Conducting MSRs (L-106)
2) Track-Change Version of Approved Policy (L-106)

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Subject:
MUNICIPAL SERVICE REVIEWS

Purpose
Serve as a framework for conducting municipal service reviews with a commitment to community engagement.

Background
The Commission is responsible under State law to inform all regular sphere of influence updates by conducting comprehensive studies on the availability, demand, and performance of local municipal services within the county, region, or subregion (Government Code Section 56430).

Policy
It is the policy of the Commission:

1. Goals and Objectives:

    a. The Commission will use municipal service reviews as a principal resource to proactively inform future planning and regulatory actions under its purview and mission to facilitate orderly growth and development.

    b. The Commission will draw on the municipal service reviews to directly inform the appropriate scope and scale of spheres of influence updates performed for all local agencies under State law (Section 56425).

    c. The Commission will draw on the municipal service reviews to help inform proposed jurisdictional changes involving the affected agencies and/or territories over the proceeding 60-month period.

    d. The Commission will draw on recommendations in the municipal service reviews to initiate any related jurisdictional changes as allowed under State law (Section 56375).

e. The Commission will use municipal service reviews in consultation with Rule No. 4 to establish, amend, and regulate the nature, location, and extent of any functions or class of services provided by individual special districts.

f. As a general rule, the Commission will require a new municipal service review to be prepared before considering a proposal that necessitates one or more sphere of influence amendments where the subject agencies have not been evaluated in a study over the preceding 60-month period. Waivers may be considered - based on recommendations of the Executive Officer - on a case-by-case basis and/or under the following conditions:

- Public health or safety needs; for example, amending a jurisdiction's sphere to permit annexation of a parcel that requires public sewer service because of a failed septic system;

- Property under a single ownership split by a sphere if the split property shares characteristics including access, geography, communities of interest and the manner in which services will be provided;

- A reorganization involving two or more jurisdictions if the spheres are coterminous and each jurisdiction agrees to the sphere amendments and reorganization;

- If a city or special district can provide adequate documentation showing that conditions have significantly changed to warrant a sphere amendment.

2. Timing:

a. The Commission will maintain a rolling five-year study schedule for municipal service reviews to provide advance notice of timing to local agencies, the public, and other stakeholders as well as encourage project syncing whenever practical.

b. The Commission will consult the rolling five-year study schedule in initiating specific municipal service reviews through the annual workplan process.

3. Funding:

a. The Commission will be responsible for funding municipal service reviews calendared in the rolling five-year study schedule and subsequently added to adopted annual workplans.

b. The Commission will collect maintenance fees on applicant proposals to proportionally contribute to the funding of future municipal service reviews.

c. The applicants will be responsible for funding municipal service reviews undertaken outside the five-year study schedule and necessitated to accommodate proposed spheres of influence amendments.

4. Preparing:

a. The Commission delegates responsibility to the Executive Officer to prepare municipal service reviews. This includes approving scopes of work and associated timelines in consultation with the subject agencies.

b. The municipal service review shall focus on pragmatic quantitative measurements in assessing service performance. A listing of common quantitative performance measurements is provided as an appendix for illustrative purposes.

c. The Executive Officer should consult with the Cities and Special Districts' Advisory Committees in establishing appropriate performance measures within the municipal service reviews.

d. The Executive Officer shall prepare a written report on the municipal service review with recommendations and related

determinative statements that address the factors required for consideration in statute (Section 56430(a)).

e. The Executive Officer shall allow all subject agencies an opportunity to review a complete draft report on the municipal service review with recommendations as part of the preparation process and before making the draft publicly available. This review period shall extend to no more than 60 days. Any written comments received from the subject agencies shall accompany the publication of the draft report.

5. Community Engagement:

a. The Commission will prioritize budgeting resources to accommodate proactive community engagement as part of the municipal service review process and as a direct means to identify community needs.

b. The Commission tasks the Executive Officer to ensure the following baseline measures for community engagement are practiced in preparing municipal service reviews:

- Staff shall establish a dedicated page on the LAFCO website to serve as an ongoing repository for key project materials in step with initiating new municipal service reviews.

- Staff shall attend regularly scheduled public meetings for each subject agency to directly advise the council/board and their constituents of the initiation of municipal service reviews.

- Staff shall regularly utilize social media accounts to timely disseminate information on municipal service reviews, and this includes translating posts as appropriate under the Commission's translation policy.

- Staff will provide formal public review and comment periods of no less than 45 days between the draft and final report presentations of municipal service reviews to the Commission.

c. As appropriate, and as an enhancement to the above baseline measures, the Executive Officer should consider taking any of the following additional outreach efforts for initiated municipal service reviews:

- Hold public workshops – especially to engage any disadvantaged and/or historically marginalized communities.

- Conduct surveys within the affected communities to – and among other topics – help identify community needs.

- Solicit opportunities to make staff presentations to subject agencies and other organized stakeholders on the municipal service reviews to highlight and receive community input on key topics.

