MEETING NOTICE AND AGENDA

SHORELINE PRESERVATION WORKING GROUP

The Shoreline Preservation Working Group may take action on any item appearing on this agenda.

Please Note Time and Meeting Location

Thursday, March 2, 2017

11 a.m. to 1:30 p.m.

Del Mar Fairgrounds, Board Room
2260 Jimmy Durante Boulevard
Del Mar, CA 92014

Staff Contacts:
Sarah Pierce
(619) 699-7312
sarah.pierce@sandag.org

Keith Greer
(619) 699-7390
keith.greer@sandag.org

AGENDA HIGHLIGHTS

• NORTH COAST CORRIDOR—SAN ELIJO LAGOON BUS TOUR

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.
Members of the public may speak to the Working Group on any item at the time the Working Group is considering the item. Please complete a Speaker’s Slip, and then present the slip to the Clerk of the Working Group. Members of the public may address the Working Group on any issue under the agenda item entitled Public Comments/Communications/Member Comments. Public speakers are limited to three minutes or less per person unless otherwise directed by the Chair. The Working Group may take action on any item appearing on the agenda.

Public comments regarding the agenda can be sent to SANDAG via comment@sandag.org. Please include the agenda item, your name, and your organization. Email comments should be received no later than 12 noon, two working days prior to the meeting. Any handouts, presentations, or other materials from the public intended for distribution at the meeting should be received by the Clerk of the Working Group no later than 12 noon, two working days prior to the meeting.

In order to keep the public informed in an efficient manner and facilitate public participation, SANDAG also provides access to all agenda and meeting materials online at www.sandag.org/meetings. Additionally, interested persons can sign up for e-notifications via our e-distribution list at either the SANDAG website or by sending an email request to webmaster@sandag.org.

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如有需要，我们可以把SANDAG议程材料翻译成其他语言。
请在会议前至少72小时打电话(619) 699-1900提出请求。
Directions: I-5 (nb or sb) exit Via De La Valle head west. Left at Jimmy Durante Blvd. Right into the Main Gate of Fairgrounds and park in the southwest corner of the main lot. Boardroom is located at the Blue star. Go through pedestrian gate towards location and access through the Marketing door. Boardroom is across the courtyard diagonally to the left once you come through the door.
# SHORELINE PRESERVATION WORKING GROUP

**Thursday, March 2, 2017**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>RECOMMENDATION</th>
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<tr>
<td>1.</td>
<td>WELCOME AND INTRODUCTIONS</td>
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<td>PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS</td>
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Members of the public shall have the opportunity to address the Shoreline Preservation Working Group (Working Group) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the Working Group coordinator prior to speaking. Public speakers should notify the Working Group coordinator if they have a handout for distribution to Working Group members. Public speakers are limited to three minutes or less per person. Working Group members also may provide information and announcements under this agenda item.

+3. | APPROVAL OF MEETING MINUTES | APPROVE |
| +3A. | September 1, 2016, Meeting Minutes |
| +3B. | December 1, 2016, Meeting Minutes |

## CONSENT

+4. | SHORELINE MANAGEMENT “101” | INFORMATION |

This report provides an overview of information to the Working Group on SANDAG Regional Shoreline Management, including the Working Group history, membership list, and charter; Shoreline Preservation Strategy for the San Diego region; Coastal Regional Sediment Management Plan; Sand Compatibility and Opportunistic Use Program; and the Regional Shoreline Monitoring Program.

