

San Dieguito River Park
Joint Powers Authority
18372 Sycamore Creek Road
Escondido, CA 92025
(858) 674-2270 Fax (858) 674-2280
www.sdrp.org

**JOINT POWERS
AUTHORITY BOARD OF
DIRECTORS**

Chair Dwight Worden
Del Mar City Council

Vice-Chair Dave Grosch
Poway City Council

Tina Inscoe
Escondido City Council

Joe LaCava
San Diego City Council

Marni von Wilpert
San Diego City Council

Joel Anderson
Supervisor, County of San Diego

Terra Lawson-Remer
Supervisor, County of San Diego

Kelly Harless
Solana Beach City Council

Jeff Barnouw
Citizens Advisory Committee

Dustin Fuller, Ex Officio
22nd District Agricultural
Association

Shawna Anderson
Executive Director

**AGENDA
SAN DIEGUITO RIVER PARK
JOINT POWERS AUTHORITY
VIA TELECONFERENCE ONLY
Friday, December 10, 2021 - 11:00 A.M.**

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, San Dieguito River Park is temporarily taking actions to reduce the spread of the COVID-19 pandemic by holding the Board Meeting via teleconference. All Board members and staff will be participating remotely.

To Join Zoom Meeting

<https://zoom.us/j/99988232354?pwd=SmRIQ1BPRWZBbVhVVnhXRvprMTJlUT09>

To join this meeting via Teleconference

Please dial: 1-669-900-9128

Meeting ID: 999 8823 2354

Passcode: 440149

Public Participation/Comment: It is highly recommended to call in to the meeting or log in to the waiting room **at least 15 minutes** prior to the commencement of the meeting. Persons wishing to address the Board on matters not on the agenda may do so under Public Comment. Those wishing to speak on items on the agenda may do so when the item is being considered. To make a comment, please use the raise hand feature of Zoom or let the moderator know by using the chat function. You may also participate in the meeting by emailing comments to Christal@sdrp.org by 3:00 p.m. the day prior to the meeting. The subject of your e-mail should clearly state the item number you are commenting on. All comments will be e-mailed to the Board of Directors prior to the start of the meeting. If you desire to have your comment read into the record during the meeting, please note that in the e-mail subject line. Comments may be mailed to the Board, but to be considered, must be received on or before the meeting date. Written comments should be mailed to: San Dieguito River Park, 18372 Sycamore Creek Road, Escondido, CA. 92025.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Christal Ames at 858-674-2270. Please notify Christal at least 48 hours prior to the Board meeting.

Approval of the Minutes of November 19, 2021 (Page3)

Executive Director's Report

Public Comment

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board and not appearing on today's agenda. Comments relating to items on today's agenda are to be taken at the time the item is heard. Pursuant to the Brown Act, no action shall be taken by the Board on public comment items.

DISCUSSION/ACTION

1. Approval of Resolution 21-6 Authorizing Remote Teleconference Meetings per AB 361 (Page 8)
2. Approval of Resolution 21-7 Honoring Retiring San Dieguito River Valley Conservancy Executive Director Trish Boaz (Page 12)
3. Appointment of new CAC Property Owner Representative Chris Khoury (Page 13)
4. Confirmation of JPA Subcommittee meetings for Budget Subcommittee and County JPA Alternates Subcommittee

INFORMATION

5. Project Status Updates
 - a. Osuna Segment of CTC Trail
 - b. San Dieguito Lagoon Phase II Restoration (aka W-19)
6. Coordination Reports (oral)
 - a. San Dieguito River Valley Conservancy
 - b. Friends of the San Dieguito River Valley
 - c. Volcan Mountain Foundation
 - d. San Dieguito Lagoon Committee
 - e. Friends of Sikes Adobe
7. Jurisdictional Status Reports (oral)

An opportunity for the Board members to report on actions taken within their jurisdictions to further the park planning process.

THE NEXT REGULAR JPA MEETING will be January 21, 2022. If you have any questions, please contact Shawna Anderson at shawna@sdrp.org or (858) 674-2270 Ext. 13.