6. Commission Action:

a. The Commission will receive all draft reports on the municipal service reviews as part of voluntarily noticed public hearings. The Commission will review the draft reports for purposes of advising staff on any areas meriting additional analyses before or in step with proceeding with the public review periods.

b. The Commission will consider all final municipal service reviews as part of scheduled public hearings that are noticed consistent with sphere of influence actions under State law (Section 56427).

c. The Commission's consideration of final municipal service reviews will culminate with the following two completing actions:

- Receive and file the written report on the municipal service review and in doing so attest the document provides sufficient information for the Commission to make informed decisions under statute.

- Adopt a resolution making determinative statements that draw from the final municipal service review on all prescribed factors required under statute and local policy (Section 56430).

7. Post Commission Action:

a. The Executive Officer will provide prompt written notice of completed municipal service reviews to all subject agencies with a request that the document be forwarded to the full council/board.

b. The Executive Officer shall ensure posting of all completed municipal service reviews online as well as provide bounded copies to local libraries with a request they be added to the circulation catalog.

Appendix 106-A:
Quantitative Measurements in Municipal Service Reviews

Adopted: April 7, 2003
Updated: August 25, 2008
June 23, 2015
February 6, 2023
November 4, 2024

APPENDIX L-106A

Appendix L-106-A
Quantitative Measurements in Municipal Service Reviews (MSRs)

Municipal Service Reviews (MSRs) often involve the collection and analysis of quantitative data to assess the efficiency, effectiveness, and cost-effectiveness of municipal services. Here are some common quantitative measurements used in MSRs:

Demographics Metrics

- **Residential Population Estimates:** Recent and current data on population figures.
- **Housing Units, Types, Costs, and Vacancy Rates:** Provides insights into quality of living with respect to residential availability and affordability.
- **Age Distribution:** Examines influences of age with respect to labor, retirement, etc.
- **Income Characteristics and Socioeconomic Indicators:** Assesses income levels, poverty rates, and other relevant economic-social metrics.
- **Unhoused Needs:** Analyzes volume of estimated homeless populations and available resources.
- **Environmental Justice Considerations**: Assesses pollution burdens and at-risk populations and other pollutant metrics.

Service Delivery Metrics

- **Response Times:** Average response times for emergency services (e.g., fire, police) and other municipal services.
- **Service Levels:** Measures of the quality and availability of services, such as water pressure, wastewater treatment efficiency, and road maintenance standards.
- **Customer Satisfaction:** Surveys and feedback to gauge public satisfaction with service delivery.

Resource Utilization Metrics

- **Staffing Levels:** Number of employees per service area or population served.
- **Equipment and Infrastructure:** Age, condition, and utilization of equipment and infrastructure (e.g., vehicles, facilities, water and sewer systems).
- **Operating Costs:** Expenditures on personnel, equipment, supplies, and other operating expenses.

APPENDIX L-106A

Cost-Effectiveness Metrics

- **Cost per Unit of Service:** The cost of providing a specific service (e.g., cost per fire call, cost per gallon of water treated).
- **Cost-Benefit Analysis:** Evaluation of the benefits of a service relative to its costs.
- **Economies of Scale:** Assessment of whether larger agencies can achieve lower costs per unit of service than smaller agencies.

Efficiency Metrics

- **Productivity:** Measures of output per unit of input (e.g., miles of road paved per employee).
- **Utilization Rates:** The percentage of capacity that is used (e.g., utilization of fire engines, wastewater treatment plants).
- **Turnaround Times:** The time it takes to complete tasks or processes.

Fiscal Metrics

- **Budget and Actuals:** Compares planned versus actual revenues and expenses.
- **Funds and Balances:** Reviews financial reserves and available funds.
- **Audited Financial Statements:** Assessment and evaluation of detailed financial health indicators (e.g., liquidity, capital, and operational margins).
- **Employee Pensions and Related Obligations:** Reviews fiscal responsibilities related to employee pensions and other related obligations.

Benchmarking

- **Comparison to Other Jurisdictions:** Comparing performance metrics to similar agencies in other cities or regions.
- **Industry Standards:** Comparing performance to industry benchmarks or best practices.

By collecting and analyzing these quantitative measurements, MSRs can provide valuable insights into the efficiency, effectiveness, and cost-effectiveness of municipal services, helping to inform decision-making and improve service delivery.

Subject
MUNICIPAL SERVICE REVIEWS

Purpose
Serve as a framework for conducting municipal service reviews with a commitment to community engagement.

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The Commission is responsible under State law to inform all regular sphere of influence updates by conducting comprehensive studies on the availability, demand, and performance of local municipal services within the county, region, or subregion (Government Code Section 56430).

