MEETING NOTICE AND AGENDA

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE (CTAC)
The CTAC may take action on any item appearing on this agenda.

Thursday, October 5, 2006
9:30 to 11:30 a.m.

SANDAG, Conference Room 8A
401 B Street, Suite 800
San Diego, CA 92101-4231

Chair: Greg Humora, City of La Mesa
Vice Chair: Richard Leja, City of San Diego

Staff Contact: Richard Chavez
(619) 699-6989; (619) 699-1905 fax; rch@sandag.org

AGENDA HIGHLIGHTS

• ITOC ANNUAL REPORT
• CTAC MEMBERSHIP

SANDAG offices are accessible by public transit. Phone 1-800-COMMUTE or see www.sdcommute.com for route information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to participate in SANDAG meetings. If such assistance is required, please contact SANDAG at (619) 699-1900 at least 72 hours in advance of the meeting.

To request this document or related reports in an alternative format, please call (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-1905.
ITEM #   ACTION

1. INTRODUCTIONS

+2. MEETING SUMMARY  (Greg Humora)   APPROVE

The meeting summary from the September 7, 2006, meeting is attached. CTAC is asked to review and approve the meeting summary.

3. PUBLIC COMMENTS

+4. ITOC ANNUAL REPORT  (Maryam Babaki)   INFORMATION

_TransNet_ Independent Taxpayer Oversight Committee (ITOC) Chair Maryam Babaki will present the first ITOC annual report. The report covers ITOC’s major roles and responsibilities, its activities during its first year of operation, and its planned efforts for the coming year.

5. SAN DIEGO HIGHWAY DEVELOPMENT ASSOCIATION  (Clark Fernon)   DISCUSSION

The president of the San Diego Highway Development Association (SDHDA) will present a summary of SDHDA activities. SDHDA is a 70-year-old nonprofit organization that supports full implementation of the planned transportation systems in San Diego. In the late 1990s, SDHDA completed a report (known as the "GAPS" report) detailing over 30 deletions of street segments from the planned road networks in San Diego County. SDHDA is interested in hearing from public agencies when there are planned deletions of transportation facilities.

6. FY 2008 FEDERAL APPROPRIATIONS PROCESS FOR TRANSPORTATION PROJECTS  (Ellen Roundtree/Kim Kawada)   INFORMATION

Each year, SANDAG provides our Congressional delegation with the region's list of high-priority transportation projects for consideration during the annual appropriations process. SANDAG staff will update CTAC members about the upcoming FY 2008 federal appropriations process, which is expected to begin in February 2008.

+7. CTAC MEMBERSHIP  (Richard Chavez)   UPDATE

CTAC is asked to update its membership roster. The SANDAG Committee & Working Group Guidelines and the membership roster are attached.

8. ANNOUNCEMENTS   INFORMATION

CTAC members are encouraged to share items of interest.

9. UPCOMING MEETING   INFORMATION

The next CTAC meeting is scheduled for Thursday, November 2, 2006, from 9:30 to 11:30 a.m.

+ next to an agenda item indicates an attachment
MEETING SUMMARY OF SEPTEMBER 7, 2006

Results of the meeting are summarized as follows.

Introductions

Greg Humora (Chair) chaired the meeting. Meeting attendees introduced themselves.

Approval of Meeting Summary

The meeting summary from the August 3, 2006, CTAC meeting was approved.

Public Comments

Tim Hackworth from the American Concrete Pavement Association stated that City engineers should consider using concrete for high-use areas on local streets like bus stops, roundabouts, truck routes, and high-volume intersections.

Proposal to Form SPRINTER Ad Hoc Working Group

Coleen Clementson (SANDAG) discussed forming a working group to investigate issues regarding land use around SPRINTER transit stations. Fred Luedtke (Escondido) expressed interest in participating. Mohamad Fakhrriddine (County of San Diego) and Paul Vo (San Marcos) stated they would contact Ms. Clementson regarding participation. There were no representatives present from Oceanside or Vista.

Regional Communications Plan

Samuel Johnson (SANDAG) introduced Bruce Churchill (Delcan). Mr. Churchill presented an update on the Regional Communications Plan that will establish the framework for linking transportation communication systems.