**SAN DIEGUITO RIVER PARK
JOINT POWERS AUTHORITY
Minutes of November 19, 2021**

MEMBERS PRESENT

Dwight Worden – Chair
Dave Grosch – Vice-Chair
Tina Inscoc
Joe LaCava
Marni vonWilpert
Kelly Harless
Jeff Barnouw
Dustin Fuller

REPRESENTING

City of Del Mar
City of Poway
City of Escondido
City of San Diego, District 1
City of San Diego, District 5
City of Solana Beach
Citizens Advisory Committee
22nd District Agricultural Association

MEMBERS ABSENT

Terra Lawson-Remer
Joel Anderson

REPRESENTING

County of San Diego Dist. 3
County of San Diego Dist. 2

VISITORS/STAFF PRESENT

Shawna Anderson
Ayden Zielke
Christal Ames
Wayne Brechtel
Maggie Brown
Trish Boaz
Kim Wehinger
Chrystal Benham
Quinton Grounds
Eric Jones
Greg Kazmir
Rebecca Smith

San Dieguito River Park JPA
San Dieguito River Park JPA
San Dieguito River Park JPA
JPA Counsel
Friends of San Dieguito River Valley
San Dieguito River Valley Conservancy
City of San Diego
San Diego County Parks
City of San Diego District 5
Volcan Mountain Foundation
County of San Diego Dist. 2
County of San Diego Dist. 3

Introduction and Announcements

Chair Worden convened the meeting at 11:00 a.m. A roll call was taken and a quorum of 8 Boardmembers were present to begin the meeting.

1. Approval of Resolution 21-5 Authorizing Remote Teleconference Meetings per AB 361

Recommendation: Adopt Resolution 21-5, Authorizing Remote Teleconference Meetings

Motion to approve the Resolution 21-5, seconded by Boardmember Inscoc.

Public Comment - No Public Comments

Yes votes: Barnouw, Grosch, Harless, Inscoc, LaCava, Worden, Von Wilpert

Absent: Lawson-Remer, Anderson

Approval of Minutes of October 15, 2021

Jeff Barnouw clarified his excused absence at the October 15, 2021 Board meeting reminding the Board that Phil Pryde had been approved to attend in his place. He asked that notation of this be included in the minutes. Boardmember Harless made the motion to adopt the minutes as amended, Boardmember Grosch seconded the motion. Roll call vote was taken.

Yes votes: Barnouw, Grosch, Harless, Inscoc, LaCava, Worden, Von Wilpert

Absent: Lawson-Remer, Anderson

Executive Directors Report – Executive Director Shawna Anderson reported that the volunteer work party event is on track for December 4th from 8am to 12pm at Surf Cup Sports fields. Rangers and volunteers from San Diego Mountain Biking Association, Del Mar Rotary, and the JPA will improve the Coast to Crest Trail segment along the Surf Cup Lease. Surf Cup is providing refreshments and has reserved parking for the expected 20-30 volunteers. Executive Director Shawna Anderson described the memorial bench being donated by the Tipler family. The Tipler family has retained an artist to design and build the two-sided metal bench which will be attached to the lagoon boardwalk. Anderson also reported on other volunteer activities, and that a JPA staff retreat was held at the San Ysabel Nature Center, employees focus was on goals and strategies for the San Dieguito River Park for the upcoming year.

Director Shawna Anderson introduced staff from County Parks to provide an update on the subject of Board member alternates for the County's JPA representatives. Crystal Benham explained that the County Board of Supervisors at their meeting authorized Department of Parks and Recreation staff to work with the JPA on a proposal to allow the County to appoint County staff members to represent the County on the JPA as alternates, if authorized by the JPA. Chair Worden suggested that an ad-hoc subcommittee of the JPA be responsible for working with the County. JPA members Joe LaCava and Dave Grosch agreed to serve on a subcommittee along with Chair Worden and Director Shawna Anderson.

Public Comment

Maggie Brown with the Friends of the San Dieguito River Valley thanked the JPA for their progress on improving the trail along the Surf Cup lease.

DISCUSSION/ACTION AGENDA

2. JPA/San Dieguito River Valley Conservancy MOU Amendment

Executive Director Shawna Anderson explained that she and JPA Chair Worden have met quarterly with the Conservancy's director and board president and agreed to update the MOU originally approved by the organizations in 2000, amended in 2014. The purpose of the MOU is to facilitate a cooperative working relationship between the two organizations, but that several clauses in the MOU were now outdated. Director Anderson reported that the Conservancy's Board of Directors approved the amended MOU at their board meeting November 17, 2021 with two changes.

Discussion followed and Boardmember Grosch expressed his support for the good working relationship between the JPA and Conservancy and encouraged the two organizations to continue their quarterly meetings.