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November 4, 2024

APPENDIX L-106A

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5a

AGENDA REPORT
Business | Discussion

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Draft Policy on Public Member Appointments**

SUMMARY

The Special Districts Advisory Committee ("Committee") will review a draft policy to establish rules and procedures in making regular and alternate public member appointments. The item ties to the adopted workplan and presented in advance of the current regular public member's four-year term expiring in May 2025. The draft builds on recent practice and feedback provided by the Commission and collectively aims to create a clear and known process as well as the Commission's feedback at its December 2, 2024 meeting. Central provisions include tasking the Executive Committee to screen nominate two or more applicants for full Commission consideration while also allowing nominations from individual Commissioners. The draft also provides for expedited reappointments. Staff anticipates drawing on the Committee feedback in presenting a final draft version to the Commission for action in February 2025.

BACKGROUND

Membership Composition + Terms

San Diego LAFCO's membership is prescribed under State law to include 13 appointed Commissioners. Commissioners are divided between five distinct categories – County of San

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Jim Desmond, County of San Diego
Nora Vargas, Alt., County of San Diego
Krista Becker, City of Solana Beach
Dane White, City of Escondido
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Harry Mathis, General Public
Brigette Browning, Alt., General Public

Diego, cities less City of San Diego, City of San Diego, special districts, and general public – and further distinguished between regular and alternate members. Only appointees from the public member category (regular and alternate) are made by LAFCO; appointments for the other four categories are externally determined under statute. All terms are four-years and commence on the first Monday in May in the affected year. There are no term limits involving LAFCO appointments in statute or under local policy.

Annual Workplan & Direction to Prepare Policy on Public Member Appointments

LAFCO's current annual workplan was adopted at a noticed public hearing in May 2024 and includes 30 specific projects. The policy review focused on establishing Commission protocols with respect to rules and procedures involving public member appointments is prioritized as the 30th project on the Commission's workplan.

DISCUSSION

This item is for the Committee to review a draft policy establishing Commission protocols with respect to rules and procedures involving public member appointments. The draft builds on recent practice applied to conducting the appointment of the alternate public member in August 2024 and feedback provided by the Commission. LAFCO staff prepared an initial draft policy on public member appointments for discussion by the Commission in December 2024 and ahead of initiating a public review and comment period – including presentations to the Special Districts and Cities Advisory Committee's.[1] The draft version presented to the Committee incorporates Commission feedback with a key provision ensuring candidates appointed to local government commission and committees remain eligible to serve irrespective of whether they make land use decisions.

The draft follows the Commission's standard policy format and divided into five parts with their key provisions summarized below.

- **Goals and Objectives**
  Prioritizes local government and/or community advocacy backgrounds in considering public member appointments. Commits the Commission to also consider diversity – geographic and other – in making appointments.

- **Appointment Eligibility**
  Addresses statutory requirements (county resident and not local government officers or employees) while clarifying eligibility for elected officials with County Planning Groups as well as appointees to local government commissions and committees.

- **Appointment Terms**
  Addresses statutory provisions (four-year terms) while confirming no local term limits.

[1] The public review and comment period was initiated and noticed in the San Diego Union Tribune on December 16, 2024, and a deadline of January 10, 2025.

- **Full Term Appointments**
  Provides an initial decision point to either proceed with an open recruitment or expedited reappointment of the incumbent:

  - Should the Commission choose an open recruitment, the Executive Committee (Chair, Vice Chair, and Immediate Past Chair) would take lead and nominate two or more candidates for full Commission consideration. A list of all candidates would also be transmitted to the Commission and Commissioners could also nominate candidates for consideration after notice from the Executive Committee.

  - Should the Commission choose to proceed with an expedited reappointment of the incumbent, the item would return to the Commission for action after legal notice is provided.

  - Irrespective of procedure (open recruitment or expedited reappointment), any appointment requires both a majority vote and at least one vote from each of the four membership categories on LAFCO (County, cities less San Diego, San Diego, and special districts).

- **Mid Term Vacancies**
  Allows the Commission to fill any unexpired term for the regular public member by directly appointing the alternate after legal notice is provided. Any actual appointment under this provision requires majority vote and at least one vote from each of the four membership categories on LAFCO as provided above.

The complete draft is provided as Attachment One.

ANALYSIS

The draft policy before the Committee represents an update to existing practices for making public member appointments and aimed at increasing process predictability while maintaining the Commission's ultimate discretion over outcomes. The policy designates the Executive Committee – Chair, Vice Chair, and Immediate Past Chair – to nominate at least two candidates for the full Commission's consideration, while still allowing individual Commissioners to propose additional candidates from the applicant pool. Other refinements include provisions for expedited reappointments, reducing the need for open recruitment, and for appointing alternates to serve unexpired terms in regular positions. Additionally, the draft reflects the Commission's past approach of prioritizing appointments based on candidates' qualifications and backgrounds.

RECOMMENDATION

Review and discuss, as requested.

ALTERNATIVES FOR ACTION

None. Any related action by the Committee – including making formal recommendations to the Commission and/or LAFCO staff – can be accommodated through a successful motion.