## REPORTS

5. | NORTH COAST CORRIDOR—SAN ELIJO LAGOON BUS TOUR | INFORMATION |

Highway, rail, environmental, and coastal access improvement projects are underway in the cities of Encinitas and Solana Beach as part of Build North Coast Corridor (NCC), the first package of projects being constructed through the 40-year NCC Program. Build NCC includes rail double tracking, extended carpool lanes, new bike and pedestrian trails, and the restoration of the San Elijo Lagoon. The Working Group and members of the public will board a bus that will make stops at the San Elijo Lagoon and Seaside State Beach and will meet with construction contractors who will discuss the San Elijo Lagoon restoration and associated beach nourishment that will be completed as part of the NCC Program.
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<td>6.</td>
<td>UPCOMING MEETINGS</td>
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<td></td>
<td>The next meeting of the Working Group is scheduled for Thursday, June 1, 2017, at 11:30 a.m. Tentative topic: 2016 Regional Shoreline Monitoring Program Report.</td>
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<td>7.</td>
<td>ADJOURNMENT</td>
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+ next to an item indicates an attachment
The meeting of the Shoreline Preservation Working Group (Working Group) was called to order by Chair Serge Dedina (City of Imperial Beach) at 11:35 a.m.

1. WELCOME AND INTRODUCTIONS

The attendance sheet for the meeting is included.

2. PUBLIC COMMENTS/COMMUNICATIONS

Katie Day (Surfrider Foundation/member of the public) provided an update on local coastal programs for the Working Group members.

Katheryn Rhodes, a member of the public, asked SANDAG to take over the capital improvement projects from the Port of San Diego and the San Diego International Airport since SANDAG is the metropolitan planning organization and is required to handle such projects.

3. APPROVAL OF MEETING MINUTES (APPROVE)

Action: Upon a motion by Bill Sandke (City of Coronado) and a second by Garry Bonelli (San Diego Unified Port District), the Working Group approved the minutes from the June 2, 2016, meeting. Yes – Chair Dedina, Vice Chair Lorie Zapf (City of San Diego), Michael Schumacher (City of Carlsbad), Mr. Sandke, Dwight Worden (City of Del Mar), and Mr. Bonelli. No – None. Abstain – None. Absent – City of Encinitas, City of Oceanside, City of Solana Beach, County of San Diego, and United States Navy.

REPORTS

4. REGIONAL SHORELINE MONITORING PROGRAM FUNDING (RECOMMEND)

This item was presented by Sarah Pierce, Regional Planner II.

The Regional Shoreline Monitoring Program has been funded by the coastal cities since 1996. This comprehensive approach to monitoring the shoreline provides data that can document changes to the shoreline over time and provides important information to decision-makers when beach replenishment efforts are contemplated. The current monitoring efforts are funded through spring 2017. The region’s coastal cities are asked to recommend continuation of the Program.
Ms. Rhodes suggested a study on mineral land classification by the Working Group for next year and asked to be able to contact the Working Group to discuss this issue further.

**Action:** Upon a motion by Vice Chair Zapf and a second by Mr. Sandke the Working Group recommended the continuation of the Regional Shoreline Monitoring Program. Yes – Chair Dedina, Vice Chair Zapf, Mr. Schumacher, Mr. Sandke, Mr. Worden, and Mr. Bonelli. No – None. Abstain – None. Absent – City of Encinitas, City of Oceanside, City of Solana Beach, County of San Diego, and United States Navy.

5. **REGIONAL SEA LEVEL RISE PLANNING (INFORMATION)**

This item was presented by Carey Batha (California Coastal Commission), Nick Garrity (Environmental Science Associates for City of Del Mar), Chris Webb (Moffatt & Nichol for City of Carlsbad), and David Revell, Ph.D. (Revell Coastal for City of Imperial Beach).

As our understanding of sea level rise advances, local efforts are underway to comprehensively plan for changes to coastal environments. This panel discussion provided an overview of the California Coastal Commission's Sea Level Rise Policy Guidance and highlighted some of the sea level rise planning efforts underway in the cities of Del Mar, Carlsbad, and Imperial Beach.

Ms. Rhodes suggested a full reclamation of San Diego tide length which could include building watertight structural cistern foundations for capturing stormwater runoff among other things.

**Action:** This item was for information only.

6. **UPCOMING MEETINGS (INFORMATION)**

The next meeting of the Working Group is scheduled for Thursday, December 1, 2016, at 11:30 a.m. Tentative topic: potential biological impacts from beach nourishment.

