



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

**4a**

**AGENDA REPORT**  
 Consent | Action

July 18, 2025

**TO:** Special Districts Advisory Committee  
**FROM:** Erica Sellen, Commission Clerk  
**SUBJECT:** Approval of Meeting Minutes for April 18, 2025

**SUMMARY**

The Special Districts Advisory Committee (“Committee”) will receive action minutes prepared for the last meeting held on Friday, April 18, 2025. The minutes are in draft-form and being presented for formal approval with any corrections identified by the Committee.

**BACKGROUND**

The Ralph M. Brown Act was enacted in 1953 and establishes standards for the public to attend and participate in meetings of local government bodies. The “Brown Act” requires – and among other items – public agencies to maintain written minutes for qualifying meetings.

**DISCUSSION**

This item is for the Committee to consider approving action minutes prepared by the Committee Secretary for the April 18, 2025 meeting consistent with the Brown Act.

**ANALYSIS**

The attached action minutes for the April 18, 2025 meeting accurately reflect the Committee’s deliberations as recorded by the Committee Secretary. A video recording of the meeting has also been posted online at [www.sdlafco.org/meetings](http://www.sdlafco.org/meetings).

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

## RECOMMENDATION

It is recommended the Committee approve the draft action minutes prepared for the April 18, 2025 special meeting as presented and consistent with Alternative One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee through a single motion:

Alternative One (recommended):

Approve the draft action minutes prepared for the April 18, 2025 meeting with any desired corrections or clarifications.

Alternative Two:

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

## PROCEDURES

This item has been placed on the Committee'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 Committee.

Respectfully,



Erica Sellen  
Commission Clerk

Attachment: as stated

**DRAFT**  
**SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION**  
**SPECIAL DISTRICTS ADVISORY COMMITTEE**  
**SPECIAL MEETING**  
**April 18, 2025**

Bonita-Sunnyside Fire Protection District  
4900 Bonita Road, Boardroom  
Bonita, California 91902

**1. 9:30 A.M. – CALL TO ORDER BY CHAIR**

Chair Kimberly Thorner called the meeting to order at 9:31 a.m.

**Item 1a**  
**ROLL CALL**

Chair Kimberly Thorner requested a roll call from the Committee Secretary.

Members Present:

Chair Kimberly Thorner (Olivenhain MWD)  
Vice Chair Jack Bebee (Fallbrook PUD)  
Paul Bushee (Leucadia WWD)  
Jeff Egkan (North County FPD)  
Albert Lau (Santa Fe ID)  
Rachel Mason (Fallbrook Regional HD)  
Dave McQuead (Rancho Santa Fe FPD)  
Marty Miller (Vista ID)  
Mark Robak (Otay WD) (arrived at 10:21 a.m.)  
Mike Sims (Bonita-Sunnyside FPD)

Members Absent:

Ann Baldrige (RCD Greater San Diego County)  
James Gordon (Deer Springs FPD)  
Hector Martinez (South Bay ID)  
Joel Scalzitti (Helix WD)  
Oliver Smith (Valley Center MWD)

The Committee Secretary confirmed a quorum with ten members present. The following members of San Diego LAFCO staff were present at roll call: Executive Officer Keene Simonds; Assistant Executive Officer Priscilla Mumpower; Commission Counsel Holly Whatley; 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 serving as Committee Secretary. LAFCO Consultants Chris Cate and Tom Kennedy were also present.

**Item 1b**  
**PLEDGE OF ALLEGIANCE**

Mike Sims (Bonita-Sunnyside FPD) led the Pledge of Allegiance.

**2. AGENDA REVIEW BY CHAIR**

Chair Kimberly Thorner asked the Executive Officer if there were requests to remove or rearrange items on the agenda. The Executive Officer stated no changes were needed to the agenda.

Chair Thorner introduced new Committee member Rachel Mason (Fallbrook Regional HD). Executive Officer Keene Simonds had LAFCO staff proceed with self-introductions.

### 3. OPEN EXPRESSION

Chair Kimberly Thorner asked if there were any members of the public who wished to address the Committee on a germane topic that is not directly part of the agenda. The Chair invited comments from the following registered speaker:

- Alisha Morrison

The Committee Secretary confirmed there were no other registered speakers and no live email comments.

### 4. CONSENT ITEMS

#### a) Approval of Meeting Minutes for December 20, 2024 (action)

The Committee considered draft summary minutes prepared for the last meeting held on December 20, 2024. Recommendation to approve as presented.

#### b) Progress Report on 2024-2025 Workplan (information)

The Committee received an update on the adopted workplan and activities related to the 30 special projects scheduled for 2024-2025. Information only.

#### c) Approved Policy on Public Member Appointments (information)

The Committee received an update on a new policy that establishes rules and procedures for appointing regular and alternate public members to the Commission. The policy ties to the adopted workplan and aims to create a standardized process for public member appointments as well as setting related consideration priorities. Notable provisions in the policy includes requiring one member—whether regular or alternate—be selected from the unincorporated community and another from an incorporated community. Another late revision added to the approved policy allows the Commission to draw from a pool of candidates from a previous recruitment under certain conditions. The Commission also considered a recommendation by the Committee to establish term limits but deferred any action for future consideration. Information only.

Chair Thorner asked if requiring one member from an unincorporated community and another from an incorporated community affects the current policy. In response, Assistant Executive Officer Mumpower stated the policy goes into effect in May 2025.

\*\*

On motion by Paul Bushee (Leucadia WWD) and seconded by Dave McQuead (Rancho Santa Fe FPD), the Committee unanimously approved the Consent Calendar.

[...]

