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

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AGENDA REPORT
Business | Action

July 17, 2026

TO: Special Districts Advisory Committee

FROM: Erica Sellen, Committee Secretary

SUBJECT: **Approval of Meeting Calendar and Special District Spotlight**

SUMMARY

The Special Districts Advisory Committee (Committee) will consider approving its regular meeting schedule for the remainder of 2026 and the 2027 calendar year. Staff recommends the Committee approve quarterly meetings on the third Friday of October 2026 and January, April, July, and October 2027 – consistent with its policy. The Committee will also consider confirming the next round of Special District Spotlight hosts and meeting locations.

BACKGROUND

Policy and Practice

The Committee's adopted policy provides that the Committee shall meet on the third Friday of the first month of each quarter unless a meeting is canceled or rescheduled due to holidays or an anticipated lack of business. The policy further provides that regular meetings begin at 9:30 a.m. at the County of San Diego Administration Center, 1600 Pacific Highway, San Diego. At the discretion of the Chair and/or Executive Officer, meetings may instead be held at another location.

Administration
Keene Simonds, Executive Officer
2550 Fifth Avenue, Suite 725
San Diego, California 92103
T 619.321.3380
E lafco@sdcounty.ca.gov
www.sdlafco.org

Paloma Aguirre, County of San Diego
Joel Anderson, County of San Diego
Monica M. Steppe, Alt., County of San Diego
Chair Kristi Becker, City of Solana Beach
Dane White, City of Escondido
John McCann Alt., City of Chula Vista
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
Brigette Browning, General Public
Eileen Delaney, Alt., General Public

DISCUSSION

This item provides the Committee with an opportunity to establish its meeting schedule for the remainder of 2026 and the 2027 calendar year. It also provides an opportunity to continue the Committee's Special District Spotlight program, through which member districts may volunteer to host a meeting. Hosting a Committee meeting allows districts to highlight recent accomplishments, innovative programs, and future initiatives. Host districts may also, if desired, offer a tour of their facilities to provide Committee members and staff greater insight into their operations.

Past Special District Spotlight Hosts

HOST	AGENCY	MEETING DATE
Kimberly Thorner	Olivenhain Municipal Water District	September 20, 2024
Mike Sims	Bonita-Sunnyside Fire Protection District	April 18, 2025
Dave McQuead	Rancho Santa Fe Fire Protection District	July 18, 2025
Hector Martinez	South Bay Water	October 17, 2025
Paul Bushee	Leucadia Wastewater District	January 16, 2026
Jack Bebee	Fallbrook Public Utility District	April 17, 2026

ANALYSIS

The proposed meeting schedule is consistent with the Committee's adopted policy and recent practice of holding regular quarterly meetings on the third Friday of the first month of each quarter. No special meetings are proposed at this time.[1]

RECOMMENDATION

It is recommended the Committee approve regular quarterly meetings held on the third Friday of the following months: October 2026 and January, April, July and October 2027 as well as confirm Special District hosts and meeting locations for the approved meeting dates. This recommendation is 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):

(a) Approve quarterly meetings on the following dates in 2026 and 2027:

- Friday, October 16, 2026
- Friday, January 15, 2027
- Friday, April 16, 2027
- Friday, July 16, 2027
- Friday, October 15, 2027

[1] Should the need for a special meeting develop staff will work with the Chair to schedule a time and location.

(b) Confirm Special District Spotlight hosts for the approved meeting dates. If a host district is not identified for a scheduled meeting, the meeting shall be held at the County of San Diego Administration Center, 1600 Pacific Highway, San Diego, beginning at 9:30 a.m.

PROCEDURES

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 provide general feedback as needed.

Respectfully,

Erica A. Sellen

Erica Sellen
Committee Secretary

Attachment:

1) Special Districts 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

The LAFCO Special Districts Advisory Committee serves at the discretion of the Commission for all purposes set forth in these Rules. 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, municipal service reviews, spheres of influence actions, 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. Collaborate with the California Special Districts Association (CSDA) San Diego Chapter to solicit input on matters of mutual interest.

7. 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 fifteen (15) members. They shall represent as many different types of special districts as possible. The committee's goal is to ensure diverse representation by including a wide variety of special districts and covering as many geographic areas in San Diego County as possible. This approach aims to reflect the unique needs, regional perspectives and types of special districts within the County. Members may be either a special district elected board member or a staff person. Members of the Committee may not also be Commissioners 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 of the Cortese-Knox-Hertzberg Act (CKH). A biennial 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.

Following the approved amendments to these Rules in 2025, and pursuant to the established election schedule, the Committee election shall occur by November 2025 with newly elected members seated in January2026 for the initial cohort of eight (8) members, who shall be selected based on the longest-expired terms. The subsequent election, to be held in 2028 in accordance with the biennial cycle, shall include the remaining seven (7) members, selected based on the most recently expired terms.

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. As outlined in CKH Government Code Section 56334, Committee members may continue to serve beyond their expired term until a successor is appointed.

D. Termination of Membership

Any member may be removed at any time and without cause by a simple affirmative 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 first regular January meeting, or the next 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 designate one or more staff members to act as the Secretary for the Committee. Staff member(s) 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 first 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 eight (8) 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 occur at the San Diego County Administration Center located at 1600 Pacific Highway, San Diego, California 92101. Any meeting may, however, be held at a site at the discretion of the Chairperson and/or Executive Officer. The meeting dates and locations for the following calendar year shall be determined at the prior last regular October meeting. 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

LAFCO staff shall serve as the designated facilitators of Committee meetings.

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

The Chairperson 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 eight (8) 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 simple majority affirmative vote.

D. Disqualification

When a committee member is a board member or staff person of a special district that is a subject district of a proposal (as defined by Government 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, 2550 Fifth Avenue, Suite 725 San Diego, California 92103-6624.

SECTION VIII
AMENDMENT

The Special Districts Advisory Committee Rules may be amended by simple majority vote by the Committee at any regular or special meeting followed by final approval by the Commission at the next available 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.

These Rules shall be reviewed every five years or as needed to ensure their continued relevance and effectiveness. Amendments may be made in accordance with the procedures set forth herein.

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
June 2, 2025