7. **ADJOURNMENT**

Chair Dedina adjourned the meeting at 1:01 p.m.
### SHORELINE PRESERVATION WORKING GROUP
#### MEETING ATTENDANCE FOR SEPTEMBER 1, 2016

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<th>JURISDICTION/ORGANIZATION</th>
<th>NAME</th>
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<tr>
<td>City of Imperial Beach</td>
<td>Mayor Serge Dedina, Chair (Primary)</td>
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<td>Mayor Pro Tem Edward Spriggs (Alternate)</td>
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<td>City of San Diego</td>
<td>Councilmember Lorie Zapf, Vice Chair (Primary)</td>
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<td>Council President Sheri Lightner (Alternate)</td>
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<td>City of Carlsbad</td>
<td>Councilmember Michael Schumacher (Primary)</td>
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<td>City of Coronado</td>
<td>Councilmember Bill Sandke (Primary)</td>
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<td>Eileen Maher (Alternate)</td>
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<td>Deborah McKay (Alternate)</td>
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**ADVISORY MEMBERS LISTED BELOW (ATTENDANCE NOT COUNTED FOR QUORUM PURPOSES)**

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<td>Steve Aceti</td>
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<td>Teri Fenner, AECOM</td>
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<td>Deanna Spehn, Assembly Member Atkins</td>
<td>Sarah Pierce</td>
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<td>Carl Stiehl, City of Carlsbad</td>
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<td>Greg Hearon, Coastal Frontiers Corporation</td>
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<td>Nick Garrity, Environmental Science Associates</td>
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<td>Lawrence Honma, Merkel &amp; Associates</td>
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<td>Marina Varano, member of the public</td>
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<td>Katheryn Rhodes, member of the public</td>
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<td>Chris Webb, Moffatt &amp; Nichol</td>
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<td>Laura Engeman, San Diego Regional Climate Collaborative</td>
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<td>Christine Castillo, Scripps Institute of Oceanography</td>
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<td>Katie Day, Surfrider Foundation/member of the public</td>
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<td>Dani Boudreau, Tijuana River National Estuarine Research Reserve</td>
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The meeting of the Shoreline Preservation Working Group (Working Group) was called to order by Chair Serge Dedina (City of Imperial Beach) at 11:36 a.m.

1. WELCOME AND INTRODUCTIONS

The attendance sheet for the meeting is included.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

Mike Hastings (Los Peñasquitos Lagoon Foundation/member of the public) spoke about the impacts beach nourishment projects have on coastal lagoons and the amount of material that must be annually removed from these areas. Mr. Hastings also offered to give a presentation on the subject to the Working Group at a future meeting.

3. APPROVAL OF MEETING MINUTES (APPROVE)

Note: This Item No. 3 was presented after Item No. 4. The Working Group was asked to review and approve the minutes from the September 1, 2016, meeting.

Action: No action was taken due to a lack of quorum.

REPORTS

4. POTENTIAL BIOLOGICAL IMPACTS OF BEACH NOURISHMENT PROJECTS (INFORMATION)

This item was presented by Lawrence Honma (Merkel & Associates); Nick Buhbe (Great Ecology); Heather Henter, Ph.D. and Joshua Kohn, Ph.D. (UCSD); and Karen Green, Ph.D. (Tierra Data).

Beach nourishment has been used in the San Diego region for a number of years to combat erosion and is being considered by a number of coastal jurisdictions as a sea level rise adaptation measure to control erosion and protect coastal resources in the future. It is important to consider the possible impacts, both positive and negative, that any particular adaptation strategy may have on the environment. This discussion featured a panel of speakers (listed above) who have extensive knowledge and experience studying the impacts beach nourishment projects can have on coastal species and habitats.
Dennis Lees (Littoral Ecological & Environmental Services/member of the public) commented on the biological effects of associated dredging programs that provide the sand required for beach sand replenishment projects and explained the results of some of the research he has conducted. Mr. Lees also provided a handout with some information on the topic.