PROCEDURES

This item has been placed on the Committee's agenda for discussion and possible action as part of the business calendar. The following procedures are recommended in the consideration of this item:

1) Receive verbal presentation from staff unless waived.
2) Invite comments from interested audience members.
3) Discuss and provide feedback, as requested.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachment:

1) Draft Policy on Making Public Member Appointments

Subject:
PUBLIC MEMBERS APPOINTMENTS

Purpose:
Provide rules and procedures to guide the appointment of public members to the Commission in an inclusive, clear, and fair process.

Background:
State law specifies the composition of the Commission shall include one member representing the general public with the option to also designate an alternate (Government Code Section 56325).

Policy:
It is the policy of the Commission:

A. Goals and Priorities:

1) The Commission shall appoint both regular and alternate public members.

2) The Commission shall prioritize experience in local government and/or community advocacy in considering public member appointments.

3) The Commission shall consider geographic and other lived diversities in appointing public members to help advance balanced decision-making.

4) The Commission tasks the Executive Officer to exercise their best judgement in ensuring robust and inclusive outreach is performed anytime an open recruitment is conducted under this policy.

B. Appointment Eligibility:

1) As required under State law, public member appointees shall be residents of San Diego County. Appointees shall not be current officers or employees of the County of San Diego or local cities and special districts.

2) Elected officials serving on any of the County of San Diego advisory planning groups retain appointment eligibility to concurrently serve as public members on LAFCO.

3) Appointees may concurrently hold other appointed positions with the County of San Diego or local cities and special districts so long as their duties do not involve making land use decisions (e.g., art commissions, measure oversight committees).

C. Appointment Terms:

1) All public member terms are four years and begin on the first Monday of May in the year appointed. Any mid-term vacancies shall be filled with appointees assuming the unexpired terms.

2) There are no term limits for public members.

D. Full Term Appointments

1) No less than 90 days in advance, the Executive Officer shall provide notice to the Commission on the agenda advising of any pending term expirations involving the public member positions – regular or alternate.

2) At the time of receiving notice of a pending term expiration involving a public member position, the Commission shall provide direction to LAFCO staff to proceed either with an open recruitment or expedited reappointment.

3) The following appointment procedures are specific to Commission direction to proceed with an open recruitment process.

a) LAFCO staff shall perform outreach on the open recruitment and prepare an advertisement for local publication (print and media) and posting inviting eligible applicants to submit a letter of interest.

b) The application period shall extend to no less than 30 days and may be extended as needed until two or more letters of interests are submitted by eligible applicants.

c) All submitted letters of interests received by the close of the application period shall be immediately transmitted to the full Commission.

d) The Executive Committee (Chair, Vice Chair, and Immediate Past Chair) will screen all applicants, select applicants to interview, and conduct interviews of selected applicants at a notice special meeting.

e) The Executive Committee will nominate two or more applicants for consideration by the full Commission at a future meeting for which LAFCO staff can provide legally required notice. The list of the nominations from the Executive Committee shall be provided to all Commissioners no less than 10 days prior to the noticed meeting.

f) Any Commissioner may also nominate an applicant for consideration by the full Commission at the noticed meeting no later than five (5) days prior to the noticed meeting. Notice shall be given to the Executive Officer.

g) At a noticed meeting, with the opportunity to continue, the full Commission will consider all nominated applicants, and at the discretion of the Chair this may include inviting presentations and/or conducting interviews.

h) A successful appointment shall achieve no less than four (4) affirmative votes from voting Commissioners and include therein at least one affirmative vote from each of the following four membership categories:

- County of San Diego
- Cities Less San Diego
- Special Districts
- City of San Diego

i) In the event no candidate receives both a majority vote and an affirmative vote from each of the four membership categories, the Commission shall conduct a run-off vote of two candidates receiving the most votes. In the event that neither candidate receives a majority vote and an affirmative vote from all four membership categories, the Chair shall either continue consideration to a future meeting or provide direction to restart the recruitment process in the manner prescribed under this policy.

4) The following procedures are specific to Commission direction to proceed with an expedited reappointment of the incumbent.

a) The Commission will take up the expedited reappointment at the next regular meeting for which LAFCO staff can provide legally required notice.

b) A successful reappointment is subject to the same voting thresholds identified in the preceding subsection.

E. Mid Term Vacancy Appointments

1) If the regular public member position becomes vacant prior to the term expiration, the Executive Officer shall provide notice to the Commission on the agenda at the next regular meeting. The Commission may proceed thereafter in providing direction to LAFCO staff of its intentions to either appoint the alternate or proceed with an open recruitment.

   a) Any direction to proceed with appointing the alternate to fill a mid-term vacancy shall be considered for action at the next regular meeting in which LAFCO staff can provide legal notice.

   b) Any direction to proceed with an open recruitment to fill a mid-term vacancy shall follow the same procedures for full term appointments.

