

**Mission Trails Regional Park  
Task Force**

**OPERATING RULES**

*To Be Adopted by City Council and County Board of Supervisors  
Latest revision April 2018*

**PURPOSE**

The Mission Trails Regional Park (MTRP) Task Force was created to facilitate inter-agency coordination and cooperation in the implementation of the park's master development plan. The Task Force, which consists of elected officials and the chair of the Citizens' Advisory Committee, does not exercise any legislative or fiscal power, but is advisory to both the City Council and the County Board of Supervisors. The Task Force's purpose as set forth in the Council Resolution which established it "is to advise the various public bodies on matters relating to the development of the regional park." The Task Force has the responsibility to:

- Review and approve projects not in conflict with the MTRP Master Development Plan including but not limited to the Visitor & Interpretive Center, Kumeyaay Lake Campground, East Fortuna Equestrian Staging Area, Deerfield BMX Site, Old Mission Dam dredging project, Kumeyaay Lake berm restoration project, trail improvements and closures.
- Approve allocations made from the City of San Diego MTRP Antenna Fund (Fund 10580)
- Approve names of trails and places (e.g., Kumeyaay Lake, Kwaay Paay peak).
- Approve areas where benches, tables, kiosks, etc. can be placed.
- Approve appropriate locations for placement of donor plaques (e.g., tables, benches, signs).
- Approve places deemed appropriate for selling gift shop merchandise.
- Make recommendations to the City Council regarding street names and road closures.
- Make recommendations to the City Council regarding funding priorities.
- Make recommendations to the City Council regarding park expansion.
- Approve the MTRP CAC Operating Rules. *(Attached)*
- Appoint CAC members on recommendation of the agency/organization represented and at-large-members and special members.
- Appoint CAC chair and vice chair.

**ORGANIZATION:**

**1. Membership**

- A. The Task Force shall consist of representatives of:
  - City of San Diego Councilmembers – 2 – One of whom shall be from the council district in which the Regional Park is located.
  - County Board of Supervisors – 2 – One of whom shall be from the supervisorial district in which the Regional Park is located.

- City of La Mesa – 1
  - City of Santee – 1
  - MTRP Citizens Advisory Committee Chair – 1
- B. The representatives from the City of San Diego shall be members of and appointed by the City Council. The representatives from the County of San Diego shall be members of and appointed by the County Board of Supervisors. The representative from the City of La Mesa shall be a member of and appointed by the La Mesa City Council. The representative from the City of Santee shall be a member of and appointed by the Santee City Council. The MTRP Citizens Advisory Committee Chair shall be a member of and appointed by the Task Force.
- D. There shall be no limit to the number of terms served. Re-appointments shall be made in the same manner as original appointments.
- G. Members shall continue to serve until they have been re-appointed or their successor has been appointed by their respective governing body.
2. Each of the above-mentioned representatives shall have an equal vote in all proceedings.
3. The Task Force Chairperson shall be a representative from the City of San Diego.

#### *Task Force Chairperson Responsibilities*

- Identify items for Task Force meeting agendas and work with Open Space Division staff to finalize agendas.
  - Chair Task Force meetings.
  - Facilitate the appointment / reappointment of CAC members as specified in the CAC Operating Rules.
  - Follow-up with Task Force members to ensure a meeting quorum will be achieved.
4. The Task Force Vice-Chairperson shall be a representative from the Task Force and appointed by the Chairperson.

#### *Task Force Vice-Chairperson Responsibilities*

- Chair Task Force meetings in the absence of the Chairperson.
5. A quorum for conducting business shall consist of a simple majority of the properly filled membership positions, but shall in no case be less than four.

6. If available at the designated meeting location, members can utilize a call-in conferencing system which will qualify as their attendance at the meeting. Members can vote and participate in all functions of the meetings via conferencing if available.
7. Task Force meetings shall occur six (6) times per year on a bi-monthly schedule. Additional 'Special Meetings' may be added if necessary and warranted. Any member of the Task Force can request a special meeting. A minimum of 3 meetings must be held annually.
8. A schedule for Task Force meeting dates, times and locations will be determined by a vote of the Task Force annually. If necessary, meeting dates, times and locations can be changed or altered by an action vote of the Task Force.
9. The Ralph M. Brown Act shall govern the proceedings, noticing and general activities of the Task Force.

#### ADMINISTRATION:

1. Administrative and logistic support shall be furnished by the City of San Diego Park and Recreation Department unless otherwise directed by the Mayor of the City of San Diego.
2. Meeting agendas are prepared by the Task Force Chair. Minutes are the responsibility of the Open Space Division staff and agenda item exhibits are the responsibility of the presenter.
3. These rules, and changes thereto, shall become effective upon approval by the City Council and County Board of Supervisors.