**Action:** This item was for information only.

5. **UPCOMING MEETINGS (INFORMATION)**

The next meeting of the Working Group is tentatively scheduled for Thursday, March 2, 2017, at 11:30 a.m. Tentative topic: lagoon restoration.

6. **ADJOURNMENT**

Chair Dedina adjourned the meeting at 12:59 p.m.
# SHORELINE PRESERVATION WORKING GROUP
## MEETING ATTENDANCE FOR DECEMBER 1, 2016

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<td>California Coastal Coalition</td>
<td>Steve Aceti</td>
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<td>Darren Smith</td>
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<td>Surfrider Foundation</td>
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<td>U.S. Army Corps of Engineers</td>
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<td>Claudio Fassardi, CH2M</td>
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<td>Carl Stiehl, City of Carlsbad</td>
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<td>Kasia Trojanowska, City of Carlsbad</td>
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<td>Mike Hastings, Los Peñasquitos Lagoon Foundation</td>
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<td>Tasha Boerner, member of the public</td>
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<td>David Zoutendyk, U.S. Fish and Wildlife Service</td>
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Introduction

The Shoreline Preservation Working Group (Working Group) was established in the late 1980s as the Shoreline Erosion Committee. The Working Group’s current status is that of a standing working group that advises the Regional Planning Committee (RPC) on shoreline management issues. Based on the Working Group’s input, the RPC makes policy recommendations to the SANDAG Board of Directors.

Its current role is to assist in the implementation of the Shoreline Preservation Strategy (Strategy) for the San Diego region, San Diego Forward: The Regional Plan, and the Coastal Regional Sediment Management (RSM) Plan.

The Working Group has contributed in the planning, collaboration, and implementation efforts to complete the pilot Regional Beach Sand Project (RBSP) in 2001 and the more recent RBSP with active construction completed at the end of 2012. In 2001, the SANDAG Regional Beach Sand Retention Strategy (SRS) was prepared to understand how sand retention strategies can be used to complement beach nourishment projects. Additionally, the Working Group has managed the preparation of the Nearshore Habitat Inventory completed in 2003 and the Sand Compatibility and Opportunistic Use Program (SCOUP) completed in 2006 in order to further the recommendations provided in the Strategy and RSM Plan. It also continues to be involved in the implementation of the Regional Shoreline Monitoring Program (Program).

Discussion

Shoreline Preservation Strategy for the San Diego Region

The Strategy was adopted by the SANDAG Board of Directors in 1993. The Strategy proposes an extensive beach building and maintenance program for the critical shoreline erosion areas in the region that includes sand nourishment, sediment management devices, and policies and regulations regarding the use of the shoreline and its development. The Strategy is available at sandag.org/index.asp?subclassid=32&fuseaction=home.subclasshome.
Coastal Regional Sediment Management Plan

The Coastal Sediment Management Workgroup (CSMW) is a task force made up of state, federal, and local/regional entities concerned about adverse impacts on our coastal habitats associated with our urbanizing society. The CSMW is committed to regional sediment management as the means to best protect, restore, and enhance coastal habitats. Through grants, the CSMW collaborated with local entities as part of a larger state effort to develop a master plan for the state to guide efforts in addressing the political, environmental, and process-related issues anticipated to arise when implementing sediment management. The California Coastal Sediment Management Master Plan (Sediment Master Plan) is available at dbw.ca.gov/csmw/smp.aspx.

In 2007, SANDAG was one of three agencies awarded a grant from the California Department of Boating and Waterways (DBW) for the preparation of an RSM Plan for the San Diego region. SANDAG staff worked with the CSMW and the Working Group to prepare the RSM Plan for adoption by the SANDAG Board of Directors in 2009. The completed document can be found on the SANDAG website at sandag.org/crsmp.