5b

AGENDA REPORT
Business | Information

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Priscilla Mumpower, Assistant Executive Officer
Chris Cate, LAFCO Consultant

SUBJECT: **Current Workplan Update on High Priority Project | Municipal Service Review on Wholesale Water Agencies: San Diego County Water Authority and Metropolitan Water District of Southern California**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities. The update will advise on staff's progress in preparing the scheduled municipal service review (MSR) on wholesale water agencies operating in San Diego County. This includes a comprehensive review of the San Diego County Water Authority and a proportional review of the Metropolitan Water District of Southern California. The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County.

BACKGROUND

Adopted Workplan & MSR on Wholesale Water Agencies

San Diego LAFCO's current fiscal year workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. A scheduled MSR covering wholesale water agencies tops the priority list and

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covers LAFCO's statutory responsibility to perform an independent review of the San Diego County Water Authority and – albeit proportionally to its role in San Diego County – the Metropolitan Water District of Southern California. LAFCO retains discretion in determining the appropriate scope of each MSR and does so currently by policy delegation to the Executive Officer. Nonetheless, all MSRs must meaningfully address the following statutory factors:

- Growth and Population Projections
- Present and Planned Service Capacities
- Adequacy of Services Relative to Community Needs
- Financial Standing
- Opportunities for Shared Facilities
- Accountability of Governmental Structure and Alternatives
- Any Other Factors Required by Local Policy
    - Environmental Justice (San Diego)

DISCUSSION

This item is for the Committee to receive an update on one of San Diego LAFCO's highest placed priorities and involving advancing the scheduled MSR on wholesale water agencies operating in San Diego County – and specifically County Water Authority and Metropolitan Water District of Southern California. It follows Commission action in August 2023 to direct staff to regularly provide updates on the MSRs and in doing so provide opportunities in real-time for Commissioners, Committees, and the public to provide feedback on current and pending activities. The Committee will receive a verbal report by LAFCO Consultant Chris Cate.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for information.

ALTERNATIVES FOR ACTION

None.

(continued)

PROCEDURES FOR CONSIDERATION

This item has been placed on the Committee's agenda for discussion as part of the business calendar. The following procedures are recommended:

1) Receive verbal presentation from staff unless waived.
2) Invite comments from interested audience members if any.
3) Discuss and provided general feedback as needed.

On behalf of the Consultant Team,



Priscilla Mumpower
Assistant Executive Officer

Attachments: none

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5c

AGENDA REPORT
Business | Information

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Priscilla Mumpower, Assistant Executive Officer
Joelle Burila, Analyst I

SUBJECT: **Current Workplan Update on High Priorities | Municipal Service Review Update on San Diego Association of Governments**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities involving a Municipal Service Review (MSR) on the San Diego Association of Governments (SANDAG). The MSR on SANDAG will study the agency, and in particular three service functions oriented towards the Commission's growth management interests and involving: (1) transportation, (2) regional housing, and (3) climate adaptation. The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County.

BACKGROUND

San Diego LAFCO's current fiscal year workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. A scheduled MSR covering SANDAG – a regional planning agency – tops the priority list as the third project on the workplan (No. 2) and will focus in particular on its transportation, regional housing, and climate adaptation service functions.

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Harry Mathis, General Public
Brigette Browning, Alt., General Public

LAFCO retains discretion in determining the appropriate scope of each MSR and does so currently by policy delegation to the Executive Officer. Nonetheless, all MSRs must meaningfully address the following statutory factors:

- Growth and Population Projections
- Present and Planned Service Capacities
- Adequacy of Services Relative to Community Needs
- Financial Standing
- Opportunities for Shared Facilities
- Accountability of Governmental Structure and Alternatives
- Any Other Factors Required by Local Policy
    - Environmental Justice (San Diego)

DISCUSSION

This item is for the Committee to receive an update on one of San Diego LAFCO's highest placed priorities involving a municipal service review on SANDAG. This update follows Commission action in August 2023 to direct staff to regularly provide updates on the MSRs and in doing so provide opportunities in real-time for Commissioners, Committees, and the public to provide feedback on current and pending activities. The presentation will be provided by LAFCO staff analyst Joelle Burila.

SANDAG MSR
Project Manager Joelle Burila
LAFCO Consultant Chris Cate

This MSR is agency-specific and focuses on SANDAG and its regional planning functions involving transportation, housing, and climate adaptation. The MSR is underway and will follow the standard format established by San Diego LAFCO with some necessary tailoring. This includes a qualitative accounting for SANDAG's unique role as a joint-powers authority sponsored by the County of San Diego and 18 cities and in doing so serving two distinct roles – municipal planning organization (MPO) and council of governments (COG). A more traditional quantitative analysis will follow with respect to SANDAG's demographics, service functions, and financial standing. The William Fulton Group has been retained to assist in preparing the expert analysis with LAFCO staff completing the balance of the report.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for information.

ALTERNATIVES FOR ACTION

None.

PROCEDURES FOR CONSIDERATION

This item has been placed on the Committee's agenda for information as part of the business calendar. The following procedures are recommended:

1) Receive verbal presentation from staff unless waived.
2) Invite comments from interested audience members if any.
3) Discuss and provided general feedback as needed.

