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

SPECIAL MEETING AGENDA
SPECIAL DISTRICTS ADVISORY COMMITTEE

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

In-Person Participation
Olivenhain Municipal Water District
Boardroom
1966 Olivenhain Road
Encinitas, CA 92024

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

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 September 20, 2024 meeting in person at the Olivenhain Municipal Water District - Boardroom (1966 Olivenhain Road, Encinitas, CA 92024). 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 9:00 A.M. on Friday, September 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 June 21, 2024 (action)**
   The Committee will consider draft summary minutes prepared for the last meeting held on June 21, 2024. Staff recommends approval as presented. (Page 5-10)

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 will receive an update on the current adopted workplan focusing on San Diego LAFCO's highest placed priorities. This includes 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 – and will be divided into two parts. The final MSR will study SANDAG and in particular its regional housing, transportation, and climate adaptation service functions. 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. (Pages 11-14)

   Contact: Chris Cate, LAFCO Consultant
   Joelle Burila, Analyst I

   b) **Policy Review | Special Districts Advisory Committee Rules (discussion + action)**
   The Committee will review and consider modernizing its formal rules as part of the Commission's adopted workplan. This includes reviewing the Committee's purpose and core focuses, composition and elections, and place and time of meetings. The item is being presented for discussion with the opportunity for the Committee to provide feedback and direction on returning with a future item for action if requested. (Pages 15-24)

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

c) Updated Rolling Five-Year Study Schedule (information)

The Committee will receive 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 is being presented to the Committee for information only. (Pages 25-34)

Contact: Priscilla Mumpower, Assistant Executive Officer

d) Proposal for "Special District Spotlight" at Quarterly Meetings (discussion + action)

The Committee will consider 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 will present this item with a verbal report, no associated agenda report is adhered.

Contact: Priscilla Mumpower, Assistant Executive Officer

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.

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AGENDA REPORT
Consent | Action

September 20, 2024

TO: Special Districts Advisory Committee

FROM: Michaela Peters, Interim Commission Clerk

SUBJECT: **Approval of Meeting Minutes for June 21, 2024**

SUMMARY

The Special Districts Advisory Committee ("Committee") will receive action minutes prepared for the last meeting held on Friday, June 21, 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 June 21, 2024 meeting consistent with the Brown Act.

ANALYSIS

The attached action minutes for the June 21, 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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Joel Anderson, County of San Diego
Jim Desmond, County of San Diego
Nora Vargas, Alt., County of San Diego
Kristi Becker, City of Solana Beach
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 June 21, 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 June 21, 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,

Michaela Peters

Michaela Peters
Interim Commission Clerk

Attachment: as stated

DRAFT
SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE
SPECIAL MEETING
June 21, 2024

San Diego County Administration Center
1600 Pacific Highway, Room 402
San Diego, California 92101

1. 1:15 P.M. – CALL TO ORDER BY CHAIR

Chair Kim Thorner called the meeting to order at 1:15 p.m.

Item 1a
ROLL CALL

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

Committee Members Present:
Chair Kim Thorner (Olivenhain MWD)
Vice Chair Jack Bebee (Fallbrook PUD)
Ann Baldridge (RCD Greater San Diego County)
Paul Bushee (Leucadia WWD)
Hector Martinez (South Bay ID)
Dave McQuead (Rancho Santa Fe FPD)
Marty Miller (Vista ID)
Mark Robak (Otay WD – joined at 1:20 p.m.)
Joel Scalzitti (Helix WD)
Mike Sims (Bonita-Sunnyside FPD)

Committee Members Absent:
Jeff Egkan (North County FPD)
James Gordon (Deer Springs FPD)
Diane Hansen (Palomar Health HCD)
Albert Lau (Santa Fe ID)
Oliver Smith (Valley Center MWD)

The Committee Secretary confirmed a quorum with ten 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; GIS Analyst Dieu Ngu; Consultant Adam Wilson; Consultant Chris Cate; and Acting Commission Clerk Michaela Peters serving as Committee Secretary.