The RSM Plan was prepared as a comprehensive guidance and policy document that addresses how management of sediment targeted at coastal erosion can be implemented in an expeditious, cost-effective, and resource-protective manner throughout the San Diego region. The RSM Plan builds upon the goals and objectives provided for in the Strategy, moving sediment management from being an ad hoc activity performed on a case-by-case basis to a more coordinated, long-term approach. Coordinated beneficial reuse of sediment resources within a regional context helps to restore natural processes and simultaneously address sediment imbalances.

The RSM Plan provides in-depth information about the region's coastal processes; potential coastal receiver areas for placement of sediment; habitat and sediment quality constraints; sediment sources from upland, coastal, and offshore locations; an approach for sediment management based on sediment type; solutions to decreasing amounts of sediment available in the region; economics; and recommendations for governance and implementation of the RSM Plan, as well as other useful data and information.

Restoration of the region's beaches will require a long-term, sustained effort. However, coordinated short- and long-term actions through the Working Group are necessary to initiate the RSM Plan recommendations. This includes smaller-scale efforts through opportunistic beach replenishment as well as larger-scale beach replenishment projects every five to ten years.

Sand Compatibility and Opportunistic Use Program

SANDAG worked through a grant from DBW on the SCOUP, which is a component of the Sediment Master Plan, as described above. The SCOUP provides local jurisdictions the opportunity to take advantage of opportunistic sand sources from local construction projects (that is, using surplus sand from upland construction, development, or dredging/excavation projects as determined by the city, based upon sediment characterization and comparison protocols for appropriate quality) for beach nourishment within designated beaches in their area.
Additionally, the SCOUP identifies a program of monitoring both for data collection over time and for the tracking of sand movement before and after new nourishment events. The SCOUP recommends reporting and provides a sample reporting template that may be modified by each city as appropriate. Project design features also are defined to address truck operations and other operational procedures to avoid impacts (e.g., specific haul routes, traffic control plan). These design features are equally applicable to each jurisdiction.

As a pilot program based on the application of the SCOUP, SANDAG developed environmental documentation to enable the City of Oceanside to obtain federal, state, and local permits for placement of sand on its local beaches. SANDAG then developed environmental documentation and permits (i.e., Mitigated Negative Declaration) to enable the cities of Coronado, Encinitas, Imperial Beach, Oceanside, and Solana Beach to obtain program-level permits from all pertinent resource agencies to allow for the streamlined placement of beach-compatible material from upland sources in their cities. The City of Carlsbad has an almost identical program which was developed separately, prior to SCOUP.

All cities involved in the SCOUP have received permits and have worked to take advantage of opportunistic sources as they have become available. The SCOUP permits covered a five-year period. The cities of Encinitas, Solana Beach, and Oceanside have renewed or are in the process of renewing their SCOUP permits. It should be noted that renewal of the permits prior to their expiration requires substantially less effort than if they are allowed to lapse. The permit renewal process can be an excellent time to make minor edits/updates to the individual cities’ programs such as access, placement types, and monitoring requirements.

**Regional Beach Sand Retention Strategy**

The SRS was prepared in 2001 to provide additional information on how sand retention strategies can be used to complement beach nourishment projects. The SRS evaluates both hard and soft retention structures that are most appropriate for the region’s shoreline. It also evaluates the use of natural features such as bays and points along the coast as potential features to retain sand. The SRS contains some preliminary designs and cost estimates for sand retention strategies that are consistent with the Strategy policies. The findings in this document may help to determine where and how retention structures can be used to enhance regional beach nourishment projects.

**Regional Shoreline Monitoring Program**

The Program provides physical measurements of the region’s beaches essential to the design and evaluation of efforts to manage the region’s shoreline. The Program is a comprehensive effort that monitors and measures the impacts of beach erosion over time, documents the benefits of sand replenishment projects, and helps to improve the design and effectiveness of beachfills. The success of the Program depends on a continuation of the basic components, which include beach monitoring and lagoon entrance monitoring (closure and maintenance records).
Since the Program began in 1996, efforts have been made to maintain consistency in the data collected to document changes to the shoreline over time, providing vital information to decision-makers when planning beach replenishment efforts, such as the 2001 and 2012 RBSPs, as well as lagoon restoration and maintenance dredging projects. The results of the Program have provided useful data to a variety of resource agencies and organizations in the San Diego region and across the county.