Draft Nexus Study

Marney Cox (SANDAG) distributed and presented the draft Regional Transportation Congestion Improvement Program Nexus study. Mr. Cox stated that this report was presented to the
Transportation Committee on September 1. The Transportation Committee wondered why commercial developments were not included in the impact fee program. This was a decision made with the development of the TransNet Ordinance that only includes a requirement for residential development. Mr. Cox also stated that the Transportation Committee had questions about the implementation process. Mr. Cox responded that each agency would need to make its own findings but could base its findings on the SANDAG study. Mohamad Fakhrriddine (County of San Diego) asked when the Regional Arterial System would be updated. Richard Chavez (SANDAG) stated that it would be updated as part of the 2007 Regional Transportation Plan. Richard Leja (City of San Diego) asked when agencies would need to have their finding in place. Mr. Cox stated that the finding would need to be presented to the Independent Taxpayer Oversight Committee by April 2008. Fred Luedtke (Escondido) asked if SANDAG could use its 1 percent administration fee to administer the program on behalf of the cities/County. Mr. Cox stated that unfortunately SANDAG could not. Mr. Luedtke asked about the reporting requirements. Mr. Cox stated that the reporting requirements were the same as for the current state requirements. Mr. Leja asked if the improvement projects needed to be in the RTIP. Mr. Chavez stated that they did, Regional Arterial System improvements are considered to be regionally significant and therefore need to be in the RTIP. Mr. Leja asked if freeway projects qualify. Mr. Cox stated that local freeway interchange projects qualify but freeway widening projects do not. Mr. Leja asked if fees already collected were subject to the new requirements. Mr. Cox stated that only fees collected after July 1, 2008, were subject to the new requirements. Mark Thomsen (MTS) asked if transit operators doing housing development projects needed to comply. Mr. Cox stated yes. Mr. Thomsen asked if the transit operator would then decide the improvement to the regional arterial. Mr. Cox stated no. Transit operators would need to work with the city/County on the appropriate improvement to the regional arterial. Paul Vo (San Marcos) asked if SANDAG staff was available to meet one-on-one with agencies on their specific questions. Mr. Cox stated that SANDAG staff and consultants would be available.

Announcements

Greg Humora (Chair) congratulated Gary Vettese (Caltrans) on his recent promotion and presented him with a certificate of appreciation for service to the region as the Caltrans District 11 Local Assistance Engineer. Mr. Vettese introduced Erwin Gojuangco who would be replacing Mr. Vettese as the Local Assistance Engineer.

Upcoming Meeting

The Chair announced the next meeting scheduled for October 5, 2006.
FIRST ANNUAL REPORT FROM THE TransNet
INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE

Introduction

One of the key requirements of the TransNet Extension Ordinance and Expenditure Plan (Proposition A, November 2004) was the establishment of an Independent Taxpayer Oversight Committee (ITOC). The role of the ITOC is to ensure that the voter approved mandates of the new ordinance are carried out and to recommend improvements and enhancements to the financial integrity and performance of the TransNet program over time. The ITOC members were selected early last year, and the ITOC has been meeting since May 2005.

An annual report from the ITOC is a requirement of the Ordinance. Once ITOC assumes responsibility for the audits starting in FY 2009, the annual report will focus on findings and recommendations resulting from the annual fiscal audit cycle. The ITOC members felt that it was important to start the tradition of making an annual report to the SANDAG Board and the public prior to implementation of the specific requirement for an annual report tied to the fiscal audit process.

This first annual report covers ITOC’s first year of work through FY 2006. The annual report reviews the major roles and responsibilities of the ITOC, the primary areas of emphasis and major accomplishments during the ITOC’s first year, and upcoming activities for the next year. The annual report process will be used by ITOC to inform the SANDAG Board of Directors and the public about the ITOC and its major work efforts and to solicit input from a wide range of interest groups and the general public on issues for the ITOC to work on in the future.

GARY L. GALLEGOS
Executive Director

Attachment: 1. Annual Report

Key Staff Contact: Craig Scott, (619) 699-1926, csc@sandag.org

No Budget Impact
The Independent Taxpayer Oversight Committee (ITOC) deliberations are held in an open, public manner. The ITOC positions on key TransNet issues are regularly presented at SANDAG Board of Directors and Policy Advisory Committee meetings. The seven members of ITOC are playing a key role in shaping San Diego’s transportation future as they work to ensure that the TransNet program is a success.

