



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

**5a**

**AGENDA REPORT**  
 Consent | Action

December 1, 2025

**TO:** Chair Whitburn and Commissioners  
**FROM:** Erica Sellen, Commission Clerk  
**SUBJECT:** **Approval of Meeting Minutes |  
 Regular Meeting of November 3, 2025**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on November 3, 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 records for qualifying meetings.

**DISCUSSION**

This item is for San Diego LAFCO to consider approving action minutes for the November 3, 2025 regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present.
- All alternate Commissioners were present except Monica Montgomery Steppe (County of San Diego) and Marni von Wilpert (City of San Diego).

<b>Administration</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcountry.ca.gov www.sdlafco.org	<b>Paloma Aguirre</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Monica M. Steppe, Alt.</b> County of San Diego	<b>Kristi Becker</b> City of Solana Beach  <b>Dane White</b> City of Escondido  <b>John McCann Alt.</b> City of Chula Vista	<b>Chair Stephen Whitburn</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Vice Chair Barry Willis</b> Alpine Fire Protection  <b>Jo MacKenzie</b> Vista Irrigation  <b>David Drake, Alt.</b> Rincon del Diablo	<b>Brigette Browning</b> General Public  <b>Eileen Delaney, Alt.</b> General Public
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## ANALYSIS

The attached draft minutes for the November 3, 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](http://www.sdlafco.org)).

## RECOMMENDATION

It is recommended San Diego LAFCO approve the draft minutes prepared for the November 3, 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 November 3, 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 November 3, 2025

**DRAFT MINUTES  
SAN DIEGO LAFCO  
November 3, 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: Paloma Aguirre, County of San Diego  
Joel Anderson, County of San Diego  
Kristi Becker, City of Solana Beach  
Brigette Browning, Public  
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: Eileen Delaney, Public  
David Drake, Rincon Municipal Water District  
John McCann, City of Chula Vista

Members Absent: Monica Montgomery Steppe, County of San Diego (alternate)  
Marni von Wilpert, City of San Diego (alternate)

The Commission Clerk confirmed a quorum with eight 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, Deputy Commission Counsel Aleks Giragosian, Local Government Analyst II Michaela Peters, Local Government Analyst I Meghan Traynor, Communications Associate Aiden Velasquez, GIS Analyst Dieu Ngu, and Commission Clerk Erica Sellen. LAFCO Consultants Patrick Bouteller, Mike Stein, and Adam Wilson were also present in the audience.

**Item 1b**

**PLEDGE OF ALLEGIANCE**

Commissioner Willis led the Pledge of Allegiance.

**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 while also noting Arianna Dreshler will be taking photos of the meeting as part of a update to the LAFCO website.

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

Chair Whitburn invited anyone from the public to address the Commission on a matter not directly related to an agenda item.

The following online speaker addressed the Commission:

- Tedi Jackson, Protect Rural Escondido

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

### 5. CONSENT ITEMS

#### Item 5a

#### **Approval of Meeting Minutes for October 6, 2025**

Item presented to approve draft action minutes prepared for the Commission's October 6, 2025 meeting. Recommendation to approve.

#### Item 5b

#### **Commission Ratification | Recorded Payments for September 2025**

Item presented to ratify recorded payments made and received by the Executive Officer for the month of September 2025. Recommendation to ratify.

#### Item 5c

#### **Budget Update for 2025-2026 | First Quarter Actuals with Year-End Projections**

Item presented to review a report comparing budgeted and actual transactions through the first quarter of 2025-2026 and related analysis. The Commission finished the first quarter expending 20% of total budgeted expenses while collecting 68% of total budgeted revenues. Recommendation to accept the report.

#### Item 5d

#### **Report on Applicant Proposals**

Item presented to receive a status report on active and anticipated applications. Information only.

## CONSENT ITEMS CONTINUED...

### Item 5e

#### **2025-2026 Workplan Status**

Item presented to receive a workplan update on the 30 special projects scheduled for 2025-2026. Recommendation to receive and file.