As part of the 2001 RBSP, the existing Program was enhanced to include regulatory permit monitoring requirements. In 2006, once all permit-related monitoring requirements had been completed, SANDAG continued a modified monitoring program and utilized the valuable lessons learned in planning for the 2012 RBSP. Similarly, the Program has been enhanced as required by permits for the 2012 RBSP. Moreover, time to obtain and analyze monitoring data and lessons learned from the 2012 RBSP is necessary to develop future projects.

**Next Steps**

Restoration of the region’s beaches will require a long-term, sustained effort. Coordinated beneficial reuse of sediment resources within a regional context helps to restore natural processes and simultaneously address sediment imbalances. Therefore, coordinated short- and long-term actions through the Working Group are necessary to initiate the RSM Plan recommendations for smaller-scale efforts through opportunistic beach nourishment as well as larger-scale beach nourishment projects every five to ten years.

SANDAG will continue the baseline Program, monitor the results of the 2012 RBSP, and coordinate with coastal cities on renewing their SCOUP permits and implementing their projects (such as the U.S. Army Corps of Engineers Encinitas-Solana Beach Coastal Storm Damage Reduction Project). Additionally, SANDAG will continue to seek funding for future projects.

More information on SANDAG Regional Shoreline Management programs, plans, and projects can be found on the SANDAG website at sandag.org/shoreline.

**Attachments:**

1. Shoreline Preservation Working Group Membership List
2. Shoreline Preservation Working Group Charter
3. SANDAG Committee and Working Group Guidelines
4. Basic Rules of Order for Committee Proceedings

Key Staff Contact: Sarah Pierce, (619) 699-7312, sarah.pierce@sandag.org
MEMBERSHIP

The Shoreline Preservation Working Group (Working Group) advises the SANDAG Regional Planning Committee on issues related to the implementation of the Shoreline Preservation Strategy, Regional Comprehensive Plan, and the Coastal Regional Sediment Management Plan. It has 11 voting members, who are elected officials from the coastal cities and County of San Diego, and representatives from the San Diego Unified Port District and U.S. Navy. Additionally, the Working Group has several non-voting advisory members, who are representatives from community groups and organizations, environmental groups, state and federal agencies, and other interested stakeholders.

The Working Group generally meets quarterly at 11:30 a.m. on the first Thursday of the month.

Staff contacts:  Sarah Pierce, (619) 699-7312, sarah.pierce@sandag.org
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MEMBERS

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Mayor, City of Imperial Beach

Lorie Zapf, Vice Chair
Councilmember, City of San Diego

Kristin Gaspar
Supervisor, County of San Diego

Cori Schumacher
Councilmember, City of Carlsbad

Bill Sandke
Councilmember, City of Coronado

Dwight Worden
Deputy Mayor, City of Del Mar

Tasha Boerner Horvath
Councilmember, City of Encinitas

Esther Sanchez
Councilmember, City of Oceanside

David Zito
Councilmember, City of Solana Beach

Garry Bonelli
Commissioner, San Diego Unified Port District

Walter Wilson
U.S. Navy

ALTERNATES

Edward Spriggs
Councilmember, City of Imperial Beach

Barbara Bry
Councilmember, City of San Diego

Vacant
County of San Diego

Vacant
City of Carlsbad

Mike Donovan
Councilmember, City of Coronado

Vacant
City of Del Mar

Catherine Blakespear
Mayor, City of Encinitas

Chuck Lowery
Deputy Mayor, City of Oceanside

Judy Hegenauer
Councilmember, City of Solana Beach

Eileen Maher
San Diego Unified Port District

Deborah McKay
U.S. Navy

Continued
TECHNICAL ADVISORS

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California Coastal Commission

Bryant Chesney
National Marine Fisheries Service

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State Department of Boating and Waterways

