



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

5b

AGENDA REPORT
 Consent | Action

December 1, 2025

TO: Chair Whitburn and Commissioners

FROM: Keene Simonds, Executive Officer
 Erica Sellen, Commission Clerk

SUBJECT: **Commission Ratification |
 Recorded Payments for October 2025**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for October 2025. The report documents \$196,133 in total expenses authorized by the Executive Officer and \$57,560 in payments received. All transactions are consistent with the adopted budget. Staff recommends the Commission ratify these payments with the option to pull the item for discussion if needed.

BACKGROUND

San Diego LAFCO's policies require the Executive Officer to maintain appropriate accounting controls for all Commission financial transactions. Competitive bidding is mandatory for purchases between \$10,000 and \$124,999, unless waived due to unique circumstances. Transactions of \$125,000 or more require Commission approval.

DISCUSSION

This item seeks San Diego LAFCO's ratification of all payments made and received by the Executive Officer during October 2025. Detailed transactions appear in Attachment One. The Commission may pull the item for discussion or provide feedback.

<p>Administration 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</p>	<p>Paloma Aguirre County of San Diego</p> <p>Joel Anderson County of San Diego</p> <p>Monica M. Steppe, Alt. County of San Diego</p>	<p>Kristi Becker City of Solana Beach</p> <p>Dane White City of Escondido</p> <p>John McCann Alt. City of Chula Vista</p>	<p>Chair Stephen Whitburn City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Vice Chair Barry Willis Alpine Fire Protection</p> <p>Jo MacKenzie Vista Irrigation</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Brigitte Browning General Public</p> <p>Eileen Delaney, Alt. General Public</p>
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ANALYSIS

October expenses by the Executive Officer total \$196,133 with two thirds - \$133,548 - going directly to the County of San Diego to cover payroll reimbursements for two pay periods and other support services – including information technology. The remaining expenses largely involve professional services with all consultant charges under contract by the Executive Officer detailed in Appendix A. Revenues collected total \$57,560 and include grant reimbursements from the State of California as well as new application filings.

RECOMMENDATION

It is recommended that San Diego LAFCO ratify the payments made and received by the Executive Officer for October 2025 as presented, consistent with Alternative One below.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer for October 2025 as shown in Attachments One and Two.

Alternative Two:

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

Alternative Three

Take no action.¹

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 unless otherwise specified by the Commission.

On behalf of the Executive Officer:



Erica Sellen
Commission Clerk

Appendix: as stated
Attachment: as stated

¹ Payment ratifications are not required under LAFCO policy but are presented to the Commission per practice.

Appendix A Consultant Expenses

Executive Officer Contracts

October 2025

CONSULTANT	TYPE	MAIN PROJECTS	OCTOBER PAYMENTS	TOTAL PAYMENTS IN FY
ADW Consulting LLC <i>(Adam Wilson)</i>	Intergovernmental Relations	<ul style="list-style-type: none"> • Healthcare MSR • Carlsbad-Encinitas MSR • Metropolitan Water District MSR • RCD 2.0 	\$10,875	\$31,650
Area Public Affairs LLC <i>(Patrick Bouteller)</i>	Intergovernmental Relations	<ul style="list-style-type: none"> • San Diego Port MSR • County Water Authority MSR • SANDAG MSR • Homeless Services Governance White Paper 	-	\$16,312
Kennedy Consulting LLC <i>(Tom Kennedy)</i>	Water/Wastewater Utilities	<ul style="list-style-type: none"> • Multiple Proposals • Carlsbad-Encinitas MSR • SDAC Rate Project 	\$8,113	\$23,925
Christine O'Rourke	Environmental Planning	<ul style="list-style-type: none"> • Multiple Proposals • MET-CWA MSR 	-	\$5,288
Michael Stein	Fire Services	<ul style="list-style-type: none"> • Multiple Proposals • Carlsbad-Encinitas MSR 	\$1,320	\$6,720
Fulton Group <i>(Bill Fulton)</i>	Project Specific	<ul style="list-style-type: none"> • SANDAG MSR 	-	\$7,500
Progressive Healthcare	Project Specific	<ul style="list-style-type: none"> • Healthcare MSR 	-	-
Technical Assistance Collaborative	Project Specific	<ul style="list-style-type: none"> • Homeless WP 	-	-
Michael Haneman	Project Specific	<ul style="list-style-type: none"> • CWA-MET MSR 	-	-
TOTAL CONSULTANT PAYMENTS			\$20,307.50	\$91,394.25

