

Chair

Jo MacKenzie, Director
Vista Irrigation District

Vice Chair

Ed Sprague, Director
Olivenhain Municipal Water

Members

Catherine Blakespear, Mayor
City of Encinitas

Bill Horn, Supervisor
County of San Diego

Dianne Jacob, Supervisor
County of San Diego

Andrew Vanderlaan
Public Member

Bill Wells, Mayor
City of El Cajon

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Mayor Pro Tem
City of Imperial Beach

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Harry Mathis
Public Member

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

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AGENDA REPORT Consent | Action

February 5, 2018

TO: San Diego Commissioners
FROM: Tamaron Luckett, Executive Assistant
SUBJECT: **Approval of Meeting Minutes | December 4, 2017**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will receive minutes prepared for the last meeting of the Commission held on Monday, December 4, 2017. The minutes are being presented for formal approval with any desired corrections or clarifications as requested by the Commission.

BACKGROUND

The Ralph M. Brown Act was enacted by the State Legislature 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 Commission to consider approving summary minutes for the December 4, 2017 regular meeting as recorded by staff. All members were present with the exception of the following persons: Catherine Blakespear, Chris Cate (alternate), and Greg Cox (alternate).

ANALYSIS

The attached summary minutes for the December 4, 2017 meeting accurately reflect the Commission’s actions as recorded by staff.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Commission:

Alternative One (Recommended):

Approve the draft action summary prepared for the December 4, 2017 regular meeting with any desired corrections or clarifications.

Alternative Two:

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

RECOMMENDATION

It is recommended the Commission proceed with the action identified in the preceding section as Alternative One.

PROCEDURES

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Tamaron Luckett
Executive Assistant

Attachment:

- 1) Draft Meeting Minutes for December 4, 2017

Attachment One

DRAFT SAN DIEGO LAFCO MINUTES OF THE REGULAR MEETING DECEMBER 4, 2017

CALL TO ORDER BY CHAIR | ROLL CALL

There being a quorum present, the meeting was convened at 9:00 a.m. by Chair Sam Abed.

The Commission Clerk performed the roll call for the December 4, 2017 LAFCO meeting. Roll was recorded as follows:

Regulars Present: Sam Abed, City (CHAIR)
Bill Horn, County
Dianne Jacob, County
Jo MacKenzie, District (VICE CHAIR)
Ed Sprague, District
Andy Vanderlaan, Public
Lori Zapf, City of San Diego

Alternates Present: Judy Hanson, District
Harry Mathis, Public
Racquel Vasquez, City (Voting)

Members Absent: Catherine Blakespear, City – Regular
Chris Cate, City of San Diego – Alternate
Greg Cox, County – Alternate

Additionally, the following staff were present at roll call: Executive Officer Keene Simonds; Chief Governmental Analyst Robert Barry; and General Legal Counsel Holly Whatley.

PLEDGE OF ALLEGIANCE

Commissioner MacKenzie led the Pledge of Allegiance.

AGENDA REVIEW

Chairman Abed asked the Executive Officer if there were requests to remove or rearrange items on the agenda. Executive Officer Keene Simonds indicated there were no requests.

RECOGNITION OF SERVICE

Vice Chair MacKenzie thanked Chair Abed and Commissioner Vaquez for their services and presented each with service awards for their contributions. Both recipients thanked their colleagues, and added their well-wishes to the new members coming to LAFCO in Mayor Bill Wells of the City of El Cajon and Mayor Pro Tem Lorie Bragg of the City of Imperial Beach.

CONSENT ITEMS

On motion of Commissioner Sprague, seconded by Commissioner Vasquez, and carried unanimously by the Commissioners present, the Commission took the following actions without discussion: approved recommendations for consent items No. 1, 3, 5, 7 and 8. The remaining items were pulled for discussion and results summarized below.

Item 1

Approval of Meeting Minutes | October 2, 2017

Item presented on the consent calendar for action. Item involves draft minutes prepared for the Commission's October 2, 2017 regular meeting. Recommendation to approve.

Item 2

Budget Update for 2017-18 and Year-End Projections

Item presented on the consent calendar for action. Item involves comparison of budgeted and actual transactions for 2017-2018 through September 30th along with year-end projections. Recommendation to accept and file.

Item pulled for discussion. Executive Officer provided a brief summary of item. Chair Abed expressed appreciation for LAFCO being on pace to finish with a net surplus and expressed hope this projection would hold through the end of the fiscal year. On motion of Commissioner MacKenzie, seconded by Commissioner Zapf, and carried unanimously by the Commissioners present, the Commission approved the recommendation.

Item 3

Self-Approved Expense Claims | Executive Officer's Report for FY2017-18 First Quarter

Item presented on the consent calendar for action. Item identifies expense claims made by the Executive Officer as required under policy. Recommendation to accept and file.

Item 4

Proposed First Amendment | Employment Agreement with Executive Officer

Item presented on the consent calendar for action. Item involves amendment to the contract to conform certain benefits marked by life insurance to the position's assigned class with the County of San Diego. Recommendation to approve.

Item pulled for discussion. Chair Abed noted he spoke with Counsel and confirmed the action was limited to making minor adjustments to the Executive Officer's benefit compensation to address an oversight made in the initial agreement drafting. On motion of Commissioner MacKenzie, seconded by Commissioner Zapf, and carried unanimously by the Commissioners present, the Commission approved the recommendation.

CONSENT ITEMS CONTINUED

Item 5

Approval of Meeting Schedule for Calendar Year 2018

Item presented on the consent calendar for action. Item calendars regular meetings each month on the first Monday at 9:00am with the exception of January, July, September, and November. No special meetings calendared. Recommendation to approve.