Item 1b
PLEDGE OF ALLEGIANCE

Chief Dave McQuead (Rancho Santa Fe FPD) 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 March 15, 2024 (action)
The Committee considered draft summary minutes prepared for the last meeting held on March 15, 2024. Staff recommends approval as presented.

**

On motion by Paul Bushee and seconded by Mike Sims, the Committee unanimously approved the minutes for the March 15, 2024 meeting.

5. BUSINESS ITEMS

a) White Paper on Regional Growth Management |
"The Contours of Regional Growth: How Different Agencies Shape Development and Transportation Patterns in the San Diego Region" (information)
The Committee received a white paper evaluating the San Diego region's growth management policies and practices and opportunities for improved coordination going forward. The William Fulton Group has prepared the white paper and its exploration of the historical and emerging roles among the principal regional growth management agencies in San Diego County – LAFCO, the County of San Diego, and the San Diego Association of Governments (SANDAG). Discussion and feedback.

Staff presentation provided by LAFCO Consultant Chris Cate.

Committee Discussion followed.

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

b) Municipal Service Review |
Tentative Draft Report on Municipal Service Review on the Oceanside Region (information)
The Committee received a tentative draft report on the scheduled municipal service review covering the Oceanside region. The item has been prepared as part of the adopted workplan to address the Commission's task in statute to independently evaluate public services in the region with a specific focus on the principal local government agencies subject to its oversight – City of Oceanside, Oceanside Small Craft Harbor District, and

Morro Hills Community Service District. The staff presentation detailed the tentative draft report's preliminary conclusions and recommendations with the qualifier that work on the document has been paused at the request of the City to provide comments before a formal public comment period is initiated. The item is being presented for discussion with the opportunity for the Committee to provide feedback on the scope and scale of the tentative draft as well as its performance measurements given its common application going forward for all local agencies. Discussion and feedback.

Staff presentation provided by Acting Commission Clerk Michaela Peters.

Committee discussion followed.

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

c) Final Workplan + Budget for FY 2024-2025 (information)

The Committee received a presentation on the final workplan and budget adopted by the Commission for 2024-2025. The adopted workplan outlines 30 specific projects in priority order and is headlined by continuing municipal service reviews (MSRs) on wholesale water service providers (No. 1a) and healthcare districts (No. 1b). New MSRs are also scheduled in 2024-2025 and marked by reviewing SANDAG (No. 2) and its housing and transportation functions. The adopted final budget totals $2.912 million in matching expenses and revenues and reflects a 7.4% increase above the current fiscal year and is largely tied to inflationary adjustments. The item was presented for information with the opportunity for the Committee to make related recommendations on amendments for future consideration by the Commission.

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) Approved Policy Governing Out-of-Agency Services (information)

The Committee received an update on the recently approved policy governing outside service approvals for cities and special districts. The policy was approved by the Commission in May and done so based on extensive feedback from the Committee. The policy provisions are now effective in governing out-of-agency service activities under Government Code Section 56133 in San Diego County less fire protection services. The item is being presented to the Committee for information.

Staff presentation provided by LAFCO Consultant Adam Wilson.

Committee discussion followed.

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

6. COMMITTEE MEMBER REPORTS

- Joel Scalzitti gave brief report on Helix WD's advanced water treatment program.

7. LAFCO EXECUTIVE OFFICER REPORT

Executive Officer Keene Simonds noted the following items:

- Commission Clerk Erica Sellen to come back from maternity leave at the end of June.

8. ADJOURNMENT

With no further business, the Special Districts Advisory Committee meeting was adjourned at 2:32 p.m.