On behalf of staff,

Joelle Burila

Joelle Burila
Analyst I

Attachments: None

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5d

AGENDA REPORT
Business | Discussion

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Michaela Peters, Analyst II
Adam Wilson, LAFCO Consultant

SUBJECT: **Current Workplan Update on High Priority Project | Municipal Service Review on Healthcare Districts in San Diego County**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update on the current adopted workplan focusing on one of San Diego LAFCO's highest placed priorities and involving a Municipal Service Review (MSR) on healthcare districts in San Diego County. The MSR will cover the four healthcare districts in San Diego County including: Fallbrook, Palomar, Grossmont, and Tri-City. The review will be divided into two parts and will encompass: an overarching analysis of the district's services (macro report), followed by a detailed examination (micro report). The update is provided for information with an opportunity for Committee members to provide feedback to staff on interests and/or priorities on behalf of special districts in San Diego County.

BACKGROUND

2024-2025 Adopted Workplan & MSR on Healthcare Districts

San Diego LAFCO's current fiscal year workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. A scheduled MSR covering the four healthcare districts comes in as priority number two (1b) and covers LAFCO's statutory responsibility to perform an independent

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review of the four healthcare districts in San Diego County and will highlight: Fallbrook; Palomar; Grossmont; and Tri-City. LAFCO retains discretion in determining the appropriate scope of each MSR and does so currently by policy delegation to the Executive Officer. Nonetheless, all MSRs must meaningfully address the following statutory factors:

- Growth and Population Projections
- Present and Planned Service Capacities
- Adequacy of Services Relative to Community Needs
- Financial Standing
- Opportunities for Shared Facilities
- Accountability of Governmental Structure and Alternatives
- Any Other Factors Required by Local Policy
    - Environmental Justice (San Diego)

DISCUSSION

This item is for the Committee to receive an update on one of San Diego LAFCO's highest placed priorities involving a municipal service review on the four healthcare districts in San Diego County. It follows Commission action in August 2023 to direct staff to regularly provide updates on the MSRs and in doing so provide opportunities in real-time for Commissioners, Committees, and the public to provide feedback on current and pending activities. The Committee will receive a verbal report by LAFCO staff analyst Michaela Peters.

Healthcare Districts MSR
Project Manager Michaela Peters
LAFCO Consultant Adam Wilson

The MSR is service-specific and covers all four healthcare districts in San Diego County – Fallbrook, Grossmont, Palomar, and Tri-City – and administratively organized into two distinct parts. The first part is underway and involves a macro evaluation of the four districts' core service functions including capacities, demands, performance and alignment with current and emerging industry standards. The macro report follows San Diego LAFCO's standard MSR format, with individual agency profiles addressing their background, boundaries, demographics, governance, service functions, and financial standing. LAFCO staff will prepare the majority of the document with the notable exception of contracting with Progressive Healthcare to provide expert analysis with respect to assessing service functions. A micro review is also expected to follow (subject to Commission approval in a future workplan) as part of an anticipated addendum to more closely assess community needs and relationship – now and future – with the four healthcare districts.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for information.

ALTERNATIVES FOR ACTION

None.

PROCEDURES FOR CONSIDERATION

This item has been placed on the Committee's agenda for information as part of the business calendar. The following procedures are recommended:

1) Receive verbal presentation from staff unless waived.
2) Invite comments from interested audience members if any.
3) Discuss and provided general feedback as needed.

On behalf of staff,

Michaela Peters
Analyst II

Attachments: None

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AGENDA REPORT
Business | Discussion

December 20, 2024

TO: Special Districts Advisory Committee

FROM: Priscilla Mumpower, Assistant Executive Officer
Joelle Burila, Local Government Analyst I

SUBJECT: **Update on Policy Review | Special Districts Advisory Committee Rules**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive an update from its Ad Hoc Committee, formed at its September 2024 meeting, regarding its ongoing review of the Committee's rules and efforts to modernize them. This item ties to the Commission's adopted workplan and involves a comprehensive review of the Committee's rules, focusing on its purpose and core focuses, composition and elections, and place and time of meetings. The update is provided for information with an opportunity for Committee members to provide feedback and direction, in advance of staff presenting a future item for action.

BACKGROUND

Special District's Advisory Committee

The Committee was established in 1971 to assist and inform LAFCO processes which led to the inaugural appointments of special district members to the San Diego Local Agency Formation Commission (LAFCO). Following these inaugural appointments, the Committee's role evolved to serve as a resource, advising LAFCO on its growth management responsibilities, with a particular focus on issues affecting special districts. The Committee's specific duties and tasks are detailed in the Committee's Rules, and any changes to these rules require a majority affirmative vote.

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Adopted Workplan & Review of the Special District's Advisory Committee Rules

San Diego LAFCO's current fiscal year workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. The policy review of the Committee rules is prioritized as the 26th project on the Commission's workplan. This task involves coordinating with the Committee to modernize the rules and related procedures, ensuring alignment with the current interests and priorities of the membership.