### Item 5f

#### **Legislative Report**

Item presented to receive an update on active legislation relevant to the Commission's regulatory and planning responsibilities. Information only.

Commissioner Willis requested to pull item 5f to hear the staff report.

Local Government Analyst I Traynor provided a verbal staff report. No action.

### Item 5g

#### **Report on Recent Committee Meeting | Special Districts Advisory Committee's October 17, 2025 Meeting**

Item presented to receive a report on the most recent meeting of the Commission's Special Districts Advisory Committee held on October 17<sup>th</sup>. Information only.

### Item 5h

#### **Designation of Labor Negotiators**

Item presented to consider designating its labor negotiators for purposes of reviewing – and negotiating if warranted – the salary and benefits of the Executive Officer as part of the annual performance review. Recommendation for the Commission to designate Chair Whitburn, Vice Chair Willis, and Commissioner Becker as the negotiators.

### Item 5i

#### **Amendment to Fee Schedule | Authorization to Accept Online Payments**

Item presented to consider amending the Commission's fee schedule to authorize receipt of online payments via credit card and electronic bank transfer. This action completes a holdover from the prior year workplan to establish procedures for accepting applicant fees through a third-party payment processor. Staff has identified QuickBooks Payments as the preferred solution due to its compatibility with the Commission's existing accounting platform. Authorization and a corresponding amendment to the adopted fee schedule are required before implementation. Recommendation to approve.

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

Roll call requested:

## CONSENT ITEMS CONTINUED...

### Item 5i Continued...

AYES: Aguirre, Anderson, Becker, Browning, MacKenzie, Whitburn, White, & Willis  
NOES: None  
ABSENT: Montgomery Steppe & von Wilpert  
ABSTAINING: None

The Commission Clerk confirmed the motion was approved 8-0.

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

### Item 6a

#### **Proposed “AJX Homes LLC – Carmichael Drive Reorganization” | Annexation to the City of La Mesa with Concurrent Detachments from San Miguel FPD and CSA No. 135 and Related Actions (RO22-04)**

Item presented to consider a reorganization proposal from AJX Homes LLC to annex a 0.27-acre parcel into the City of La Mesa. The proposal includes concurrent detachments from San Miguel Consolidated Fire Protection District and County Service Area No. 135. The affected territory – currently developed with an unoccupied single-family residence at 9365 Carmichael Drive (495-335-05) in unincorporated Valle de Oro – is adjacent to La Mesa. Recommendation to conditionally approve with conforming sphere of influence amendments for two of the three agencies. It is also recommended to waive protest proceedings, proceed without a new municipal service review per Policy L-106, and find the reorganization and sphere amendments exempt under State CEQA Guidelines Sections 15319(a) and 15061(b)(3), respectively.

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

Local Government Analyst II Peters provided the staff presentation.

Chair Whitburn opened the hearing and acknowledged two registered speakers who wished to express their support, but did not wish to speak on the item:

- David B. Parot, Applied Consultants
- Vanessa Ritchey, AJX Homes

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.

## **PUBLIC HEARING ITEMS CONTINUED...**

### **Item 6a Continued...**

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

Roll call requested:

AYES: Aguirre, Anderson, Becker, Browning, MacKenzie, Whitburn, White, & Willis  
NOES: None  
ABSENT: Montgomery Steppe & von Wilpert  
ABSTAINING: None

The Commission Clerk confirmed the motion was approved 8-0.

## **7. BUSINESS ITEMS**

### **Item 7a**

#### **Proposed “Bowles – N. Broadway Out-of-Agency Wastewater Services” | City of Escondido (OAS 25-14)**

Item presented to consider a request from the City of Escondido to provide new out-of-agency wastewater service to a 1.2-acre parcel in unincorporated Hidden Meadows. The affected territory at 3216 North Broadway (187-500-59) – a single-family residence within Escondido's sphere of influence and 0.2 miles from the City limits – requires the service to support the planned reconstruction of the existing home and addition of an accessory dwelling unit. Recommendation to approve with standard terms, while waiving the typical requirement for the landowner to file a future annexation proposal due to local conditions detailed in the report. It is also recommended the Commission find the project categorically exempt under State CEQA Guidelines Section 15319(b).

