



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

**4C**

**AGENDA REPORT**  
 Consent | Information

July 18, 2025

**TO:** Special Districts Advisory Committee

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

**SUBJECT: Policy Amendments |  
 Commission Approved Special Districts Advisory Committee Rules**

**SUMMARY**

The Special Districts Advisory Committee (“Committee”) will receive an update on the recently approved amendments to its formal rules. These amendments were presented to the LAFCO Commission at its June 2, 2025 meeting – following the Committee’s approval in April – and received approval with a few modifications. Notably, clarifying language was added to specify that Committee elections must be conducted by November 2025, with newly elected members taking office in January 2026. Additionally, a friendly amendment was adopted to encourage collaboration with the California Special Districts Association (CSDA) San Diego Chapter to facilitate input on issues of mutual interest. The amendments also now explicitly state that changes to the rules require a simple majority vote of the Committee, and the term “affirmative” has been removed for clarity. This item is being presented for information with the opportunity to pull for discussion at its discretion.

**BACKGROUND**

**Special Districts Advisory Committee**

San Diego LAFCO established the Committee in 1971 as a resource to support the Commission in its expanding responsibilities related to overseeing local agency jurisdictional boundaries.

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## Special Districts Advisory Committee

July 18, 2025 Special Meeting

Agenda Item No. 4c | Policy Amendments – Commission Approved Special Districts Advisory Committee Rules

The Committee’s formation - notably - preceded the 1975 legislation that authorized formal special district representation on LAFCOs. Following a brief hiatus associated with the establishment of special district seats on the Commission, the Committee was reconvened by the late 1970s and resumed regular meetings to deliberate on matters of particular relevance to special districts. Under its current governing rules, the Committee is composed of 16 elected representatives from independent special districts with eligibility extended to both board members and general managers.

## Adopted Workplan & Review of the Committee Rules

San Diego LAFCO’s 2024–25 fiscal year workplan included 30 projects, organized into two categories - statutory and administrative - with priority levels assigned by the Commission. Among the administrative projects is a partnership with the Committee to review and identify appropriate amendments to its governing rules.

## Formation of an Ad Hoc Subcommittee

At its September 2024 meeting, the Committee approved the formation of an Ad Hoc Subcommittee to lead the review of its governing rules and identify proposed amendments with support from LAFCO staff. The Ad Hoc was composed of the following six members.

- Chair Kimberly Thorner (Olivenhain Municipal Water District)
- Paul Bushee (Leucadia Wastewater District)
- Al Lau (Sante Fe Irrigation District)
- Dave McQuead (Rancho Sante Fe Fire Protection District)
- Mark Robak (Otay Water District)
- Oliver Smith (Valley Center Municipal Water District)

The Ad Hoc subsequently held meetings on December 12, 2024 and January 14, 2025. The Ad Hoc presented its proposed amendments to the full Committee on April 18, 2025 and received approval. The Committee Rules were then presented to the LAFCO Commission on June 2, 2025, and were formally adopted with the inclusion of three additional amendments, as detailed in the proceeding section.

## DISCUSSION

This item is presented for the Committee to receive an update on its formal rules, as approved by the LAFCO Commission at its June 2, 2025 meeting. Three additional modifications were proposed and approved, as follows.

- **Section I.B. – Statement of Purpose**  
Expanded to include a provision stating that the Special Districts Advisory Committee shall collaborate with the California Special Districts Association (CSDA) San Diego Chapter to solicit input on matters of mutual interest.

- **Section II.B. – Selection Procedure**

Clarified to state that Committee elections shall be conducted by November 2025, with newly elected members seated in January 2026.

- **Section VIII – Amendment**

Revised to explicitly state that amendments to the Rules require a simple majority vote of the Committee, and to remove the word “affirmative” for clarity.

LAFCO staff has updated the Committee’s Rules to incorporate these Commission-approved changes. The revised version, with tracked changes, is provided as Attachment One.

**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 consent calendar.

Respectfully,



Joelle Burila  
Analyst I

Attachment:

- 1) Special District Advisory Committee Rules (track-changes) – June 2, 2025 Version

**Special Districts Advisory Committee**

July 18, 2025 Special Meeting

Agenda Item No. 4c | Policy Amendments – Commission Approved 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.
76. 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 January](#)-2026 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 ~~affirmative~~ 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