



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

5a

AGENDA REPORT
 Consent | Action

April 5, 2021

TO: Commissioners
FROM: Tamaron Lockett, Commission Clerk
SUBJECT: Approval of Meeting Minutes for March 1, 2021

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on Monday, March 1, 2021. The minutes are in action-form and 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 – among other items – requires public agencies to maintain written minutes for qualifying meetings.

DISCUSSION

This item is for San Diego LAFCO to consider approving action minutes for the March 1, 2021 regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present.
- All alternate Commissioners were present except Joel Anderson (County of San Diego) and Marni von Wilpert (City of San Diego).

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Chris Cate City of San Diego	Jo MacKenzie Vista Irrigation	Chair Andy Vanderlaan General Public
	Nora Vargas County of San Diego	Bill Wells City of El Cajon	Marni von Wilpert, Alt. City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alt. General Public
	Joel Anderson, Alt. County of San Diego	Paul McNamara, Alt. City of Imperial Beach		Vacant, Alt. Special District	

ANALYSIS

The attached draft minutes for the March 1, 2021 regular meeting accurately reflect San Diego LAFCO's deliberations as recorded by the Commission Clerk. A video recording of the meeting has also been posted on the Commission's website (www.sdlafco.org).

RECOMMENDATION

It is recommended San Diego LAFCO approve the draft minutes prepared for the March 1, 2021 regular meeting as presented. This recommendation is consistent with Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Approve the draft minutes prepared for the March 1, 2021 regular meeting with any desired corrections or clarifications.

Alternative Two:

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

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 as provided unless otherwise specified by the Commission.

Respectfully,



Tamaron Lockett
Commission Clerk

Attachment:

- 1) Draft Meeting Minutes for March 1, 2021

**DRAFT MINUTES
SAN DIEGO LAFCO
March 1, 2021 REGULAR MEETING**

**Via Videoconference Only
Per Governor's Executive Order N-29-20**

1. CALL TO ORDER | ROLL CALL

The regular meeting was called to order by videoconference at 9:00 a.m. by Chair Vanderlaan.

The Commission Clerk performed the roll call with the following attendance recorded.

Regulars Present: Chris Cate, City of San Diego
Jim Desmond, County of San Diego (VICE CHAIR)
Jo MacKenzie, Vista Irrigation District
Mary Casillas Salas, City of Chula Vista
Andy Vanderlaan, Public (CHAIR)
Nora Vargas, County of San Diego
Bill Wells, City of El Cajon
Barry Willis, Alpine Fire Protection District

Alternates Present: Harry Mathis, Public
Paul McNamara, City of Escondido

Members Absent: Joel Anderson, County of San Diego (alternate)
Marni von Wilpert, City of San Diego (alternate)

The Commission Clerk confirmed a virtual quorum was present with eight voting members. Also present at the virtual dais were Executive Officer Keene Simonds, Commission Counsel Holly O. Whatley, Chief Policy Analyst Robert Barry, Local Government Analyst II Linda Heckenkamp, Local Government Analyst I Priscilla Allen, Administrative Assistant Erica Blom, and Commission Clerk Tamaron Luckett.

2. PLEDGE OF ALLEGIANCE

Commissioner Mathis led meeting attendees in the Pledge of Allegiance.

3. AGENDA REVIEW AND RELATED REQUESTS

Chair Vanderlaan asked the Executive Officer if there were requests to remove or rearrange items on the agenda as presented. The Executive Officer responded that no changes to the agenda were needed while acknowledging this includes proceeding with the cancellation of Item No. 6b. The Executive Officer also noted the meeting was being live streamed and instructions for the public to participate in real-time were provided on the agenda.

4. PUBLIC COMMENT

Chair Vanderlaan invited anyone from the public to address the Commission on a matter not related to an agenda item. The Commission Clerk confirmed no members of the public had registered to address the Commission. The Administrative Assistant also confirmed there were no live e-mail comments received for public comment.

5. CONSENT ITEMS

Item 5a

Approval of Meeting Minutes for February 1, 2021

Item presented to approve draft action minutes prepared for the Commission's February 1, 2021 regular meeting. Recommendation to approve.