**Milestones & Accomplishments — FY 2006**
The ITOC has held 16 regular meetings, special meetings, and workshops from its inception in May 2005 through June 2006. Members have diligently embraced their new responsibilities and have worked to carry out the ITOC mission with efficiency and productivity. The following summarizes the major topics of discussion and key accomplishments during this time period:

- Received numerous briefings from SANDAG and Caltrans staff on a wide range of topics related to the implementation of the overall TransNet program, including the EAP, the status of the major corridor projects identified in the ballot measure, fiscal and performance audit requirements, the new Environmental Mitigation Program, and other components of the TransNet extension. The ITOC also has made several presentations to the SANDAG Board of Directors and Transportation Committee to provide its input on TransNet-related issues.
- Selected a Chair and Vice-Chair, approved an initial set of bylaws to guide the operation of the ITOC, and began the development of implementation guidelines for each of the major tasks identified for the ITOC in the TransNet Ordinance.
- Reviewed the major corridor projects included in the TransNet EAP, examined the costs and schedules for each of the projects, and communicated to the SANDAG Board of Directors its endorsement of the Plan of Finance for the EAP, which contains the financing strategy for the accelerated delivery of these key transportation improvements.
- Reviewed and supported the expansion of the Commercial Paper Program from $135 million to $335 million, and the interest rate hedging proposal to lock in an interest rate of 3.89 percent on the first $600 million in long-term bonds to be issued under the TransNet extension. These actions resulted in a total of $935 million in financing capacity being established to support the implementation of the projects identified in the EAP over the next few years.
- Initiated the review of local agency street and road projects for compliance with the new requirements of
ITOC

the TransNet extension. Particular attention was given to the application of the “70/30” guidelines related to the new requirement that at least 70 percent of the TransNet local street and road funding be used for congestion relief purposes and no more than 30 percent for routine maintenance efforts. The ITOC worked in cooperation with the Cities/County Transportation Advisory Committee (CTAC) on the development of these guidelines defining the eligibility requirements for the use of TransNet funding for local street and road improvements.

Reviewed several amendments to the current Regional Transportation Improvement Program (RTIP) and performed a detailed analysis of the new projects proposed for the 2006 RTIP (FY 2007 – FY 2011) for compliance with the new provisions of the TransNet Ordinance in FY 2009 and beyond.

Received several presentations on the development of the long-range Regional Transportation Plan (RTP), including the initial activities related to the major 2007 RTP update and a detailed review of the SANDAG transportation modeling system. This effort has focused on the refinement of the project evaluation criteria and performance measures used in the RTP process, which is one of the ITOC roles as specified in the TransNet Ordinance.

Conducted a workshop to provide an in-depth look at the Performance Monitoring System (PeMS) and its application to evaluating the current condition of the region’s freeway system. The ITOC has held several discussions related to refining and enhancing the region’s capabilities to monitor system performance and to use that information to evaluate potential improvements to the transportation network. Although much work remains to be done in this area, performance measurement of the existing system has been a major focus of discussion by the ITOC.

Played a key role in working with SANDAG staff and consultants on the development of a “Dashboard” reporting system to provide Web access to information on the status of project costs and schedules for use in the required quarterly reporting process specified in the TransNet Ordinance as well as other project and program management efforts. Again, this effort will continue to be an area on which the ITOC plans to focus in subsequent years.

Established an ITOC Web site to provide a source of information for the public regarding ITOC activities.

ITOC Roles & Responsibilities

The ITOC has a number of responsibilities to ensure that the implementation of the TransNet program is successful and carried out in accordance with the voter-approved Ordinance and Expenditure Plan. These tasks govern the group’s annual focus and include:

- Conduct annual fiscal and compliance audits of all TransNet fund recipients beginning with the Fiscal Year 2008-09 audits.
- Provide an annual report to the SANDAG Board on the audit findings.
- Conduct triennial performance audits of SANDAG and other agencies involved in the implementation of TransNet-funded projects and programs to review project delivery, cost control, and schedule adherence.
- Provide recommendations to the SANDAG Board regarding any proposed amendments to the Ordinance and Expenditure Plan.
- Provide recommendations as part of the required 10-year comprehensive program review process.

(continued on page 4)
The Independent Taxpayer Oversight Committee

The current ITOC members and the area of professional expertise they represent:

Maryam Babaki (ITOC Chair)
Transportation Project Design/Construction
(Term expires May 2009)

Hamid Bahadori
Traffic/Civil Engineering
(Term expires May 2007)

James C. Callaghan, Jr. (ITOC Vice Chair)
Private Sector Senior Decision Maker
(Term expires May 2007)

Ron Gerow
Real Estate/Right-of-Way Acquisition
(Term expires May 2009)

Doug Gibson
Biology/Environmental Science
(Term expires May 2007)

John Meyer
Municipal/Public Finance
(Term expires May 2009)

Jim Ryan
Construction Project Management
(Term expires May 2009)

Information about each member is available at www.sandag.org/ITOC

ITOC wishes to acknowledge the efforts of Michael Boyle as the first ITOC Chair from May 2005 to February 2006.