Establishment of an Ad-Hoc Committee

At its September 2024 meeting, the Committee approved the formation of an advisory committee to assist staff in the policy review of the membership's rules. The Committee established the advisory committee's composition to include six members: Chair Kim Thorner, Paul Bushee, Al Lau, Dave McQuead, Mark Robak, and Oliver Smith. The advisory committee's primary task is to review the rules and present recommendations for full Committee consideration as early as its December 2024 meeting.

DISCUSSION

This item is for the Committee to receive a verbal update regarding the Ad Hoc Committee's activities and recent collaborative discussion with respect to reviewing and considering the modernization of its rules. The Ad Hoc Committee convened on Thursday, December 12, 2024 and identified several elements that may benefit from Committee review and potential revisions going forward – including membership composition, term of membership, defining a quorum, and the schedule, time, and location of meetings. One key proposed change is a shift in the meeting schedule: the Committee has expressed a preference to move away from meeting in March, June, September, and December, and instead to hold meetings in January, April, July, and October. Additionally, the Ad Hoc Committee expressed interest in reducing its membership from 16 to 15 members. The Ad Hoc Committee plans to reconvene early next year to continue discussion on potential amendments to its rules. LAFCO staff anticipates drawing on Committee feedback in presenting a draft version to the full Committee as early as its next meeting.

The Special Districts Rules are provided as Attachment One.

ANALYSIS

This item is for the Committee to discuss and provide related feedback to LAFCO staff as collectively warranted.

RECOMMENDATION

See above.

ALTERNATIVES FOR ACTION

See above.

PROCEDURES FOR CONSIDERATION

This item has been placed on the Committee's agenda for discussion and possible action as part of the business calendar. The following procedures are recommended in the consideration of this item:

1) Receive verbal presentation from staff unless waived.
2) Invite comments from interested audience members.
3) Discuss and provide feedback as requested.

Respectfully,

Joelle Burila

Joelle Burila
Analyst I

Attachment:
Special District Advisory Committee Rules

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SAN DIEGO
LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE
RULES

SECTION I
FORMATION AND PURPOSE

A. Authorization for Formation

The Special Districts Advisory Committee was formed on August 2, 1971 to review the "Rules and Regulations Affecting the Functions of Special Districts and for Representation of Independent Special Districts" on San Diego LAFCO. Instead of disbanding the Committee after district representatives were seated, the Commission retained the Committee to serve as both a forum for discussion and a method of channeling information to LAFCO on pending projects/issues.

B. Statement of Purpose

Recognizing the diversity of special districts and the need for technical advice on pending LAFCO projects/issues, the Commission hereby continues the San Diego LAFCO Special Districts Advisory Committee. The purposes of the Committee are to:

1. Assist LAFCO in the performance of its duties by (1) reviewing, before consideration by the Commission, those proposed boundary changes, spheres of influence adoption or amendment, or other special studies that affect special districts and require technical insight and expertise, and (2) making recommendations to the Commission.

2. Identify areas of potential conflict between cities, county service areas, and special districts and facilitate voluntary resolution of those conflicts rather than by formal action of LAFCO.

3. Identify districts that are no longer functioning efficiently and/or cost-effectively and make appropriate recommendations.

4. Assist districts that desire reorganization as a means of providing better service.

5. Assist LAFCO in coordinating its decisions with other agencies.

6. Review, study, and recommend changes to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

SECTION II
MEMBERSHIP

A. Composition

The San Diego LAFCO Special Districts Advisory Committee shall consist of sixteen (16) members. They shall represent as many different types of special districts as possible. There shall be representation from at least one water, one sewer, and one fire district. Members may be either an elected board member or a staff person. Members of the Committee may not also be members of LAFCO. The number of candidates and members of the Advisory Committee representing the same agency shall be limited to one. In addition, candidates for the advisory committee shall not also be candidates for LAFCO.

Membership is restricted to those independent special districts located entirely within the county of San Diego, or for which the county of San Diego is its principal county. The County of San Diego shall be permitted a nonvoting representative, who shall be appointed by the County Chief Administrative Officer.

B. Selection Procedure

Members of the Special Districts Advisory Committee shall be selected by the Independent Special District Selection Committee of San Diego county, as constituted in Government Code Section 56332. An annual election shall be conducted, in accordance with the adopted "San Diego County Independent Special District Selection Committee Rules," to fill all existing vacancies in the committee membership. If a vacancy occurs subsequent to a regular election, and more than sixty (60) days prior to the next regular election, a list of candidates for consideration to an interim appointment shall be presented for committee discussion at the next available committee meeting after the vacancy occurs. The Committee chairperson may make an interim appointment, with recommendations from the full advisory committee, until the next regular election.

C. Term of Membership

Members shall serve four-year terms that will expire on October 31 or until certification of the election results. Members may serve more than one term.

D. Termination of Membership

Any member may be removed at any time and without cause by a majority vote of the Independent Special District Selection Committee.

A member may be removed if he or she is absent from four (4) consecutive regular meetings.