Motion to adopt the Amendment to the MOU as revised by Conservancy was made by Boardmember Grosch, Boardmember Inscoe seconded the motion.

Public Comment – Trish Boaz, Executive Director of the San Dieguito River Valley Conservancy expressed the Conservancy's support for the MOU and thanked the JPA for the positive working relationship.

Yes votes: Barnouw, Grosch, Harless, Inscoe, LaCava, Von Wilpert, Worden

Absent: Lawson-Remer, Anderson

Chair Worden announced that Conservancy Director Trish Boaz had announced her upcoming retirement and asked Ms. Boaz if she would like to make any further comments. Ms. Boaz stated that the relationship between the JPA and Conservancy is fantastic and thanked the JPA board and JPA Director Shawna Anderson.

3. Two Coast to Crest Trail Gaps in Detail (oral)

Executive Director Shawna Anderson explained that following her presentation of the Coast to Crest Trail gap status at last month's JPA meeting it was suggested that she present a few of the gaps in more detail. Director Anderson's presentation focused on the status of two segments, both located in the middle of the park. Hwy 78 to Boden Canyon gap in East San Pasqual Valley and the Sutherland gap (black Canyon Rd. to Santa Ysabel). She explained the challenges for these two important Coast to Crest Trail gaps and her intention to focus JPA staff on furthering design and funding as a priority. She stated that finalizing trail plans and environmental work is critical to be competitive for future construction grant funds.

Chair Worden asked if the public can walk the gap areas today without a trail. Director Anderson explained that no public areas exist along the East San Pasqual trail gap except Hwy 78, and that most of the land is an active agricultural lease or on difficult terrain. She added that no trails exist around the north side of Lake Sutherland either and although the public can access the lake from Sutherland Dam Road, the road is not wide enough to accommodate trail users next to vehicles.

Chair Worden also asked why multi-use is not allowed on the trail at Boden Canyon. Director Anderson replied that the parcels owned by CA Fish and Wildlife are within an Ecological Reserve and that it is the policy regulated by the CA Fish and Game Commission to prohibit multi-use

(horses and bikes) within ER land. She further explained that the CTC Trail is not proposed to travel north into Boden Canyon and rather to be located next to Hwy 78 on the existing trail that connects to Lower Santa Ysabel Trail going east. Discussions with CA Fish and Wildlife staff were ongoing, but that the JPA may need to appeal to the Fish and Game Commission to allow multi-use there or explore purchasing the parcels. Chair Worden offered the assistance of JPA Boardmembers if needed to help with future negotiations.

Public Comment – No Public Comment

INFORMATION

4. Project Status Updates

- a. **Osuna Segment of CTC Trail -** Director Anderson stated that engineering plans for the bridge and the trail are finished and that staff is preparing a permit application to be submitted to the City of San Diego. Staff also presented the project to two community planning groups, the San Dieguito Planning Group and Carmel Valley Planning Group, both offering support on the project.
- b. **San Dieguito Lagoon Phase II Restoration (aka W-19) -** Director Shawna Anderson reported that the restoration project is on track to begin construction in early January 2022. Community outreach plans to notify trail users and the surrounding community of upcoming construction are being prepared by SANDAG and JPA staff. Chair Worden added that a project presentation to the Del Mar City Council will occur in January. Boardmember LaCava offered the support of his staff to assist with community outreach if needed.

5. Coordination Reports (oral)

- a. **San Dieguito River Valley Conservancy-** Executive Director Trish Boaz reported on the Conservancy's successful River Valley Fest held on November 7th. She also announced the Conservancy's purchase of two private parcels on San Dieguito Drive in Del Mar, 0.36 acres along the River Path Del Mar.
- b. **Friends of the San Dieguito River Valley-** no report
- c. **Volcan Mountain Preserve Foundation** – no report
- d. **San Dieguito Lagoon Committee-** no report
- e. **Friends of Sikes Adobe-** No Report

6. Jurisdictional Status Reports

Dustin Fuller – Mr. Fuller reported that the 22nd DAA received one bid from their Horsepark RFP, but it was deemed nonresponsive. A revised RFP for a new equestrian operator will be issued in upcoming weeks. He also reported on the City of San Diego's Via de la Valle road-widening project and a recent meeting he attended with City staff.