## 5. BUSINESS ITEMS

### a) **Adopted Draft Workplan and Budget for 2025-2026 (discussion + possible action)**

The Committee reviewed a draft workplan and budget for 2025-2026, which were adopted by the Commission at its March 3, 2025 meeting. Both drafts largely represent the status quo with respect to continuing existing project activities and funding levels with targeted enhancements. The workplan identifies 30 special projects in priority order and headlined by forwarding active municipal service reviews on wholesale water service providers, healthcare districts, and local agencies within the Carlsbad-Encinitas region. New additions include commencing a municipal service review on the San Diego Unified Port District and establishing a pilot grant program to help fund special LAFCO projects. The budget draws on the workplan and totals \$3.164 million in matching expenses and revenues and reflects an overall increase of 8.6% or \$0.251 million. The budgeted increase in revenues to match expenses mostly involves raising local agency apportionments by 7.6% or \$0.156 million with the balance covered by drawing from additional reserves. Recommendation to review and provide feedback to staff as well as any formal recommendations and/or requests to the Commission.

Staff presentation provided by Assistant Executive Officer Priscilla Mumpower.

Chair Thorner proceeded to invite questions and/or comments from the Committee.

General discussion followed. No action.

### b) **Update on Implementing Policy on Out-of-Agency Services (discussion)**

The Committee received an update on the implementation of a new LAFCO policy governing out-of-agency services in San Diego County. The policy was established in May 2024 and provides rules for administering Government Code Section 56133 and its provisions requiring cities and special districts to obtain LAFCOs approval before providing out-of-agency services. LAFCO has processed several requests under the new policy and implemented related provisions including delegating authority to the Executive Officer for no-cost determinations on exemption eligibility. Discussion only.

Staff presentation provided by Local Government Analyst II Michaela Peters.

Chair Thorner proceeded to invite questions and/or comments from the Committee.

General discussion followed. No action.

### c) **Implementing Report Recommendations from University of California Berkeley to Expand LAFCOs' Effectiveness (information)**

The Committee received a presentation on recent staff activities to advance critical recommendations involving LAFCOs' effectiveness in meeting statutory objectives from a report published by the University of California, Berkeley. The report outlines strategies to strengthen the relationship between State regulators, LAFCOs, and local communities in addressing the delivery of safe drinking water, with a focus on elevating municipal service reviews (MSRs) and facilitating water system consolidations. Consistent with feedback from the Commission, staff has been collaborating with the U.C. Berkeley author and other stakeholders in developing legislative amendments addressing the report's

## **BUSINESS ITEMS CONTINUED...**

### **Item 5d Continued**

recommendations. This includes exploring legislation to expand LAFCOs authority to initiate annexations under certain circumstances to address public health considerations involving water and wastewater services. Information only.

Staff presentation provided by Local Government Analyst I Joelle Burila.

Chair Thorner proceeded to invite questions and/or comments from the Committee.

General discussion followed. No action.

### **d) Policy Review | Draft Special Districts Advisory Committee Rules Update (discussion)**

The Committee received an update from staff regarding the review and update to modernize its formal Committee rules as part of the Commission's FY 24-25 adopted workplan. This item involves a comprehensive review of the Committee's rules, focusing on its purpose and core focuses, composition and elections, and place and time of meetings. The Ad Hoc Committee, which was formed during the September 2024 Committee meeting, has convened twice to review the Committee's rules to ensure their continued relevance and effectiveness. Recommendation to review and provide feedback to staff as well as any formal recommendations and/or requests to the Commission.

Staff presentation provided by Local Government Analyst I Joelle Burila.

Chair Thorner proceeded to invite questions and/or comments from the Committee.

General discussion followed.

**\*\***

On motion by Mike Sims (Bonita-Sunnyside FPD) and seconded by Albert Lau (Santa Fe ID), the Committee unanimously approved the amendments to the Special Districts Advisory Committee Rules.

### **e) Development of Weighted Water Rate Comparison Formula (discussion)**

The Committee received a verbal report on LAFCO staff's intent to develop a weighted water rate comparison formula with consultant Tom Kennedy. This formula will be used in Municipal Service Reviews (MSRs). LAFCO staff seeks the Committee's input on best practices for evaluating agencies' water rates, considering the unique characteristics of each agency, such as topography and infrastructure. This item is presented for discussion and feedback.

Staff presentation provided by LAFCO Consultant Tom Kennedy.

Chair Thorner proceeded to invite questions and/or comments from the Committee.

General discussion followed. Chair Thorner invited members to form a subcommittee for further analysis and assist Tom Kennedy in the development. The following members volunteered: Kimberly Thorner, Paul Bushee, Albert Lau, and Jack Bebee.

## **6. COMMITTEE MEMBER REPORTS**

- Chair Thorner presented at a Senate hearing in Sacramento for SB496.
- Mark Robak took a tour of Olivenhain MWD's facilities and was impressed with the efficiency.
- Paul Bushee noted Leucadia WWD was recognized by the California Water Environment Association for the Statewide Budget System of the Year.

## **7. EXECUTIVE OFFICER REPORT**

Executive Officer Keene Simonds noted the following items:

- The passing of Public Member, Commissioner Harry Mathis.
- Recruitment of the Public Member seat on the Commission.
- Update on the status of the petitions filed to incorporate La Jolla.
- No Commission meeting in September 2025 but invited Chair Thorner to give a Committee update to the Commission before the end of the calendar year.

## **8. ADJOURNMENT**

With no further business, the Special Districts Advisory Committee meeting was adjourned at 11:08 a.m.

Attest:

Erica Sellen  
Committee Secretary

**Blank for Photocopying**