ITOC c/o SANDAG
401 B Street, Suite 800
San Diego, CA 92101-4231
(619) 699-1900

Ongoing review of the major TransNet highway and transit projects in terms of budget control and schedule adherence.

Refining and enhancing SANDAG transportation system performance management systems.

Developing and refining the SANDAG Dashboard reporting system to provide the ITOC, Transportation Committee, Board of Directors, and the public with regular reports on the status of each major project.

Expanding ITOC outreach efforts through greater use of the ITOC Web site and other approaches.

The ITOC Works For You

The ITOC was created to objectively represent the taxpayers of the San Diego region — to ensure that promises made regarding the implementation of the TransNet half-cent sales tax for transportation improvements are fulfilled in accordance with the program’s Ordinance and Expenditure Plan.

The success of ITOC relies on continuous feedback from the public. Building and maintaining open dialogue is critical for San Diego’s transportation future — one that offers viable choices and alternatives to travelers.

To share your thoughts and opinions with the ITOC, go to www.sandag.org/ITOC and complete the feedback form. Meeting schedules, agendas, and minutes also are available on this interactive Web site.

Looking To The Future

As the ITOC continues its work in its second year of activity, the following are the major planned focus areas:

Participate in the ongoing refinement of the SANDAG transportation system performance measurement process and the project evaluation criteria used in development of the RTP and in prioritizing projects for funding in the RTIP.

Review and comment on the programming of TransNet revenues in the RTIP.

Review proposed debt financing plans to ensure that the benefits associated with accelerating project delivery and avoiding future cost escalation exceed debt issuance and interest costs.

Review the major congestion relief projects identified in the Ordinance for performance in terms of cost control and schedule adherence on a quarterly basis.

In carrying out its list of duties, the ITOC strives to work in such a manner that does not cause unnecessary project delays, but allows for sufficient time to make objective recommendations.

Overpass construction work for the SPRINTER
## Membership List

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<th>Agency</th>
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<td>Carlsbad</td>
<td>Bob Johnson</td>
<td>David Hauser</td>
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<td>Chula Vista</td>
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<td>Coronado</td>
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<td>Ernesto Aguilar</td>
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<td>Rob Turner</td>
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<td>Ed Domingue</td>
<td>Pat Thomas</td>
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<td>Imperial Beach</td>
<td>Hank Levien</td>
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<td>La Mesa</td>
<td>Greg Humora*</td>
<td>Matt Souttere</td>
<td>Kathy Feilen</td>
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<td>Lemon Grove</td>
<td>Majed Al-Ghafry</td>
<td>Dirk Epperson</td>
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<td>Metropolitan Transit System</td>
<td>Mark Thomsen</td>
<td>Brandon Farley</td>
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<td>National City</td>
<td>Steve Kirkpatrick</td>
<td>Din Daneshfar</td>
<td>Albert Griego</td>
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<td>North County Transit District</td>
<td>Stefan Marks</td>
<td>Kurt Luhrsien</td>
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<td>Greg Lewis</td>
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<td>San Diego City</td>
<td>Richard Leja**</td>
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<td>San Diego County</td>
<td>Mohamad Fakhrriddine</td>
<td>Bob Goralka</td>
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<td>San Marcos</td>
<td>Gena Franco</td>
<td>Paul Vo</td>
<td>Sassan Haghgoo</td>
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<td>Santee</td>
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<td>Robb Zaino</td>
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<td>Solana Beach</td>
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<td>Vista</td>
<td>Larry Pierce</td>
<td>Sudi Shoja</td>
<td>Tim Shell</td>
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* Chair
** Vice Chair
SANDAG COMMITTEE & WORKING GROUP GUIDELINES

I. PURPOSE

SANDAG thanks you for your willingness to serve on one of its committees, stakeholder groups, task forces, or working groups. SANDAG's committees and working groups are created by SANDAG's Board of Directors, Policy Advisory Committees (Transportation Committee, Executive Committee, Borders Committee, Regional Planning Committee or Public Safety Committee), or staff to allow stakeholders in the region to reach consensus and provide input to the Board and Policy Advisory Committees. These guidelines are intended to provide you with information regarding your responsibilities as a member of one of SANDAG's committees, task forces, or working groups (“committees”).