Attest:



Michaela Peters
Interim Committee Secretary

5a

AGENDA REPORT
Business | Information

September 20, 2024

TO: Special Districts Advisory Committee

FROM: Priscilla Mumpower, Assistant Executive Officer
Michaela Peters, Analyst II
Joelle Burila, Analyst I
Chris Cate, LAFCO Consultant
Adam Wilson, LAFCO Consultant

SUBJECT: **Current Workplan Update on High Priorities | Municipal Service Reviews on Wholesale Water Agencies, Healthcare Districts in San Diego County, and San Diego Association of Governments**

SUMMARY

The Committee will receive an update on the current adopted workplan focusing on San Diego LAFCO's highest placed priorities. This includes 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 – and will be divided into two parts. The third MSR – topping the list – will study SANDAG and in particular its regional housing, transportation, and climate adaptation service functions. 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.

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Vice Chair Barry Willis, Alpine Fire Protection
Jo MacKenzie, Vista Irrigation
David Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Vacant, Alt., General Public

BACKGROUND

Adopted Workplan & MSRs on Wholesale Water Agencies, Healthcare Districts, and SANDAG

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 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. The scheduled MSR on the four healthcare districts in San Diego County comes in second and will highlight: Fallbrook; Palomar; Grossmont; and Tri-City. The third MSR on the workplan will focus on SANDAG – a regional planning agency – and in particular its regional housing, transportation, and climate adaptation service functions. Specific statutory factors required under the MSR statute (Government Code 56430) include the following:

- 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

DISCUSSION

This item is for the Committee to receive an update on the current adopted workplan and specific to San Diego LAFCO's highest placed priorities involving separate municipal service reviews on wholesale water service providers, four healthcare districts, and SANDAG. 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 presentation will be provided by lead consultant Chris Cate and LAFCO staff analyst Joelle Burila.

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,



Priscilla Mumpower
Assistant Executive Officer

Attachments: none

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5b

AGENDA REPORT
Business | Discussion

September 20, 2024

TO: Special Districts Advisory Committee

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

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

SUMMARY

The Committee will review and consider modernizing its formal rules as part of the Commission's adopted workplan. This includes reviewing the Committee's purpose and core focuses, composition and elections, and place and time of meetings. The item is being presented for discussion with the opportunity for the Committee to provide feedback and direction on returning with a future item for action if requested.

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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Vice Chair Barry Willis, Alpine Fire Protection
Jo MacKenzie, Vista Irrigation
David Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Vacant, Alt., General Public

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 SDAC 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.

DISCUSSION

This item is for the Committee to review and consider modernizing its rules as part of the Commission's adopted workplan. Staff has identified several elements that may benefit from Committee review and potential revisions going forward - including purpose and core focuses, composition and elections, and place and time of meetings. Recommendations for amendments are as follows:

1. **Section I | Formation and Purpose**

   The Committee may consider adding clarifying language to Section I.B.1 regarding how it will advise and make recommendations to the Commission based on current preferences.

2. **Section II | Membership**

   - **Section II.A (Composition)**: The rules currently specify a 16-member Committee, including at least one water, sewer, and fire district from within San Diego County. The Committee may consider alternative compositions based on current preferences.

   - **Section II.B (Selection Procedure)**: The rules currently call for annual elections for membership through the Special Districts Selection Committee. The Committee may consider alternatives in holding elections as well as related items – such as recruitment and eligibility topics – based on current preferences.

   - **Section II. C (Term of Membership):** The current rules specify a four-year term for members with no term limits. The Committee may consider alternatives to terms and related topics based on current preferences.

3. **Section IV | Meetings**

   - **Section IV.B (Schedule of Meetings):** Regular meetings are currently scheduled for the third Friday of each quarter, or the fourth Friday if it conflicts with a LAFCO holiday. Special meetings can be called by the Executive Officer, Chairperson, or nine members, with 24-hour notice. The Committee may consider biannual meetings and adjusting the number of members required to call special meetings if the Committee size changes. The Committee may consider alternatives to the timing of regular and/or special meetings based on current preferences.

   - **Section IV.C (Time and Place of Meeting/Agendas):** Rules currently outline meetings are generally be held at the University of California Cooperative Extension, 9335 Hazard Way, Suite 201, San Diego, California, with the location specified on the agenda. It also outlines a meeting start time of 9:30 a.m. The Committee may consider alternatives to the place and time of regular meetings based on current preferences or elect to update the rules based on current practice as well as current preferences.