Dwight Worden – Chair Worden reported that Southern California Edison contractors will be dredging the river mouth in Del Mar; Dwight also mentioned SANDAG's adoption of the Regional Transportation Plan.

Chair Worden adjourned the meeting at 12:00 pm.

These minutes approved by Board action.

Date

Executive Director

Agenda Item 1

December 10, 2021

TO: JPA Board

FROM: Staff

SUBJECT: Resolution regarding Virtual Teleconference Meetings

RECOMMENDATION:

Adopt Resolution 21-6 to continue virtual meetings in December 2021.

SITUATION:

As explained and discussed at your November 2021 board meeting, Assembly Bill 361 amended provisions of the Ralph M. Brown Act (Cal. Gov. Code 54950 et seq.) during a state of emergency proclaimed by the Governor to provide local agencies with authority to continue holding virtual meetings after making certain findings. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days unless renewed. At your October and November meetings, your board passed Resolutions 21-3 and 21-5 respectively, authorizing the JPA to continue holding virtual board meetings. Resolution 21-6 is now before your board as a renewal to continue virtual meetings for another 30 days should you elect to do so.

CAC RECOMMENDATION

The CAC is a legislative body of the JPA that must comply with the same Brown Act rules as the JPA Board regarding virtual meetings. The CAC meetings have been held virtually since April 2020. Adopting Resolution 21-6 would authorize virtual CAC meetings for another 30 days allowing the CAC to hold their January 7, 2022 meeting virtually if they so choose. If the JPA Board does not adopt Resolution 21-6, then the CAC would have the option to either hold their January 2022 meeting in person or cancel the meeting.

FISCAL IMPACT

This situation would not pose a fiscal impact to the JPA.

ALTERNATIVES

1. Adopt Resolution 21-6 approving continuation of virtual meetings based upon a finding that as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees;

2. Do not adopt Resolution 21-6, and instead, set a date for an in-person meeting and adjourn.

Respectfully submitted,

Shawna Anderson
Executive Director

Attachments:

1. Draft Resolution 21-6

RESOLUTION NO. 21-6

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGUITO RIVER
VALLEY REGIONAL OPEN SPACE PARK JOINT POWERS AUTHORITY
AUTHORIZING REMOTE TELECONFERENCE MEETINGS DUE TO THE
DECLARED STATE EMERGENCY RESULTING FROM THE COVID-19 PANDEMIC**

WHEREAS, the San Dieguito River Valley Regional Open Space Joint Powers Authority (JPA) is committed to ensuring public access and participation in meetings of its legislative bodies; and

WHEREAS, all meetings of the JPA Board of Directors (Board of Directors) and the JPA's other legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconference meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), during a proclaimed state of emergency, subject to specified conditions; and

WHEREAS, on March 4, 2020, the Governor of California issued a Proclamation declaring a state of emergency pursuant to Government Code section 8625 due to the COVID-19 pandemic that remains in effect; and

WHEREAS, COVID-19 can result in serious illness or death; and

WHEREAS, COVID-19 spreads effectively in indoor settings when multiple people are present,

NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE SAN DIEGUITO RIVER VALLEY REGIONAL OPEN SPACE PARK JOINT POWERS AUTHORITY HEREBY FINDS AND RESOLVES AS FOLLOWS:

1. The above recitations are true and correct.
2. The Board has reconsidered the circumstances of the COVID-19 pandemic state of emergency and finds that it continues to directly impact the ability of members to meet in person due to the risk of serious illness or death from the disease, and the ability of the disease to spread efficiently when multiple people are present, Board finds that meeting in person would present imminent risks to the health and safety of attendees.
3. Accordingly, the Board elects to continue holding legislative meetings telephonically pursuant to the alternative procedures authorized by Government Code section 54953(e).

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4. The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 10, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the JPA may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED at a meeting of the Board of Directors of the San Dieguito River Valley Regional Open Space Park Joint Power Authority held December 10, 2021 by the following vote:

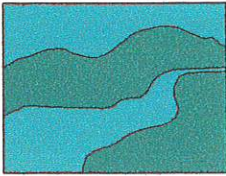
AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:



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Dustin Fuller, Ex Officio
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Shawna Anderson
Executive Director

Resolution R21-7

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGUITO RIVER PARK
JOINT POWERS AUTHORITY HONORING
TRISH BOAZ
FOR HER DEDICATED SERVICE AS EXECUTIVE DIRECTOR OF THE
SAN DIEGUITO RIVER VALLEY CONSERVANCY**