II. ROLE AS A REPRESENTATIVE

You were most likely asked to serve on a SANDAG committee due to your experience and/or position as an elected official or as a representative of a public agency, regional interest group, or community stakeholder. SANDAG assumes that persons sent to represent a group of people on a SANDAG committee have the appropriate level of authority and understanding to serve in a representative capacity for their organization. If you were selected as the representative of a public agency, regional interest group, or other community stakeholder, SANDAG encourages you to provide input regarding the interests of the organization you represent and assumes that you will communicate information obtained at SANDAG meetings to the appropriate persons in your organization. If you are unable to continue as a SANDAG committee or working group member, please notify SANDAG’s project manager and the organization that you represent. SANDAG will work with you and your organization to ensure that a new representative is selected. If desired, the organization you represent may select one or two alternates to serve in your stead if you are unable to attend a meeting or vote.

Sometimes persons are asked to serve on a SANDAG committee because of their individual qualifications rather than because of the entity or special interest that person represents. In that event, the individual member’s vote does not have to be consistent with the opinion of any organization of which he/she may be an employee or member. Additionally, persons who are selected for their individual qualifications instead of in a representative capacity may not have an alternate.

III. ADVISORY CAPACITY

As a member of one of SANDAG’s committees or working groups it is important to work toward consensus with other members on particular issues and then provide recommendations to SANDAG’s Board, Policy Advisory Committees and/or staff regarding those issues. The advice and recommendations provided by committee members will be taken into account by the Board, Policy Advisory Committee or staff in the decision-making process. Staff will place items on committee agendas, after discussion with the Chair and/or members that need to be addressed by the committee to meet SANDAG’s needs. These items will have first priority. Other items may be added to the agenda by a Chair or other member if time and other resources permit and the items are within the subject matter jurisdiction of the committee. Please remember that SANDAG’s Board has sole authority to take action on behalf of SANDAG, make a final determination on behalf of SANDAG, and/or take a position on behalf of SANDAG, unless it has specifically delegated that authority in writing.
IV. CONDUCT

As an official member of a SANDAG committee, you should either sit at the conference room table located in the room being used for the meeting or a nameplate or some other device should be used to delineate your status. Attendees who are not members of the committee should request permission to speak from the Chair of the committee or working group. The Chair should recognize requests from non-members to speak and ask them to identify themselves if they have not already been introduced.

SANDAG has implemented policies that apply to all persons at SANDAG including committee members. These policies include prohibitions against harassment, discrimination, and violence. A copy of these policies can be obtained upon request to the Office of General Counsel or on SANDAG’s Web site. Persons who violate the policies will receive at least a warning and may be asked to leave SANDAG’s premises.

A committee member is prohibited from using his/her title as a member of any of SANDAG’s committees when stating his/her position on an issue if: a) he/she is making the statement outside of a committee meeting, and b) his/her position conflicts with official Board policy. Persons who violate this prohibition may be removed from office by the Chair of the Board.

V. CONFLICTS OF INTEREST

Potential conflicts of interest are a consequence of the many and varied roles that SANDAG committee members play in our community. One of the goals of these Guidelines is to manage real or perceived conflicts of interest. SANDAG has determined that a system of self-disclosure will be the most effective since conflicts of interest must be dealt with on a case by case basis. Discussion and disclosure generally can resolve issues related to conflict of interest.

A conflict of interest occurs when there is a divergence between an individual's professional, private, or personal relationships or interests and his/her obligations to SANDAG as a committee member such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal benefit, gain or advantage. A conflict of interest or the appearance of it depends on the situation, and not necessarily on the character or actions of the individual. The appearance of a conflict of interest can be as damaging or detrimental as an actual conflict. Thus, individuals are asked to report potential conflicts to the SANDAG Office of General Counsel so that appearances can be separated from reality.

Potential conflicts of interest are not unusual and must be addressed. For example, conflicts of interest can arise out of the fact that some SANDAG committees assist SANDAG in shaping requests for proposals and specification documents that are in turn used as criteria for competitive selection of consultants. Representatives from private sector organizations may be selected to serve as a member of one of SANDAG’s committee or working groups by virtue of their experience in a particular industry. Therefore, it is expected that situations may arise where a committee or working group member is asked for input on the scoping of a project for which their organization may later want to submit a bid or proposal. This situation presents a potential conflict of interest if the committee member will be rewarded for their participation in SANDAG activities because the member or his/her organization eventually receives consulting fees or an unfair advantage during the competitive procurement process.