   - **Section IV.D (Conduct of Meeting):** The Committee currently relies on LAFCO staff to organize and present information at regular and special meetings. The Committee may consider formalizing this practice and/or consider other alternatives based on current preferences.

4. **Section VII | Place of Business**
   The rules list the SDAC's office as Suite 200, 9335 Hazard Way, San Diego. This should be updated to reflect San Diego LAFCO's current address: 2550 Fifth Avenue, Suite 725, San Diego, CA 92103.

The Special Districts Rules are provided as Attachment One.

ANALYSIS

None. 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 provided feedback as requested.

Respectfully,



Priscilla Mumpower
Assistant Executive Officer

Attachments:
Special District Advisory Committee Rules

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

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AGENDA REPORT
Business | Discussion

September 20, 2024

TO: Special Districts Advisory Committee

FROM: Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Updated Rolling Five-Year Study Schedule**

SUMMARY

The Committee will receive 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 is being presented to the Committee for discussion only with the opportunity to advance formal comments and/or recommendations to the Commission as needed.

BACKGROUND

Study Directive | Municipal Service Reviews and Sphere of Influence Updates

State law directs San Diego LAFCO to review all local agencies' spheres of influence and update as needed approximately every five years and in doing so actively manage what the

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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

Commission sets as the agencies' appropriate current and future boundaries and service areas. State law relatedly specifies LAFCO inform sphere updates by preparing municipal service reviews to independently assess the availability and adequacy of local services relative to community needs. The Commission's policies on preparing municipal service reviews are codified as L-106 and include direction to maintain a five-year study schedule.

Rolling Study Schedule + Implementation Practices

San Diego LAFCO annually reviews and resets a five-year rolling study schedule to calendar municipal service reviews and ancillary sphere of influence updates. Approvals to reset the rolling study schedule are typically considered in August and premised on two related implementation practices as summarized below.

1. The first two years of the five-year study schedule are combined and cover all municipal service reviews separately authorized by the Commission under the annual adopted workplan. The combination of the first two years provides LAFCO flexibility to pace work on the municipal service reviews in line with accommodating the agencies' resources and abilities therein to participate in the data collection and review process.

2. The third, fourth, and fifth years of the five-year study schedule serve as telegraphing tools to the affected agencies and other interested stakeholders with respect to the Commission's expectations of initiating future municipal service reviews. Actual work on any municipal service review – however – will not occur until the Commission formally authorizes the expenditure of LAFCO resources as part of the annual workplan.

DISCUSSION

This item is for the Committee to receive an update on SD LAFCO's five-year rolling study schedule calendaring municipal service reviews.

- The update has reset the five-year period from FY2024-2028 to FY2025-2029.

- The first two years of the proposed update (Years One and Two) remain largely intact and sync with the adopted workplan in covering all authorized municipal service reviews with a continued emphasis in the north and north-coastal communities. The referenced syncing produces one new previously unscheduled municipal service review on SANDAG. The remaining changes are structural to reorganize previously scheduled regional studies into parts to separately cover cities and districts.

- The final three years of the proposed update (Years Three, Four, and Five) also remain largely intact in telegraphing anticipated municipal service reviews in the near future. This includes continued emphasis to group the future municipal service reviews into regions and gradually progressing from the coast to the backcountry area. Structural changes to reorganize previously scheduled regional studies into parts to separately cover cities and districts also apply as well as adding a new study covering airports.

ANALYSIS

None.

RECOMMENDATION

This item is presented to the Committee for discussion.

ALTERNATIVES FOR ACTION

None.

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 provide feedback – including any formal comments and/or recommendations to the Commission – as needed.

On behalf of staff,



Priscilla Mumpower
Assistant Executive Officer

Attachment:
1. Updated Five-Year Rolling Study Schedule (FY2025-2029)

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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.



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.



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Jo MacKenzie
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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.



