



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

5a

AGENDA REPORT
 Consent | Action

June 2, 2025

TO: Chair Whitburn and Commissioners
FROM: Erica Sellen, Commission Clerk
SUBJECT: **Approval of Meeting Minutes |
 Regular Meeting of May 5, 2025**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on May 5, 2025. The minutes are in action form and being presented for formal Commission approval.

BACKGROUND

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and – among other items – requires public agencies to maintain written minutes for qualifying meetings.

DISCUSSION

This item is for San Diego LAFCO to consider approving action minutes for the May 5, 2025 regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present except Joel Anderson (County of San Diego).
- All alternate Commissioners were present except Marni von Wilpert (City of San Diego).

| | | | | | |
|--|--|--|---|--|---|
| Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcounty.ca.gov www.sdlafco.org | Joel Anderson County of San Diego Jim Desmond County of San Diego Vacant, Alt. County of San Diego | Kristi Becker City of Solana Beach Dane White City of Escondido John McCann Alt. City of Chula Vista | Chair Stephen Whitburn City of San Diego Marni von Wilpert, Alt. City of San Diego | Vice Chair Barry Willis Alpine Fire Protection Jo MacKenzie Vista Irrigation David Drake, Alt. Rincon del Diablo | Vacant General Public Brigitte Browning, Alt. General Public |
|--|--|--|---|--|---|

ANALYSIS

The attached draft minutes for the May 5, 2025 regular meeting accurately reflect San Diego LAFCO's deliberations as recorded by the Commission Clerk. A video recording of the meeting has also been posted on the Commission's website (www.sdlafco.org).

RECOMMENDATION

It is recommended San Diego LAFCO approve the draft minutes prepared for the May 5, 2025 regular meeting as presented. This recommendation is consistent with Alternative One outlined in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Approve the attached draft minutes prepared for the May 5, 2025 regular meeting with any requested corrections or clarifications.

Alternative Two:

Continue the item to the next regular meeting and provide direction as needed.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Erica Sellen
Commission Clerk

Attachment:

- 1) Draft Meeting Minutes for May 5, 2025

**DRAFT MINUTES
SAN DIEGO LAFCO
May 5, 2025 REGULAR MEETING**

1. 8:15 A.M. – CALL TO ORDER BY CHAIR

Item 1a

ROLL CALL OF COMMISSIONERS PRESENT

The regular meeting was called to order at 8:17 a.m. by Chair Whitburn. The Commission Clerk performed the roll call with the following attendance recorded.

Regulars Present: Kristi Becker, City of Solana Beach
Jim Desmond, County of San Diego
Jo MacKenzie, Vista Irrigation District
Stephen Whitburn, City of San Diego (CHAIR)
Dane White, City of Escondido
Barry Willis, Alpine Fire Protection District (VICE CHAIR)

Alternates Present: Brigette Browning, Public (voting)
David Drake, Rincon Municipal Water District
John McCann, City of Chula Vista

Members Absent: Joel Anderson, County of San Diego (regular)
Marni von Wilpert, City of San Diego (alternate)

The Commission Clerk confirmed a quorum with seven voting members present.

Also present at the time of roll call were the following LAFCO staff members: Executive Officer Keene Simonds; Assistant Executive Officer Priscilla Mumpower; Assistant Commission Counsel Aleks Giragosian; Local Government Analyst II Michaela Peters; Local Government Analyst I Joelle Burila; Local Government Analyst I Meghan Traynor; Communications Associate Aiden Velasquez; GIS Analyst Dieu Ngu; and Commission Clerk Erica Sellen. LAFCO Consultants Chris Cate, Mike Stein, and Adam Wilson were also present.

Item 1b

PLEDGE OF ALLEGIANCE

Commissioner Drake led the Pledge of Allegiance.

Chair Whitburn acknowledged and paid respects to the recent passing of former Commissioner Harry Mathis and Vic Alavi, Executive Director of Blue Barn Creative.

2. STATEMENT (JUST CAUSE) AND/OR CONSIDERATION OF A REQUEST TO PARTICIPATE REMOTELY (EMERGENCY CIRCUMSTANCES) BY A COMMISSIONER, IF APPLICABLE

None.

3. AGENDA REVIEW

Chair Whitburn asked Executive Officer Simonds if there were any requests to remove or rearrange items on the agenda. Executive Officer Simonds stated no changes to the agenda were needed but noted the late distribution of supplemental correspondence involving Agenda Item Nos. 6b and 7b.

4. PUBLIC COMMENT AND OPPORTUNITY FOR PUBLIC TO REQUEST DISCUSSION ON CONSENT ITEMS

Chair Whitburn invited members of the public to speak to the Commission on any subject matter within the Commission's growth management duties/interests but not on the agenda. Chair Whitburn invited comments from the following registered speaker:

- Jack Bebee, General Manager, Fallbrook Public Utility District

The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

5. CONSENT ITEMS

Item 5a

Approval of Meeting Minutes for March 3, 2025

Item presented to approve draft action minutes prepared for the Commission's March 3, 2025 meeting. Recommendation to approve.