Item 5b

Commission Ratification | Recorded Payment for January 2021

Item presented to ratify recorded payments made and received by the Executive Officer for the month of January 2021. Recommendation to ratify.

Item 5c

Proposed "Lakeside Water District-Riverford Road Reorganization" | Concurrent Annexation to the Lakeside Water District and Detachment from the Padre Dam Municipal Water District (RO20-19)

Item presented to consider a reorganization proposal to annex approximately 5.0 unincorporated acres of territory to the Lakeside Water District with a concurrent detachment from the Padre Dam Municipal Water District. The proposal purpose is to achieve cost-savings by eliminating property taxes on the District owned parcel. Recommendation to conditionally approve with modifications to include 0.6 acres comprising a nearby public right-of-way along with waiving protest proceedings.

Item 5d

Progress Report on 2020-2021 Workplan

Item presented to receive a progress report on the adopted workplan for 2020-2021 and specific projects. Recommendation to accept and file.

Item 5e

Current Proposals and Related Activities

Item presented to update current proposals on file with LAFCO along with identifying anticipated submittals. Information only.

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Chair Vanderlaan asked if the Commissioners would like to pull any consent item. There were no requests from Commissioners.

CONSENT ITEMS CONTINUED...

Items 5a-5e Continued

Commissioner MacKenzie motioned with a second from Commissioner Cate to approve the consent calendar consistent with the staff recommendations. Roll call requested:

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

6. PUBLIC HEARING ITEMS

Item 6a

Adoption of a Draft Workplan and Budget for 2021-2022

Item presented to consider adopting a draft workplan and budget for 2021-2022. The draft workplan outlines 30 specific project goals ranging in priority from “high” to “low” with several continued from the current fiscal year. The draft budget draws on the workplan and tallies \$1.941 million in operating expenses and represents a net increase of 1.3%. A matching amount of revenues are also budgeted with one notable internal distinction; agency contributions are set to decrease by (3.7%) with the aid of drawing down reserves by one-tenth given economic conditions. Recommendation to approve.

Executive Officer Keene Simonds provided the presentation and summarized key conclusions and recommendations in the draft workplan and budget as proposed. Mr. Simonds clarified the recommended action before the Commission includes three distinct components: a) approve a draft workplan to direct resources; b) approve a draft budget to fund the directed resources; and c) authorize the Executive Officer to develop an employee early separation incentive program for future consideration by the Commission.

Commission discussion followed and included specific requests.

- Commissioner MacKenzie opposed the staff recommendation to utilize additional reserves to produce a decrease in new agency contributions and instead suggested keeping contribution amounts the same as billed for the current fiscal year and whatever the difference needed to match expenses be covered by reserves.
- Commissioner Vargas recommended augmenting the staff recommendation in the draft workplan to move the proposed policy establishment on environmental justice from a moderate priority to a high priority.

PUBLIC HEARING ITEMS CONTINUED...

Item 6a continued

Chair Vanderlaan proceeded to open the public hearing and invited comments by pre-registered attendees and live e-mail. The Commission Clerk confirmed no members of the public had pre-registered to address the Commission. The Administrative Assistant also confirmed there were no live e-mail comments.

Chair Vanderlaan proceeded to close the public hearing.

The Commission proceeded to discuss the item at length along with receiving clarifications and/or additional comments from staff.

Commissioner MacKenzie recommended the Commission vote separately for each staff recommendations with agreement from the Chair.

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Commissioner MacKenzie motioned to approve the staff recommendation on a draft workplan for 2021-2022 with amendments to move up the environmental justice as a high-priority and concurrently move down the 2020-2021 audit to a moderate-high priority, and with a second from Commissioner Vargas. Roll call requested:

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

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Commissioner MacKenzie motioned to approve the staff recommendation on a draft budget for 2021-2022 with amendments to set agency contributions at the current fiscal year level and increase reserve usage proportionally to cover the increase in expenses, and with a second from Commissioner Desmond. Roll call requested:

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

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PUBLIC HEARING ITEMS CONTINUED...