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

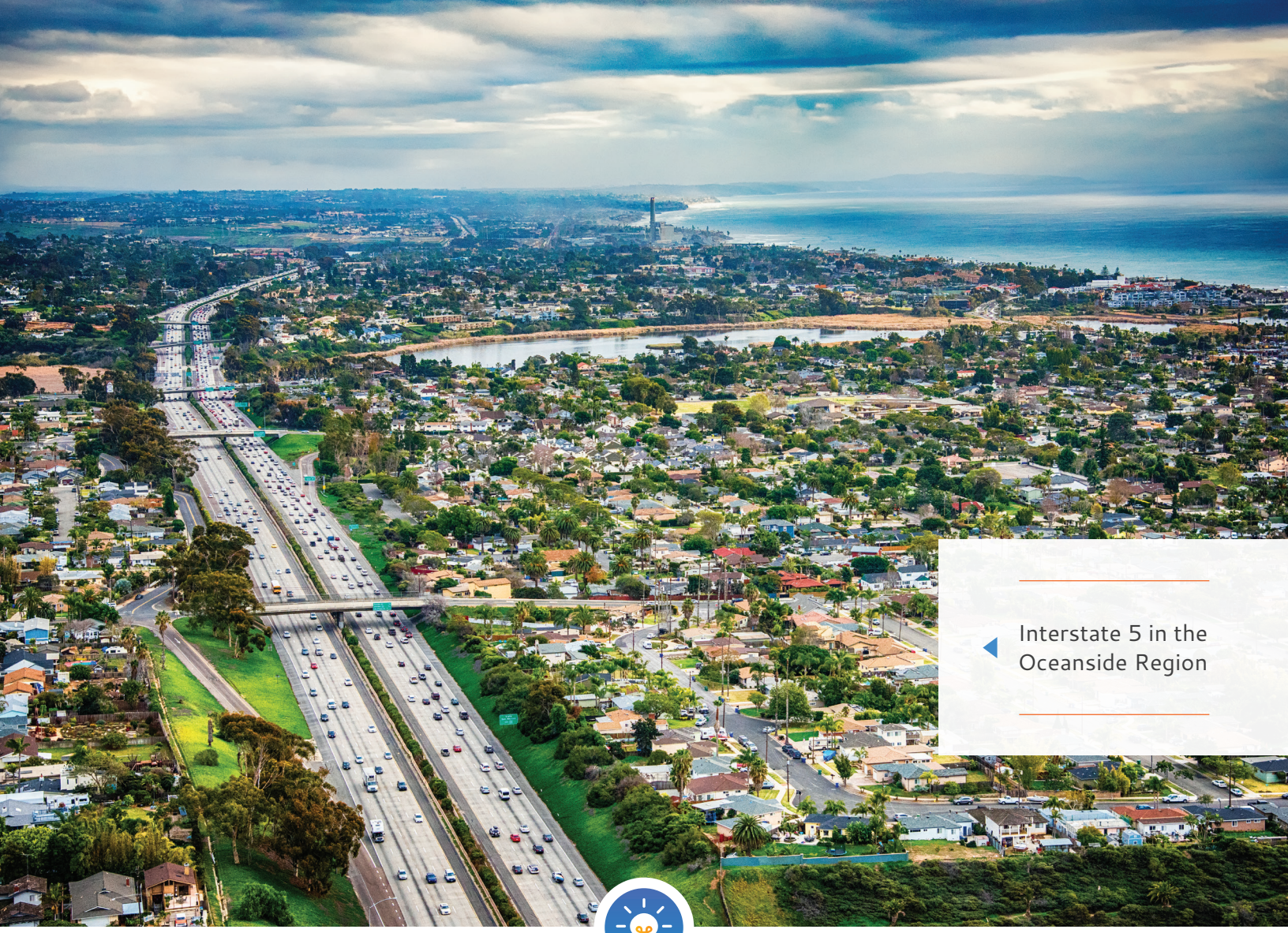
La Mesa – Lemon Grove Region

- 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

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



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