Item 5b

Commission Ratification | Recorded Payments for February and March 2025

Item presented to ratify recorded payments made and received by the Executive Officer for the months of February and March 2025. Recommendation to ratify.

Item 5c

Budget Update for 2024-2025 | Third Quarter Actuals + Year-End Projections

Item presented to review a report comparing budgeted and actual amounts for the third quarter of 2024-2025 and related end-year projections. No amendments are proposed. Recommendation to formally accept and file.

Item 5d

Progress Report on 2024-2025 Workplan

Item presented to receive a progress report on the adopted workplan, and activities associated with the 30 special projects set for 2024-2025. Recommendation to formally receive the item.

CONSENT ITEMS CONTINUED...

Item 5e

Proposed “Biermann-N. Ash Street Reorganization” | Annexation to the City of Escondido and Related Actions (RO24-17)

Item presented to consider a reorganization proposal initiated by landowner petition with the principal action to annex 0.81 unincorporated acres to the City of Escondido. The affected territory as submitted is presently developed with a 2,100 square-foot single family residence located at 2174 North Ash Street. The reorganization also includes a concurrent detachment from CSA No. 135 as well as exclusion from Rincon del Diablo MWD’s Improvement District E. Recommendation to conditionally approve the proposal as submitted, waive protest proceedings, and make exemption findings under CEQA.

Item 5f

Report on Active Proposals and Related Activities

The Commission will receive a status report on active proposals currently on file as well as anticipated filings based on ongoing discussions with proponents. Information only.

Item 5g

Report on Cities and Special Districts Advisory Committee Activities

Item presented to receive an update on activities of the Cities and Special Districts Advisory Committees during Fiscal Year 2024-2025. The report outlines meetings held, committee engagement, and highlights of key discussions. Information only.

**

Chair Whitburn invited comments from the public. The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn invited comments from the Commissioners. With respect to Item 5g, Commissioner Becker thanked LAFCO staff for providing Cities Advisory Committee members with a recorded PowerPoint presentation, noting its value in light of the Committee’s inability to achieve a quorum and hold its regularly scheduled meeting.

**

Commissioner White motioned with a second from Commissioner Becker to approve the consent calendar with staff recommendations (Alternative One) as presented.

Roll call requested:

| | |
|-------------|--|
| AYES: | Becker, Browning (voting), Desmond, MacKenzie, Whitburn, White, & Willis |
| NOES: | None |
| ABSENT: | Anderson & von Wilpert |
| ABSTAINING: | None |

The Commission Clerk confirmed the motion was approved 7-0.

6. PUBLIC HEARING ITEMS | COMMISSIONER DISCLOSURE OF EX PARTE COMMUNICATIONS

Item 6a

Annual Workforce Vacancy Report in Compliance with Assembly Bill 2561

Item presented to consider an annual workforce vacancy report addressing position vacancies and related topics at LAFCO as of May 2025 consistent with State law. Recommendation to formally receive and file.

**

Chair Whitburn invited disclosures from Commissioners on material ex parte communications. No disclosures were reported.

Executive Officer Simonds provided the staff presentation.

Chair Whitburn proceeded to open the hearing and invited comments from the public. The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and/or comments from the Commissioners. No discussion.

The Chair proceeded to close the hearing.

**

Commissioner Willis motioned with a second from Commissioner Desmond to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

| | |
|-------------|--|
| AYES: | Becker, Browning (voting), Desmond, MacKenzie, Whitburn, White, & Willis |
| NOES: | None |
| ABSENT: | Anderson & von Wilpert |
| ABSTAINING: | None |

The Commission Clerk confirmed the motion was approved 7-0.

Item 6b

Proposed Final Workplan and Budget for 2025-2026 and Related Actions

Item presented to consider the Executive Officer's recommendations to adopt the final workplan and budget for 2025–2026. Both documents return substantively intact following their draft adoption in March and subsequent public review. The proposed final workplan continues to outline 30 special projects, with one revision to elevate a special governance study on the Oceanside Small Craft Harbor District to a higher priority. The proposed final budget maintains matching expenses and revenues at \$3.164 million, representing an 8.6% increase over the current fiscal year. The sole budget revision reflects a reduction in the local agency contribution rate from 7.6% to 5.0% consistent with Commission direction with the difference offset by an increased use of reserves. Staff recommendation to approve.

PUBLIC HEARING ITEMS CONTINUED...

Item 6b Continued...

**

Chair Whitburn invited disclosures from Commissioners on material ex parte communications. No disclosures were reported.

Assistant Executive Officer Mumpower provided the staff presentation and noted a verbal correction to the agenda report regarding apportionments and the resulting fund balance.

Chair Whitburn opened the hearing and invited public comments from the following online speaker:

- Jonathan Borrego, City Manager, City of Oceanside

Chair Whitburn invited comments from the following registered speakers:

- Les George, Harbor & Beaches Advisory Committee
- George Rhea, Oceanside resident
- Liz Rhea, Oceanside resident

The Commission Clerk confirmed there were no other registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners.