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 October 2025

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Accessibe						
	10/1/2025	52270 · Memberships	490.00	Website Compliance Annual Fee	credit card	3558-60 · SDCCU Visa Credit Card
E Ace Parking						
	10/15/2025	52530 · Office Lease	1,125.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	10/24/2025	52530 · Office Lease	34.00	Parking Valaidations	electronic	1000 · County Account (44595)
	10/24/2025	52610 · Non-Travel/In-County	40.00	AEO Grand Jury Parking	credit card	3558-60 · SDCCU Visa Credit Card
			1,199.00			
E ADW Consulting LLC						
	10/24/2025	52370.F · Professional Services	10,875.00	Consultant Services Intergovernmental	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	10/15/2025	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
E Aiden Velasquez						
	10/8/2025	52330 · Office Expense	53.20	Reimbursement Ethics Training Refreshments	check	3558 · SDCCU Checking
E Amazon						
	10/14/2025	52344 · Stores Unallocated	345.20	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	10/28/2025	52344 · Stores Unallocated	101.08	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			446.28			
E Ambius						
	10/8/2025	52344 · Stores Unallocated	460.28	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E ARCC (Assessor Recording County)						
	10/8/2025	52490 · Publications	50.00	NOE Fee CO25-10	check	3558 · SDCCU Checking
	10/8/2025	52490 · Publications	50.00	NOE Fee CO25-10 ii	check	3558 · SDCCU Checking
	10/8/2025	52490 · Publications	50.00	NOE Fee OAS24-06	check	3558 · SDCCU Checking
	10/8/2025	52490 · Publications	50.00	NOE Fee RO19-26	check	3558 · SDCCU Checking
	10/8/2025	52490 · Publications	50.00	NOD Fee RO19-26	check	3558 · SDCCU Checking
	10/8/2025	52490 · Publications	50.00	NOD Fee CO24-14	check	3558 · SDCCU Checking
			300.00			
E Assura Software						
	10/17/2025	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E AT&T Mobility						
	10/30/2025	52074 · Telecommunications	588.04	Monthly Cell Phone Bill LAFCO Staff	check	3558 · SDCCU Checking
E BJ's Restaurant						
	10/2/2025	52330 · Office Expense	198.78	Vice Chair Briefing: VC, EO, AEO, All, and CA	credit card	3558-60 · SDCCU Visa Credit Card
E Canva						
	10/7/2025	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E City SD Parking						
	10/5/2025	52610 · Non-Travel/In-County	2.21	EO Parking - SD Briefing	debit card	3558 · SDCCU Checking
E Claim Jumper						
	10/8/2025	52330 · Office Expense	144.68	Debriefing (EO, AEO, PB, AW & Counsel)	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	10/8/2025	52370.B · Professional Services	4,664.00	Commission Counsel Services Litigation	electronic	1000 · County Account (44595)
	10/15/2025	52370.B · Professional Services	3,129.80	Commission Counsel Services	electronic	1000 · County Account (44595)
			7,793.80			
E Communal Coffee						
	10/19/2025	52330 · Office Expense	14.45	EO - All Meeting: MSRs	debit card	3558 · SDCCU Checking
E Corodata						
	10/30/2025	52330 · Office Expense	62.40	Monthly Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	10/1/2025	52354 · Mail/Postage ISF	557.08	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2025	52178 · Vehicle Maintenance	146.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2025	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2025	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2025	52721 et al. · Communications (IT) Services	6,231.80	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/1/2025	52504 · Equipment Rental	1.65	County Surcharge Xerox	electronic	1000 · County Account (44595)
	10/10/2025	51110 et al. · Employee Payroll	55,375.00	Payroll Pay Period 2026-08	electronic	1000 · County Account (44595)
	10/24/2025	51110 et al. · Employee Payroll	68,268.50	Payroll Pay Period 2026-09	electronic	1000 · County Account (44595)
	10/31/2025	52270 · Memberships	2,801.65	ESRI	electronic	1000 · County Account (44595)
			133,548.06			