Item 6a continued

Commissioner Cate motioned to approve the staff recommendation to authorize the Executive Officer to develop an employee early separation incentive program for future consideration, a second from Commissioner Vargas. Roll call requested:

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

Item 6b

**Proposed “Rancho Corrido RV Park Reorganization” | - CANCELLED -
Concurrent Annexations to Yuima Municipal Water District, County Water Authority, and
Metropolitan Water District with Conforming Sphere Amendments (RO20-21 et al.)**
Item cancelled and to be re-noticed for April 5, 2021.

7. BUSINESS ITEMS

Item 7a

Proposed Addition to Personnel Rules | Employee Telecommuting (action)

Item presented to consider approval to add an additional policy to the Commission’s Rule No. 6 involving personnel to accommodate telework privileges. Recommendation to approve.

Local Government Analyst I Priscilla Allen provided the staff presentation and highlighted key provisions in the proposed policy – including limiting telework privileges under normal conditions to no more than 50% of an employee’s authorized work schedule.

Chair Vanderlaan invited initial Commission comments or questions.

Commission discussion followed.

Chair Vanderlaan invited comments from the public. The Commission Clerk confirmed no members of the public had pre-registered to address the Commission. The Administrative Assistant also confirmed there were no live e-mail comments.

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Commissioner Willis motioned to approve the staff recommendation as provided in the agenda report with a second from Commissioner Vargas. Roll call requested:

BUSINESS ITEMS CONTINUED...

Item 7a Continued

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

Item 7b

Proposed Addition to Administrative Policy | Social Media Use (action)

Item presented to consider approval to add to the administrative policy provisions to accommodate and guide social media usage. Recommendation to approve.

Local Government Analyst I Priscilla Allen provided the staff presentation and highlighted key provisions in the proposed policy – including the Commission establishing broad standards and expectations with delegation to the Executive Officer to use discretion in administering.

Chair Vanderlaan invited initial comments or questions from the Commission.

Commission discussion followed.

Commissioner Vargas asked if LAFCO staff is required to do training for social media according to a Legislative bill. Commission Counsel responded she would provide a brief report at the next meeting regarding the legislative bill related to social media due to a change of the Brown Act.

Chair Vanderlaan invited comments from the public. The Commission Clerk confirmed no members of the public had pre-registered to address the Commission. The Administrative Assistant also confirmed there were no live e-mail comments.

Commissioner Willis motioned to approve the staff recommendation as provided in the agenda report with a second from Commissioner Vargas. Roll call requested:

AYES: Cate, Desmond, MacKenzie, Salas, Vanderlaan, Vargas, Wells, and Willis
NOES: None
ABSENT: Anderson and von Wilpert
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.

BUSINESS ITEMS CONTINUED...

Item 7c

Creating an Ad Hoc Committee on Office Space Options and Needs (action)

Item presented to consider forming and tasking a committee on office space needs and options ahead of the Commission's current office lease with the County of San Diego expiring in August 2021.

Executive Officer Keene Simonds provided the staff presentation and requested the Chair to proceed with establishing an hoc consisting of no more than three members.

Commission discussion followed the Chair proceeding to establish an ad hoc with the following members: Vanderlaan, Cate, and Desmond.

8. EXECUTIVE OFFICER REPORT

None

9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

- Commissioner Willis noted he has been in contact with several of the special districts and plans on providing updates to the Commission as key issues come up.
- Commissioner MacKenzie provided an update on CALAFCO.

10. CLOSED SESSION

None

11. ADJOURNMENT TO NEXT MEETING

With no further business the Chair adjourned the videoconference meeting at 10:40 a.m.

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I hereby attest the minutes above accurately reflect the deliberations of the Commission at its March 1, 2021 videoconference meeting.

ATTEST,

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Tamaron Luckett
Commission Clerk

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A video recording of the March 1, 2021 regular meeting is also available online at www.sdlafco.org or by contacting LAFCO staff at 858-614-7755.

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