It is wrong for an individual’s actions or decisions made in the course of his or her SANDAG activities to be determined by considerations of personal financial gain. Such behavior calls into question the professional objectivity and ethics of the individual, and it also reflects negatively on SANDAG. As a SANDAG committee member you must respect SANDAG’s status as a recipient of public funds and conduct your affairs in ways that will not compromise SANDAG’s integrity.

Revised: 04/06
All SANDAG committee members have an affirmative duty to disclose any potential financial interest to the SANDAG project manager assigned to the committee. Notification of the actual or potential conflict should be given to the project manager or the Office of General Counsel. Members with an actual or potential conflict of interest should be asked to leave all meetings or portions of meetings where the conflict may arise. If a member must leave their office due to a conflict of interest he/she may continue to attend the meeting(s) as a member of the public.

VI. SANDAG’s RESOURCES

Except in a purely incidental way, SANDAG’s resources, including but not limited to, facilities, materials, personnel, or equipment may not be used in external activities by a committee member unless written approval has been received in advance from the Executive Director or his/her designee. Such permission shall be granted only when the use of SANDAG’s resources is determined to further SANDAG’s mission.

VII. CONFIDENTIAL INFORMATION

Proprietary or other confidential information that a SANDAG committee member may be exposed to at SANDAG may never be used in external activities unless written approval is given in advance by SANDAG’s Executive Director or his/her designee.

VIII. RULES OF PROCEDURE FOR MEETINGS

Those SANDAG committees that qualify as “legislative bodies” are required to comply with California’s open meeting laws, which are known as the Brown Act. The staff liaison to each SANDAG committee is required to know whether his/her committee is subject to the Brown Act and can answer questions regarding how this affects the procedures used during meetings. Generally, the Brown Act requires that meetings be open to the public, that meetings be noticed in accordance with statutory deadlines, that the decision-making process of the members be carried out in a public meeting venue, and that the public be allowed to comment at the meeting. Questions regarding the applicability and implementation of Brown Act requirements should be referred to the SANDAG project manager or the Office of General Counsel.

SANDAG committees are also required to comply with Robert’s Rules of Order. This publication provides procedures for matters such as making motions, amending and substituting motions, adjourning meetings, selecting a Chair, and voting. A summary of the most used aspects of Robert’s Rules is attached to these Guidelines in a document entitled “Basic Rules of Order.” Business cannot be conducted at a committee without the presence of at least a quorum of voting members. A quorum is a majority of the voting members. For example, a seven member committee would require at least four voting members for a quorum. In order to take action, at least a majority of the quorum must vote in favor of the action in question. So, if four members of a seven member committee attend a meeting, it would take at least three votes to pass a motion. Questions regarding Robert’s Rules or other matters of procedure can be directed to the staff project manager or the Office of General Counsel.

IX. CHANGES TO MEMBERSHIP OR RESPONSIBILITIES

Once the SANDAG Board or a SANDAG Policy Advisory Committee has approved the membership roster of a committee, the committee cannot change its membership without going back to the Board or Policy Advisory Committee for approval of the recommended change. If, however, the Board or Policy Advisory Committee in question has delegated authority regarding membership changes to the committee, the committee may make changes without additional approvals. The responsibilities of SANDAG committees are set forth in
committee charters, which are available from the SANDAG project manager. Any changes to responsibilities will require a change to the charter and approval by the responsible Policy Advisory Committee or the Board.

X. AD HOC GROUPS

Committees may form ad hoc groups to provide advice to the entire membership of the committee. Committees may not form standing groups without permission from the Board or a Policy Advisory Committee. If a committee is subject to the Brown Act, any ad hoc group the committee forms will be subject to the Brown Act unless the following requirements are met: 1) the group is composed of less than a majority of voting members, 2) only voting members serve on the group, and 3) the group solely provides advice and does not make decisions. Ad Hoc groups should use the words “Ad Hoc” when naming the group.

XI. FORMATION OF NEW COMMITTEES

New committees that will meet for more than six months may only be formed with approval from the SANDAG Board or a Policy Advisory Committee. New committees of this type may be proposed by a Board member, Policy Advisory Committee Member, or staff. Each new committee must have a charter that is approved by the Board or a Policy Advisory Committee at the time formation of the committee is approved. The charter must contain the information in the SANDAG Charter Outline.