Loni Adams
State Department of Fish and Wildlife

Darren Smith
State Department of Parks and Recreation

Vacant
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Heather Schlosser
U.S. Army Corps of Engineers

COMMUNITY ADVISORS

Steve Aceti
California Coastal Coalition

August Felando
California Lobster and Trap Fishermen’s Association

Marco Gonzalez
Coastal Environmental Rights Foundation

Michele Okihiro
Scripps Institution of Oceanography

Vacant
Southern California Tribal Chairmen’s Association

Julia Chunn-Heer
Surfrider Foundation
WORKING GROUP CHARTER
Shoreline Preservation Working Group

PURPOSE

The Shoreline Preservation Working Group (Working Group) was formed as a committee in the 1980s and currently advises the Regional Planning Committee on issues related to the implementation of the Shoreline Preservation Strategy (Strategy) adopted in 1993, the Coastal Regional Sediment Management (RSM) Plan adopted in 2009, and San Diego Forward: The Regional Plan (which merges the Regional Comprehensive Plan [RCP] adopted in 2004 and the 2050 Regional Transportation Plan and Sustainable Communities Strategy adopted in 2011).

The Strategy proposes an extensive beach building and maintenance program for the critical shoreline erosion areas in the region. It contains a comprehensive set of recommendations on the beach building program and on financing and implementation. The RSM Plan incorporates the goals and objectives laid out in both the Strategy and RCP. It is a guidance and policy document that addresses how management of sediment targeted at coastal erosion can be implemented throughout the San Diego region.

The Working Group has technical expertise and background knowledge of regional shoreline issues, which is useful in applying the principles and goals laid out in the Strategy, the RSM Plan, and San Diego Forward: The Regional Plan. Continuing to support the region’s ongoing and future beach nourishment efforts is a top priority for the Working Group. Additionally, in 1996, the San Diego Association of Governments (SANDAG) enacted a Regional Shoreline Monitoring Program and the Working Group will continue to oversee and implement this program. The Working Group also will monitor the region’s lagoon efforts and projects as part of the larger effort for effective management of sediment resources.

GUIDING PRINCIPLES

- Commitment to unified approach for local decisions on sand replenishment and management of sediment resources
- Address local needs and maximize positive regional impacts
- Encourage cooperation and coordination
- Promote opportunities for beach sand replenishment

LINE OF REPORTING

The Working Group, established by the Board of Directors, advises the Regional Planning Committee (RPC) on issues related to the implementation of the Strategy, the RSM Plan, and San Diego Forward: The Regional Plan. Based on the Working Group’s input, the RPC makes policy recommendations to the SANDAG Board of Directors. Regular updates on Working Group activities should be made to the RPC to update them on current programs and projects and further strengthen the connection between the two groups.
RESPONSIBILITIES

The Working Group’s main responsibilities are to make recommendations to the RPC on issues related to the implementation of the adopted Strategy, the RSM Plan, and San Diego Forward: The Regional Plan focusing on future beach nourishment opportunities and the shoreline monitoring program.

MEMBERSHIP

The Working Group has 11 voting members, which are elected officials from coastal cities, the County of San Diego, and a representative from the San Diego Unified Port District and the U.S. Navy. Additionally, the Working Group has several non-voting advisory members which are representatives from community groups and organizations, environmental groups, state and federal agencies, and other interested stakeholders. Voting members of the Working Group and their alternates are selected by the bodies they represent. Non-voting members of the Working Group also are selected by the bodies they represent and are categorized as either Technical or Community Advisors and provide added knowledge and input to the Working Group. In the event of a lack of participation by a member of the Working Group or the group/agency the member represents, the RPC will consider for approval any potential modifications to the membership roster in order to achieve a quorum and full participation.

MEETING TIME AND LOCATION

The Working Group meetings are generally held quarterly at 11:30 a.m. on the first Thursday of the month. Meetings are normally held in the 7th floor conference room at the SANDAG offices. Additional meetings also may be scheduled as deemed necessary by the Working Group Chair.