General discussion with overall interest in the proposed budget and proposed amendment to the Oceanside Small Craft Harbor District governance study.

The Chair proceeded to close the hearing.

**

Commissioner Whitburn motioned with a second from Commissioner MacKenzie to approve the staff recommendation (Alternative One) as listed in the agenda report, while directing staff to provide quarterly updates on the progress of the special study of the Oceanside Small Craft Harbor District as well as to consider potential opportunities to move up in priority level.

Roll call requested:

| | |
|-------------|--|
| AYES: | Becker, Browning (voting), Desmond, MacKenzie, Whitburn, White, & Willis |
| NOES: | None |
| ABSENT: | Anderson & von Wilpert |
| ABSTAINING: | None |

The Commission Clerk confirmed the motion was approved 7-0.

PUBLIC HEARING ITEMS CONTINUED...

Item 6c

**Proposed “Cavanaugh – Linda Vista Drive Change of Organization” |
Annexation to Vallecitos Water District & Related Sphere Action (CO24-13)**

Item presented to consider a change of organization proposal initiated by landowner petition to annex approximately one acre of incorporated territory in the City of San Marcos to the Vallecitos Water District. The affected territory comprises an undeveloped legal parcel off of Linda Vista Drive and identified by the Assessor as 219-022-33, which lies immediately outside Vallecitos and associated sphere. The proposal's purpose is to establish wastewater services to facilitate the planned development of one single-family residence with a detached garage. Recommendation to approve with related actions.

**

Chair Whitburn invited disclosures from Commissioners on material ex parte communications. No disclosures were reported.

Local Government Analyst I Burila provided the staff presentation.

Chair Whitburn proceeded to open the hearing and invited comments from the public. The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. No discussion.

The Chair proceeded to close the hearing.

**

Commissioner Desmond motioned with a second from Commissioner White to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

| | |
|-------------|--|
| AYES: | Becker, Browning (voting), Desmond, MacKenzie, Whitburn, White, & Willis |
| NOES: | None |
| ABSENT: | Anderson & von Wilpert |
| ABSTAINING: | None |

The Commission Clerk confirmed the motion was approved 7-0.

7. BUSINESS ITEMS

Item 7a

Proposed Policy | Financial Accounting and Internal Controls

Item presented to consider approving a policy establishing formal rules and procedures for financial accounting and related reporting. This item ties to the adopted workplan and returns to the Commission largely intact following its initial presentation in March 2025 and marked by addressing reporting responsibilities, capitalization thresholds, and fraud prevention. Revisions are limited to addressing surplus assets. Recommendation to approve.

**

Assistant Executive Officer Mumpower provided the staff presentation.

Chair Whitburn invited comments from the public. The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. General discussion followed.

**

Commissioner Willis motioned with a second from Commissioner Whitburn to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

| | |
|-------------|--|
| AYES: | Becker, Browning (voting), Desmond, MacKenzie, Whitburn, White, & Willis |
| NOES: | None |
| ABSENT: | Anderson & von Wilpert |
| ABSTAINING: | None |

The Commission Clerk confirmed the motion was approved 7-0.

Item 7b

La Jolla Incorporation Proposal

Item presented to receive an update on the proposed “City of La Jolla Special Reorganization” and the concurrent requested actions to detach the community from the City of San Diego and incorporate as the City of La Jolla. LAFCO staff has confirmed the proponents have collected enough valid petitions equal to no less than 25% of all registered voters within the proposed municipal boundary. LAFCO staff will now proceed in initiating the administrative review on the proposal and headlined by selecting an outside consultant to prepare a comprehensive fiscal analysis. Information only.

**

BUSINESS ITEMS CONTINUED...

Item 7b Continued...

Executive Officer Simonds provided the staff presentation.

Chair Whitburn invited comments from the following registered speaker:

- Dion Akers, Office of the Mayor

The Commission Clerk confirmed there were no other registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. General discussion followed with questions on next steps.

No action.

Item 7c

Memorandum of Understanding with Los Angeles, Orange, and San Bernardino LAFCOs for Continuing Education and Legislative Support Services

Item presented to receive an update on efforts to establish alternative support services for non-renewing membership with CALAFCO for reasons detailed at the February 2025 meeting. Efforts have resulted in an agreement with Los Angeles, Orange, and San Bernardino LAFCOs to jointly provide continuing education and legislative advocacy services beginning July 1, 2025. Information only.

**

Executive Officer Simonds provided the staff presentation.

Chair Whitburn invited comments from the public. The Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. General discussion followed.

No action.

8. EXECUTIVE OFFICER REPORT

None.

9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

Commissioner Willis expressed interest in discussing potential fee waivers or reductions for the Pauma Valley Community Services District in relation to their interest in filing a future proposal for LAFCO consideration.

10. ADJOURNMENT TO NEXT MEETING

With no further business, Chair Whitburn adjourned the meeting at 9:49 a.m.

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its May 5, 2025 meeting.

ATTEST,

Erica Sellen
Commission Clerk

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