WHEREAS, Trish Boaz is retiring after serving as Executive Director of the San Dieguito River Valley Conservancy for eight years, from 2013 to 2021; and

WHEREAS, Trish Boaz passionately dedicated herself to benefit the San Dieguito River Valley through her fundraising skills, grant achievements, and successfully collaborating with partners throughout the San Dieguito watershed; and

WHEREAS, Trish Boaz was instrumental at increasing support for the San Dieguito River Park and recognized the important partnership between the JPA and Conservancy; and

WHEREAS, Trish Boaz demonstrated her commitment to the San Dieguito River Valley through her leadership at the San Dieguito River Valley Conservancy including support for building the Coast to Crest Trail, providing exceptional educational programs to the region, increasing awareness of the natural environment, contributing to open space acquisition and protection, and increasing recreational opportunities; and

WHEREAS, throughout her tenure at the San Dieguito River Valley Conservancy Trish Boaz enthusiastically supported the San Dieguito River Park's mission to protect open space, native habitat, and natural beauty that encompasses the San Dieguito River Valley from the San Dieguito River's source at Volcan Mountain to the coast; and

NOW THEREFORE, BE IT HEREBY RESOLVED THAT THE SAN DIEGUITO RIVER PARK JPA Board of Directors expresses its sincere appreciation to Trish Boaz for her leadership at the helm of the San Dieguito River Valley Conservancy and her support for the San Dieguito River Park and wishes her a long and happy retirement.

PASSED AND ADOPTED THIS 10TH DAY OF DECEMBER 2021

TO: JPA Board

FROM: Staff

SUBJECT: Approval of Property Owner Appointment to CAC

RECOMMENDATION:

Appoint Chris Khoury property owner for the Lake Hodges/San Pasqual Valley area as a CAC member.

Clause IV.D of the JPA's Citizens Advisory Committee Bylaws requires the JPA to appoint six property owners to the CAC who represent a geographic range of the San Dieguito River Valley (Attachment 1). Currently, there are two property owner representatives serving on the CAC and four vacancies, including the Lake Hodges/San Pasqual area.

Property owner Chris Khoury has been an active supporter of the San Dieguito River Park for over 20 years serving in a variety of capacities including as a board member of the San Dieguito River Valley Conservancy between 1997 and 2016 and now on the Conservancy's advisory committee. While at the Conservancy he initiated their popular Exploring Our Sense of Place program. Chris served as the Conservancy's president from 1999-2002 and has been instrumental securing key open space property acquisitions throughout the San Dieguito River Park including Bernardo Mountain, Santa Ysabel Preserves, and properties on Volcan Mountain and Lake Sutherland area.

Chris Khoury would be a valuable contributor to the CAC and has my full support.

Respectfully submitted,

Shawna Anderson
Executive Director

Attachment 1: CAC Bylaws

SAN DIEGUITO RIVER PARK CITIZENS ADVISORY COMMITTEE BY-LAWS¹

I. NAME AND AREA

- A. The name of this organization shall be San Dieguito River Park Citizens Advisory Committee, known hereafter as CAC.
- B. The area addressed by the CAC shall be the focused planning area of the San Dieguito River Valley Regional Open Space Park and areas which directly impact the focused planning area.

II. PURPOSE

- A. The primary purpose of the CAC shall be to advise the Board of Directors of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority in matters relating to the planning, funding, property acquisition, design, improvement, operation and management of the San Dieguito River Park. The CAC is a standing committee of the San Dieguito River Park Joint Powers Authority.
- B. Additionally, the purpose of the CAC shall be
 - 1. To provide an open forum for community discussion on park related issues;
 - 2. To organize and implement special community events deemed of interest to persons interested in the San Dieguito River Park;
 - 3. To gather and disseminate park-related information to residents and property owners within and adjacent to the San Dieguito River Valley.
 - 4. To advise the JPA on land use matters within or which directly impact the focused planning area.

III. GENERAL PROVISIONS

- A. All CAC activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of age, race, color, sex, creed, national origin or sexual preference.
- B. The CAC shall not take part, officially or unofficially, in the election of any candidate for public office.

- C. A copy of current CAC bylaws shall be available for perusal at any public meeting of the CAC. A copy of the bylaws shall be provided at cost to any individual or organization upon request.