A member shall be ineligible to continue as a member if he or she ceases to be a board member or staff person of his or her special district, or is appointed to either a regular or alternate position on LAFCO.

SECTION III
OFFICERS

A. Number and Selection

The officers of the Committee shall be Chairperson and Vice Chairperson. The Committee
may create and appoint such additional officers as may be necessary to carry out the work of the Committee.

The officers shall be chosen annually at the regular December meeting, or the first regular meeting held thereafter. Each officer shall hold office until resignation, removal, other disqualification to serve, or until a successor has been chosen.

B. Duties of the Chairperson

The Chairperson shall preside at all meetings of the Committee, and appoint members and provide instructions to all subcommittees. The Chairperson, the Vice Chairperson, or other designated committee member may attend and represent the Committee at any meeting of LAFCO.

C. Duties of the Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson. The Vice Chairperson shall also preside as the chairperson of all subcommittees and shall report to the Chairperson on the progress of a subcommittee's activities.

D. Duties of the Secretary

LAFCO shall provide a staff person to act as the Secretary for the Committee. The Secretary shall (1) prepare and mail agendas and other notices to the Committee, (2) take, transcribe, and distribute minutes of committee meetings, and (3) perform such other tasks as are necessary to conduct the business of the Committee.

SECTION IV
MEETINGS

A. Compliance with Ralph M. Brown Act

All meetings of the Special Districts Advisory Committee shall be posted, noticed, and conducted in compliance with the Ralph M. Brown Act.

B. Schedule of Meetings

Regular meetings of the Special Districts Advisory Committee shall be scheduled on the third (3rd) Friday of the last month of each quarter. If the regular meeting date of the Local Agency Formation Commission (LAFCO) on the first (1st) Monday of the following month is a holiday, the regular meeting of the Special Districts Advisory Committee shall be on the fourth (4th) Friday.

Special meetings may be called at any time by the Executive Officer or Chairperson, or by nine (9) committee members. Notice of such special meetings shall be mailed or delivered to each member, and must be received at least twenty-four (24) hours before the time set for said meeting.

C. Time and Place of Meeting/Agendas

Meetings of the Committee shall be scheduled to be held at the University of California cooperative Extension located at 9335 Hazard Way, Suite 201, San Diego, California. Any meeting may, however, be held at a site at the discretion of the Chairman and/or Executive Officer. The meeting location of all meetings shall be indicated on the agenda distributed and posted for that meeting. Meetings shall be scheduled to commence at 9:30 a.m., and when a quorum is present. The specific meeting room and time will be determined monthly, prior to preparation, distribution, and posting of that month's agenda, and will depend on availability of meeting rooms. All committee members will be sent either an agenda or cancellation notice at least one week prior to each scheduled meeting.

D. Conduct of Meetings

A member unable to attend a meeting shall notify the LAFCO office at least twenty-four (24) hours prior to the meeting.

The Chairman may alter the sequence in which agenda items will be considered.

Except as permitted by Section 54954.2 of the Ralph M. Brown Act, the Committee shall not discuss, or take action on, any item not included on the agenda for that meeting.

A member may briefly respond to statements or questions from members of the public during the Public Comment period.

A member may ask a question for clarification, make a **brief** announcement, or make a **brief** report on his or her own activities.

A member, or the Committee itself, may request LAFCO staff to provide information at a future meeting or to place an item on a future agenda.

SECTION V
VOTING

A. Vote Entitlement

Each committee member shall be entitled to one vote, even though that member may be a board member or staff person of more than one special district.

B. Quorum

The presence of five (5) or more members shall constitute a quorum for the transaction of business at any regular or special meeting of the Committee.

C. Number of Votes Required to Carry Action

Adoption of any recommendation or other action shall require a majority affirmative vote. When seven (7) or fewer votes are cast, a minimum of four (4) affirmative votes shall be required to carry an action.

D. Disqualification

When a committee member is a board member or staff person of a district that is a subject district of a proposal (as defined by Gov't Code Section 56077), that member may participate in the discussion of, but may not vote on the Committee's action regarding that proposal.

SECTION VI
SUBCOMMITTEES

The Advisory Committee may create such subcommittees as the business of the Committee may require, each of which shall exist for such period and have such authority and perform such duties as the Committee from time to time determines.

SECTION VII
PLACE OF BUSINESS

The principal business office of the Special Districts Advisory Committee is in the San Diego LAFCO office, Suite 200, 9335 Hazard Way, San Diego, California 92123.

SECTION VIII
AMENDMENT

These Rules may be amended by a majority vote of the Committee at any regular or special meeting. The Executive Officer may make technical changes as necessary, after consulting with all committee members, to ensure compliance of these Rules with current law and committee policy.

Adopted: September 23, 1971

Amended: December 1972
December 18, 1973
December 21, 1976
July 26, 1994
June 19, 1992
December 20, 1996
December 19, 1997
March 20, 1998
December 17, 2004
July 31, 2014
March 9, 2018