SELECTION OF THE CHAIR

The Working Group’s Chair and Vice-Chair are selected by the Chair of the SANDAG Board of Directors and shall serve until replaced.

DURATION OF EXISTENCE

The Working Group was originally created as a committee in the 1980s. The Working Group’s current status is that of a standing working group. An evaluation of the group’s work will be conducted annually as part of the SANDAG Executive Committee’s annual committee/working group review process.
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.
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.
BASIC RULES OF ORDER FOR COMMITTEE PROCEEDINGS

ALL SANDAG committee, committee, task force, stakeholders or working group (hereinafter collectively referred to as “committee”) members should use the following guidelines regarding rules of order during a SANDAG procedure.

1) The Presiding Officer or Chair of the committee shall call the meeting into order and dismiss the meeting when all prescribed business is concluded. The order of business should be as follows:
   1. Reading and approval of minutes
   2. Public and committee member comments
   3. Consent items on agenda
   4. Items on the agenda for discussion
   5. Adjournment

2) All SANDAG committee, committee or working groups must have a quorum (majority) of members who must be present at the meetings in order to legally transact business.

3) All motion procedures should be as follows:
   1. Person making motion must be a member of the committee (other than Chair)
   2. Person requests recognition by the Chair (or Chair calls for a motion)
   3. The Chair recognizes the member by name or title; member then has the floor
   4. Member makes the motion in words member wishes the committee’s final official statement of action to be
   5. Member passes the motion to the Chair as soon as motion is made
   6. Another member seconds the motion
   7. The Chair restates the motion
   8. The motion is then open for debate and discussion
      • All discussion and debate must relate to the motion, if no debate is necessary than the Chair may call for a direct vote
   9. When all debates and discussions have been heard, the Chair will call for the motion to be voted upon or a member may “call for the question” if they feel sufficient discussion has occurred.

4) Members vote on the motion by a show of hands or by stating “aye” or “no.” The result should be stated by the Chair.

5) Adding an issue not on the agenda is done as follows:
   1. After a motion is seconded, the Chair may call for a vote on the motion to add the issue if:
      (1) The issue requires immediate action
      (2) The need for action on the issue came to the attention of the committee subsequent to the posting of the agenda
   2. In order for the issue to be heard before the committee, two-thirds of the voting members must be present and two-thirds of those voting members present must vote in favor of adding the issue to the agenda.
6) Ways to amend a motion:

1. After a motion has been made and before the question has been stated by the chair, any member can suggest modifications.
   - The motion maker can accept or reject these modifications as they wish.
   - This method should be limited to minor changes where it is unlikely that members will disagree.

2. After a motion has been made and after the question has been stated by the chair, the maker of the motion can request unanimous consent to modify the motion.
   - If any member objects the modification must be introduced in the form of a motion to amend.

3. If the above options do not apply, then members other than the maker can make a motion to amend the proposed motion.
   - Proposed changes to the wording (inserting, striking, and substituting words) and limited changes to the meaning of the motion can be made.
   - If someone wants to substantially modify the wording, he/she can make a substitute motion.
   - Amended and substitute motions must be voted on before the original motion.
   - Amended and substitute motions must be seconded, are debatable, and require a majority vote for adoption.
   - If the amended or substitute motion passes the original motion is dropped, however, if the amended or substitute motion fails a vote can then be taken on the original motion.

7) When the normal Chair is not present, ways to appoint a temporary Chair:

1. The Chair can appoint a temporary Chair if there is not one already approved of in advance.
2. A temporary Chair is elected by the committee.
   - (1) Can be nominated by: the Chair or by a committee member.
   - (2) A vote takes place immediately and terminates upon the arrival of the pre-elected Chair or vice-chair.

8) Filling vacancies with alternates:

1. If the Chair is not present, the vice-chair takes his/her place.
2. If members were not selected for their individual qualifications then a certain number of alternates equal to the number of members can be selected by the members or the groups they represent if the committee so desires.