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## AGENDA REPORT

Consent | Action

December 3, 2018

**TO:** San Diego Commissioners

**FROM:** Keene Simonds, Executive Officer  
Tameron Luckett, Executive Assistant

**SUBJECT:** **Approval of Meeting Schedule for Calendar Year 2019**

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## SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will consider approving a meeting schedule for the upcoming calendar year. Based on anticipated workload it is recommended the Commission approve regular meetings for each month with the exception of January, July, and September. No special meetings are proposed. It is also noted an alternate meeting place will be needed for one or more meetings due to pending renovations at the County of San Diego's Administration Center. Staff is currently exploring options and will work with the Chair in confirming an alternate meeting location and will provide notice as affected dates approach.

## BACKGROUND

### [Scheduling Meetings | Policy and Practice](#)

San Diego LAFCO's adopted policy provides the Commission shall hold regular meetings every month on the first Monday unless provided otherwise due to holidays and/or anticipated lack of business. The policy also provides all regular meetings of the Commission be held at 9:00 a.m. in the County of San Diego Administrative Center at 1600 Pacific Highway, Room 302 in San Diego. It is also the practice of the Commission to review its upcoming workload each December and formally approve a meeting schedule for the upcoming calendar

year. Special meetings are also scheduled either in advance by the Commission as part of the annual calendar or as needed or through the Chair; examples of the former include holding retreats or topic-specific workshops.

## **DISCUSSION**

This item is for San Diego LAFCO to consider approving a formal meeting schedule for the upcoming calendar year. This includes considering anticipated workload and need therein for scheduling either regular and/or special meetings over the course of the calendar year. Also – and implicitly – this item serves as an opportunity for the Commission to review its policies on scheduling and holding meetings and request a particular item return for future consideration.

## **ANALYSIS**

San Diego LAFCO's adopted workplan coupled with current/expected proposal activities suggests it would be appropriate to schedule regular meetings for each month with the exceptions of January, July, and September. This also includes moving the April meeting back one week from its normal day to avoid overlap with Cesar Chavez Day. Creating the three "off" months in the regular meeting calendar, markedly, would provide staff the welcome opportunity to invest additional time in focusing on the municipal service reviews and associated community outreach. Knowingly excluding these three months from the regular meeting schedule at the start of the calendar year also helps provide predictability with respect to keeping the other nine regular meeting dates by reducing the potential for cancelations. No special meetings are proposed at this time. Should the need for a special meeting develop staff will work with the Chair to schedule a time/place and in consultation with Commissioners.

On a related matter, San Diego LAFCO has been informed the availability of the regular meeting place – Room 302 in the County Administration Center – will be closed for renovations at some point during the calendar year. This renovation is part of a larger undertaking in which the County will be concurrently renovating the Board Chambers, which has typically served as an alternative meeting place for the Commission. These renovations, pertinently, will likely require the Commission to hold one or more of its regular meetings in 2019 outside of the County Administration Center. Staff will work with the Chair in selecting an alternate meeting location and will provide notice as affected dates approach.

## **RECOMMENDATION**

It is recommended San Diego LAFCO schedule regular meetings for each month with the exception of January, July, and September. This action is provided as Alternative Action One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Approve regular meeting dates on the following dates in 2019:

- Monday, February 4<sup>th</sup>
- Monday, March 4<sup>th</sup>
- Monday, April 8<sup>th</sup> (second Monday)
- Monday, May 6<sup>th</sup>
- Monday, June 3<sup>rd</sup>
- Monday, August 5<sup>th</sup>
- Monday, October 7<sup>th</sup>
- Monday, November 4<sup>th</sup>
- Monday, December 2<sup>nd</sup>

Alternative Two:

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

Alternative Three:

Take no action.

## PROCEDURES

This item has been placed on San Diego LAFCO'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 Commission.

Respectfully,



Keene Simonds  
Executive Officer

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