IV. GENERAL MEMBERS

- A. Membership shall be open to the following organizations: all community planning groups whose planning area overlaps or directly impacts the focused planning area of the San Dieguito River Park; a selection of homeowner associations; a biologist representing Association of Environmental Professionals; a landscape architect representing American Society of Landscape Architects; Friends of the San Dieguito River Valley; ~~RVR-PARC~~;² San Dieguito Lagoon Committee; San Dieguito River Valley Land³ Conservancy; local governmental entities owning property in the river valley; region-wide environmental organizations with significant interest in the river valley, and selected other special interest organizations with significant interest in the river valley.
- B. Member organizations may be recommended by the CAC and approved by the JPA Board.
- C. Member organizations will appoint, preferably from among their members, an individual and an alternate who will represent the organization on the CAC.
- D. Additionally, the JPA Board shall appoint to the CAC six property owners representing a geographic range of the river valley. Property owners should agree to serve as the conduit for other property owners' interests as well as their own.
- E. Organizations or property owners are expected to be represented at the meetings by either the appointed representative or an alternate. If neither the appointed representative nor alternate attends a meeting the organization or property owner is considered absent. Three consecutive absences or four absences within a twelve-month period shall result in the organization or property owner no longer being a member of the CAC. The Executive Director shall keep an up-to-date roster from which shall be determined membership status and each month's quorum. Organizations or property owners who lose their membership status under this paragraph may petition the JPA Board in writing for reinstatement and upon approval thereof shall be reinstated to full membership status after attendance at two consecutive meetings.⁴
- F. No person shall represent more than one organization on the CAC.

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- G. A quorum for the purpose of conducting business will consist of a simple majority of the members of the Citizens Advisory Committee.
- H. When an organization or member is added to a newly created position on the CAC, that organization or member shall not have full voting status until after attendance at two consecutive meetings.⁵
- I. New CAC members and alternates, and new representatives, are required to obtain an orientation about the River Park and the role of the CAC from River Park staff.⁶

V. OFFICERS

- A. Officers of the CAC shall be the Chair and Vice-Chair. The Chair shall be recommended by the CAC subject to the approval of the JPA Board. ~~The Vice-Chair shall be selected by the CAC.~~⁷ The CAC shall select a Chair and Vice-Chair by secret ballot.⁸
- B. The terms of the Officers shall be two ~~one~~ years⁹, subject to the stipulations in Paragraph G of this section.¹⁰ ~~renewable by appointment in the case of the Chair and election in the case of the Vice-Chair. The term shall begin with the effective date of these by laws.~~¹¹
- C. Nominations for Chair and Vice-Chair may be made by a Nominating Committee or¹² from the floor by any eligible CAC member. The Vice-Chair must represent an organization or property owners.¹³
- D. A vacancy in the office of the Vice-Chair shall be filled by a majority vote of CAC members present at the meeting following the meeting at which such vacancy is created, provided that such members present constitute a quorum and subject to approval by the JPA Board¹⁴.
- E. The Chair shall be the principal officer and shall preside over all meetings of the CAC. The Chair may or may not represent an organization. Should the Chair be selected from the CAC body, then during the term of office he or she shall no longer be the formal representative of the organization that appointed him or her, and that organization will appoint another representative. The Chair shall vote only in the case of a tie vote.¹⁵

- F. The Vice-Chair shall, in the absence of the Chair, carry out all the duties and responsibilities of the principal officer.
- G. The maximum term of office of the Chair shall be 3 (three) two year terms. However, the Chair may be reelected to office and serve a maximum of 2 (two) additional two year terms if he/she has been out of office for at least one full two year term. This clause shall take effect beginning with election of officers in the first election held after its inclusion in the by-laws.¹⁶

VI. SUBCOMMITTEES

- A. The Chair, with the advice and consent of the CAC, shall establish subcommittees and approve membership in those subcommittees, as necessary or appropriate to carry on the work of the CAC.
1. Each subcommittee shall have a chair, and the chair of each subcommittee shall be a member of the CAC.
 2. All members and alternates shall be eligible to serve on subcommittees.
 3. The chair of a subcommittee may invite non-members to attend in a non-voting capacity if necessary.
 4. The subcommittee shall report its activities to the CAC at each regularly scheduled meeting.
 5. A subcommittee shall not represent itself as speaking for the CAC unless the CAC has taken action on the item being represented.
 6. All subcommittees shall be comprised of CAC members only who constitute less than a quorum of the CAC, unless inclusion of outside members is approved by the full CAC and/or unless a membership greater than a quorum of the CAC is approved by the CAC. In either such case all meetings of the subcommittee shall be noticed and held in conformance with the Ralph M. Brown Act. Other subcommittee meetings of less than a quorum and containing

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no outside members need not comply with the Brown Act, but as a matter of policy shall be open and public attendance and participation shall be encouraged.

