

**COMMUNITY FACILITIES DISTRICT CITIZENS' OVERSIGHT AND ADVISORY COMMISSION**

Mission statement: the citizens' commission will provide advice and oversight to the Board of Trustees on topics pertaining to Community Facilities Districts (CFDs).

Advisory topics include:

Facilities

- Needs of schools and common/support facilities that serve the CFDs
- Prioritization of projects for CFDs
- Regular maintenance and repair

Funding

- CFD proceeds/funds
- District-wide funding sources that include CFDs

Community Information

- Educational materials
- Community outreach

Oversight topics include:

Review

- Review facilities plans for schools and common/support facilities that serve CFDs
- Review CFD financing and refinancing plans
- Review CFD expenditures
- Review CFD audit reports
- Review CFD administration reports

Report

- Report to the public by posting meeting materials on the District website
- Report to the Board of Trustees during Board meetings

1. Membership

In considering the membership of the Commission, the District shall strive to seek input from each active CFD with two members per active CFD.

Active CFDs are currently defined as:

CFD 90-2 (Talega)

CFD 90-2, Improvement Area No. 2002-1 (Talega)

CFD 92-1 (Las Flores)

CFD 98-1A (Pacifica San Juan)

## Community Relations

BP 1221(b)

CFD 98-1B (Pacifica San Juan)  
CFD 98-2 (Ladera)  
CFD 2004-1 (Rancho Madrina)  
CFD 2005-1 (Whispering Hills)

If new CFDs are created, the Commission will be expanded to include membership from the new CFDs. If CFDs are terminated, membership from the terminated CFDs will expire upon termination.

### 2. Terms of Membership

Members are appointed by the Board. Membership is on a volunteer basis with no paid compensation. Members shall have terms of two years, with consecutive terms allowed. Terms shall align with the Fiscal Year, commencing July 1 of each year. Terms shall be staggered so that there is continuity on the Commission across years. One member from each CFD shall have a term that expires in odd-number years, and one member from each CFD shall have a term that expires in even-numbered years. Upon formation, to allow for the staggering of terms, one member from each CFD shall have a two-year term and one member from each CFD shall have a one-year term. Membership expires upon termination of the CFD. Members may be removed by the Board at any time for any cause.

### 3. Restrictions on Membership

Members must reside and own property within a CFD where the District is the lead agency. Members must not have conflicts of interest. Consistent with conflict of interest provisions for 55 percent voter approval General Obligation Bond Independent Citizens' Oversight Committees, the following conflict of interest provisions apply:

- a) An employee or official of the District shall not be appointed to the Commission.
- b) A vendor, contractor, or consultant of the District shall not be appointed to the Commission.
- c) Members of the Commission shall abide by the prohibitions contained in Government Code, Article 4 (commencing with Section 1090) and Government Code, Article 4.7 (commencing with Section 1125).

Because members of this commission will have only an advisory role and do not make governmental decisions, they are not required under Government Code Section 87200 to file the California Fair Political Practices Commission Form 700.

### 4. Selection of Members

Community members may volunteer for membership on the Commission by submitting an application to the District. The District shall confirm the applicants meet the restrictions on membership, and submit all qualified applications to the Board for consideration of appointment

to the Commission.

5. Meetings

Commission meetings shall be held quarterly, or as otherwise determined by the Commission or the Board. Meetings will adhere to the Brown Act, which provides for members of the public to attend and participate in meetings of local legislative bodies. District staff shall provide training to Commission members on compliance with the Brown Act.

District staff shall post the Commission meeting agenda in the same manner as a Board meeting. Questions or comments about topics not on the agenda cannot be discussed at the meeting. The meeting agenda shall specify the following information:

- a) An opportunity for public comment on any topic under the Commission’s purview.
- b) The option for disability assistance to be provided for any member of the public, including the contact information at the District to request such assistance.
- c) The subject matter of each topic to be discussed during the meeting, and whether the topic is an information item or an action item.
- d) Topics to be discussed at the next meeting, so any questions or comments about items not on the agenda can be scheduled for the next meeting.

Meeting agendas, materials, and minutes shall be posted on the District website. Minutes shall specify the meeting start time, end time, what agenda items were discussed, and what action was taken.

The Commission will lead its own meetings and be chaired by a member of the Commission. Commission members shall appoint a Chair and a Vice Chair for one-year terms. The Superintendent or designee shall facilitate the meetings and make data available for review.

6. Reports

Commission members shall make periodic reports, at least annually, to the Board during regularly scheduled Board meetings. Commission members shall also prepare a written report.

*Legal References:*

EDUCATION CODE

*15278 Citizens’ Oversight Committee for 55% Voter Approval General Obligation Bonds*

GOVERNMENT CODE

*1090 Prohibitions Applicable to Specified Officers and Employees*

*1125 Incompatible Activities for Local Agency Officers and Employees*

*53311 Mello-Roos Community Facilities Act of 1982*

*54950 Ralph M. Brown Act*