Item 6

Holiday Office Closure | Week of December 25th

Item presented on the consent calendar for action. Item outlines request to close the LAFCO office for the week in between two holidays, December 25th and January 1st. Recommendation to approve.

Item pulled for discussion. Chair Abed noted the closure followed past practice and would save LAFCO money by staff drawing down vacation time. On motion of Commissioner MacKenzie, seconded by Commissioner Jacob, and carried unanimously by Commissioners present, the Commission approved the recommendation.

Item 7

Update on Proposal and Major Jurisdictional Activity

Item presented on the consent calendar for information only. Item outlines current projects on file with LAFCO and ahead of scheduling future hearing dates.

Item 8

CALAFCO Annual Report to the Membership

Item presented on the consent calendar for information only. This item represents CALAFCO's Annual Report to the membership on current and pending activities of interest.

PUBLIC HEARING ITEMS

None

BUSINESS ITEMS

Item 9

Policy Amendments | Special Districts Appointments to Redevelopment Oversight Board

Item presented on the business calendar. Executive Officer provided a brief summary of the item and the underlying prompt in Senate Bill 107; legislation that requires LAFCO to organize, call, and conduct an election to appoint a special district representative to a consolidated redevelopment oversight board ahead of a July 1, 2018 deadline. Executive Officer noted the report before the Commission outlines policy procedures in meeting this new requirement and had been prepared in consultation with the Special Districts Advisory Committee. (over)

BUSINESS ITEMS CONTINUED

Item 9 | Continued

Commissioner Horn expressed support for the recommendations as outlined in the report with the exception of allowing appointed staff members to serve on the oversight board. Commissioner Horn stated his preference would be to limit eligibility to only elected or appointed board members of special districts to ensure greater accountability to the public. Additional discussion followed. On motion of Commissioner Horn, seconded by Commissioner Sprague, and carried unanimously by the Commissioners present, the Commission approved the proposed policies as presented with the exception of limiting eligibility of candidates (regular and alternate) to only elected or appointed board members.

Item 10

Establishing a Ad Hoc Committee | Job Classification and Compensation Assessment

Item presented on the business calendar. Executive Officer provided a summary of the proposed actions highlighted by the creation of a three-person ad hoc committee to review and – as appropriate – forward recommendations to the Commission on changes to the job classes and salary schedules. Executive Officer noted the request followed past practice of the Commission in using ad hoc committees to help ensure existing classes are appropriately aligned with organization needs while wages remains competitive in recruiting and retaining employees. Commissioner Zapf suggested the Executive Officer first proceed with the agency’s targeted analyst recruitments to assess whether the salary schedule needs adjustment. Commissioners Abed and Jacob expressed support for the review, but suggested it would be more efficient for the Executive Officer to first proceed with the assessment and return to the Commission should changes be recommended, and at that time forming an ad hoc committee might be in order. Additional discussion among Commissioners followed with the collective direction for the Executive Officer to proceed with a review and return if it is his recommendation to make changes to either job classes and/or salaries schedules.

Item 11

Update | Development of a New Five-Year Study Schedule Calendaring Municipal Service Reviews and Sphere Updates

Item presented on the business calendar for discussion only. Executive Officer provided a brief summary of measures taken in developing a study schedule to organize LAFCO’s next round of municipal service reviews and sphere of influence updates. This included summarizing probable approaches in sequencing the schedule and priorities therein to best match resources in the process of ultimately covering – albeit to different degrees – over 100 local agencies in a 60-month period. Commissioner discussion followed and the Executive Officer committed to returning with a formal schedule for initial review in early 2018.

BUSINESS ITEMS CONTINUED

Item 12

Legislative Report | End of Year on 2017 and Preview for 2018

Item presented on the business calendar for discussion only. Chief Policy Analyst summarized the report and highlighted the late passage of AB 1361 to allow Indian tribes under certain conditions to contract with municipal water districts for outside water services without requiring the normal level of LAFCO review. Chief Policy Analyst also summarized recommendations by the Little Hoover Commission from their recent review of LAFCOs.

Item 13

Chair and Vice Chair Appointments

Item presented on the business calendar for action. Chair Abed noted the Commission had full discretion in making appointments given there were no specific guidelines. Commission discussion followed. On motion of Chair Abed, seconded by Commissioner Jacob, and carried unanimously by the Commissioners present, the Commission appointed Jo MacKenzie as Chair for 2018. On motion of Commissioner Jacob, seconded by Commissioner MacKenzie, and carried unanimously by the Commissioners present, the Commission appointed Ed Sprague as Vice Chair for 2018.

Item 14

Report from CALAFCO Annual Conference

Item presented on the business calendar for discussion only. Commissioners Hanson, MacKenzie, Mathis, Sprague and Vanderlaan provided brief comments about the CALAFCO Annual Conference held in San Diego.

PUBLIC COMMENT

Chairman Abed asked the public if anyone requested to speak on an item that is not related to the agenda. He indicated that there were no speaker slips received from members of the public for comments.

EXECUTIVE OFFICER REPORT

Executive Officer noted Rich Miller with Metroplan LLC had been retained to assist LAFCO in its workload and ahead of filling vacant analyst positions. Executive Officer also noted work continues on the proposed CSA No. 115 reorganization and staff was hopeful to return the item within the original 6-12 month window outlined earlier by the Commission.

COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

Commissioner Abed announced the next meeting will be held on February 5, 2018.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned by Chairman Abed at 10:02 a.m. until February 5, 2018 upon approval by the Commission.

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