- B. The Chair may appoint a Steering Subcommittee to coordinate CAC activities with staff, and such other tasks as may be necessary. The Chair or Vice-Chair of the CAC shall be a member of the Steering Subcommittee.

VII. MEETINGS

- A. All regular and special meetings of the CAC shall be open to the public.
- B. Regular meetings shall be held at least once a month unless otherwise designated by majority vote of the Board or at the discretion of the Chair.
- C. Special meetings held to obtain input from the community at large shall be publicized and scheduled at a time and place so as to maximize participation.
- D. The Ralph M. Brown Act (Govt Code Sections 54950-54961) shall govern the proceedings, noticing and general activities of this Citizens Advisory Committee.

VIII. AGENDAS

- A. The Chair of the CAC shall establish a proposed agenda for each meeting of the CAC, and shall cause staff to mail it one week in advance of the meeting.
- B. The agenda will have a place for Consent items, Action items, and Information items. It will also list the names of currently active Subcommittees.
- C. At the beginning of each meeting, a supplemental item may be added to the agenda if 2/3 of the total membership agrees to place the item on the agenda, and if the need to place the item on the agenda arose after the publication of the agenda. In addition, if an emergency is found by majority vote, based on specified facts, an item may be added to the agenda. Unless any supplemental items are added as Consent Agenda items, they shall be placed at the end of the Action Agenda and shall be heard at the conclusion of the items on the proposed agenda.

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- D. At the beginning of any meeting, any CAC member may request a different order of business than that proposed by the Chair. Granting such a request shall be the decision of the Chair.

IX. TESTIMONY AND DISCUSSION

- A. All agenda items shall be open for public discussion following discussion by the CAC members prior to making a decision.
- B. If necessary, the Chair shall establish appropriate time limits for individuals and group presentations, to maximize the participation of interested parties.
- C. Additional public comment will be accepted at the end of the meeting.

X. ACTIONS

- A. The CAC staff will record the aye votes, no votes, and abstentions on each action taken, and such will be noted in the meeting notes.
- B. Each member organization or property owner representative member will have one vote.
- C. Unless they are time-sensitive, CAC actions will be referred to the JPA Board for review and action. Where time does not permit such referral, a letter from the CAC will be directed to the JPA Boardmember(s) in whose jurisdiction the matter lies.
- D. ~~If no quorum is present, the CAC may, at the discretion of the Chair, take an informal and non-binding vote that conveys the sense of the attendees and that vote may be conveyed to the JPA Board, provided that the Board is informed of the count of the vote and that there was no quorum present.~~¹⁷¹⁸

XI. PARLIAMENTARY AUTHORITY

- A. All matters not covered in these Bylaws shall be governed by the most current edition of Robert's Rules of Order.

XII. AMENDMENTS

- A. These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the CAC membership present¹⁹, provided that the

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proposed changes were listed on the agenda mailed out to the CAC members, and are later approved by the JPA Board of Directors.

¹ Adopted by JPA Board, November 15, 1990

² Deleted by JPA Board, April 18, 2003

³ Deleted by JPA Board, April 18, 2003

⁴ Added by JPA Board, October 20, 1995

⁵ Added by JPA Board, October 20, 1995

⁶ Added by JPA Board, April 18, 2003

⁷ Deleted by JPA Board, June 18, 2010

⁸ Added by JPA Board, April 18, 2003

⁹ Changed by JPA Board, April 18, 2003

¹⁰ Added by JPA Board, June 18, 2010

¹¹ Deleted by JPA Board, June 18, 2010

¹² Added by JPA Board, June 18, 2010

¹³ Added by JPA Board, April 18, 2003

¹⁴ Added by JPA Board, June 18, 2010

¹⁵ Added by JPA Board, April 18, 2003

¹⁶ Added by JPA Board, April 18, 2003

¹⁷ Added by JPA Board, July 18, 1997

¹⁸ Deleted by JPA Board, April 18, 2003

¹⁹ Added by JPA Board, April 16, 2010