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 October 2025

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Dieu Ngu						
	10/2/2025	52330 · Office Expense	10.00	Reimbursement Office Water Refill	cash	1040 · Petty Cash
E DoorDash						
	10/30/2025	52330 · Office Expense	23.89	EO-Staff Meeting	debit card	3558 · SDCCU Checking
E Einstein Bagels						
	10/2/2025	52330 · Office Expense	20.89	EO-Staff Meeting	debit card	3558 · SDCCU Checking
E Fax Plus						
	10/8/2025	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Hyatt Hotels						
	10/26/2025	52622 · Training/Registration Out-County	182.12	Deposit CSDA Clerks Conference (ES)	credit card	3558-60 · SDCCU Visa Credit Card
E Kennedy Water Consulting LLC						
	10/15/2025	52370.F · Professional Services	8,112.50	Consultant Services Utilities	electronic	1000 · County Account (44595)
E Manchester Financial 5th Ave LP						
	10/1/2025	52530 · Office Lease	12,431.72	Office & Storage Rent	electronic	1000 · County Account (44595)
	10/24/2025	52530 · Office Lease	12,413.72	Office & Storage Rent	electronic	1000 · County Account (44595)
			24,845.44			
E Meghan Traynor						
	10/8/2025	52610 · Non-Travel/In-County	18.32	Reimbursement Politfest Lunch	check	3558 · SDCCU Checking
E Michaela Peters						
	10/8/2025	52610 · Non-Travel/In-County	22.90	Reimbursement Politfest Lunch	check	3558 · SDCCU Checking
	10/8/2025	52330 · Office Expense	44.84	Reimbursement Commission Meeting Refreshments	check	3558 · SDCCU Checking
			67.74			
E Michael Stein						
	10/15/2025	52370.F · Professional Services	1,320.00	Consultant Services Fire	electronic	1000 · County Account (44595)
E News Library						
	10/20/2025	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
E Port of SD Parking						
	10/12/2025	52610 · Non-Travel/In-County	5.00	EO Parking Briefing with SD Port	debit card	3558 · SDCCU Checking
E Postal Annex						
	10/30/2025	52332 · Postage	50.79	Mailing Agenda Packets	debit card	3558 · SDCCU Checking
E QuickBooks						
	10/3/2025	52330 · Office Expense	115.00	Monthly Service for Online QuickBooks	credit card	3558-60 · SDCCU Visa Credit Card
E Ready Refresh Water						
	10/11/2025	52330 · Office Expense	86.94	Monthly Water Services	credit card	3558-60 · SDCCU Visa Credit Card
E RGS						
	10/15/2025	52370 · Professional Services	549.50	HR Services to the AEO	electronic	1000 · County Account (44595)
E San Diego Union Tribune						
	10/21/2025	52490 · Publications	1,404.33	PHNs RO19-26	check	3558 · SDCCU Checking
E Starbucks						
	10/6/2025	52330 · Office Expense	44.00	Commission Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
E The Market Place						
	10/10/2025	52330 · Office Expense	95.19	All Staff-Consultant Meeting	debit card	3558 · SDCCU Checking
E Walmart						
	10/16/2025	52566 · Minor Equipment	1,841.84	Camera Equipment	credit card	3558-60 · SDCCU Visa Credit Card
E WP Engine						
	10/15/2025	52370.E · Professional Services	59.00	Monthly Web Hosting	debit card	3558 · SDCCU Checking
E Xerox						
	10/15/2025	52504 · Equipment Rental	246.43	Xerox Rental	electronic	1000 · County Account (44595)
E YouTube						
	10/11/2025	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
EXPENSE TOTAL			196,133.29			

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Expenses by Vendor Detail
 October 2025

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
R 5780 Quarry Rd LLC						
	10/30/2025	52490 · Publications	50.00	Recording Fees (CO24-14)	check	3558 · SDCCU Checking
R AJX Homes, LLC						
	10/30/2025	46234 · Applications	4,163.50	Processing Fees (RO22-04)	check	3558 · SDCCU Checking
R County of San Diego						
	10/31/2025	45918 · LAFCO Apportionment	2,298.39	LAFCO Apportionment FY25-26	electronic	1000 · County Account (44595)
	10/31/2025	49200 · Interest & Dividends	20.89	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization
	10/31/2025	49200 · Interest & Dividends	32.19	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity
	10/31/2025	49200 · Interest & Dividends	42.19	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Office
			2,393.66			
R Iannacone						
	10/30/2025	52490 · Publications	50.00	Recording Fees (OAS24-06)	check	3558 · SDCCU Checking
R Jaiswal						
	10/30/2025	46234 · Applications	6,405.00	Processing Fees (CO25-15)	check	3558 · SDCCU Checking
R Leucadia WWD						
	10/30/2025	52490 · Publications	100.00	Recording Fees (CO25-10)	check	3558 · SDCCU Checking
R Ramona MWD						
	10/24/2025	46234 · Applications	16,204.66	Processing Fees (OAS25-16)	check	1000 · County Account (44595)
R State of California						
	10/24/2025	52304 · Miscellaneous	26,688.66	SALC Grant	check	1000 · County Account (44595)
R The Eden Hills Project Owner, LLC						
	10/30/2025	52490 · Publications	100.00	Recording Fees (RO19-26)	check	3558 · SDCCU Checking
	10/30/2025	52490 · Publications	1,404.33	PHN Fees (RO19-26)	check	3558 · SDCCU Checking
			1,504.33			
REVENUE TOTAL			57,559.81			

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