Local Government Analyst I Traynor 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. No discussion.

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

Roll call requested:

**BUSINESS ITEMS CONTINUED...**

**Item 7a Continued...**

AYES: Aguirre, Anderson, Becker, Browning, MacKenzie, Whitburn, White, & Willis  
NOES: None  
ABSENT: Montgomery Steppe & von Wilpert  
ABSTAINING: None

The Commission Clerk confirmed the motion was approved 8-0.

**Item 7b**

**Proposed “Rancho Hills Change of Organization” |  
Annexation to Rancho Santa Fe CSD & Related Actions (CO16-11)**

Item presented to consider a landowner-initiated annexation of 107.0 acres comprising 44 undeveloped parcels to the Rancho Santa Fe Community Services District (CSD). The affected territory – located in unincorporated Santa Fe Valley and within the Rancho Santa Fe CSD's sphere – requires public wastewater service to accommodate a planned 37-unit residential subdivision (“Rancho Hills”), conditionally approved by the County of San Diego. The proposal excludes other CSD services. Recommendation to conditionally approve as submitted and waive protest proceedings and adopt the County's environmental findings for the underlying development.

Local Government Analyst I Traynor 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 Commissioners. General discussion ensued regarding staff’s environmental justice analysis.

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

Roll call requested:

AYES: Aguirre, Anderson, Becker, Browning, MacKenzie, Whitburn, White, & Willis  
NOES: None  
ABSENT: Montgomery Steppe & von Wilpert  
ABSTAINING: None

The Commission Clerk confirmed the motion was approved 8-0.

## 8. EXECUTIVE OFFICER REPORT

Executive Officer Simonds made the following comments:

- Planning is underway for the upcoming LAFCO-themed holiday party.
- Executive Officer Simonds deferred to Commissioner Becker, the Commission's representative to the Alliance of LAFCOs, to provide an update as part of Item 9.

## 9. COMMISSIONER ANNOUNCEMENTS & REQUESTS FOR FUTURE ITEMS

Commissioners made the following comments:

- Commissioner Becker reported on recent activities of the Alliance of LAFCOs, including the adoption of its mission statement and official logo.
- Commissioner MacKenzie inquired whether staff attended the recent CALAFCO Conference. Executive Officer Simonds confirmed staff did not attend.
- Commissioner MacKenzie requested staff provide an informational item on LAFCO Consultant Tom Kennedy's presentation regarding water rate impacts, which was recently presented at the Special Districts Advisory Committee meeting.

## 10. CLOSED SESSION

### a) Conference with Legal Counsel – Existing Litigation:

Government Code section 54956.9(d)(1)

Case name: *City of San Diego v. San Diego County LAFCO et al*  
(San Diego Superior Court Case No. 25CU031043C).

### b) Public Employee Performance Evaluation

California Government Code Section 54957(b)

Employee: Keene Simonds

### c) Conference with Labor Negotiators

California Government Code section 54957.6

Agency designated representatives: EO Compensation Committee (Chair Whitburn;  
Vice-Chair Willis; Commissioner Becker)

Unrepresented Employee: Executive Officer

Chair Whitburn invited public comments. The Commission Clerk confirmed there were no registered speakers and no live e-mail comments. Chair Whitburn then adjourned the meeting into closed session.

In returning from closed session, Commission Counsel Aleks Giragosian reported there was no reportable action for Items 10a, 10b, and 10c.

**11. ADJOURNMENT TO NEXT MEETING**

With no further business, Chair Whitburn adjourned the meeting at 9:27 a.m.

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its November 3, 2025 meeting.

ATTEST,

Erica Sellen  
Commission Clerk