



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

**5a**

**AGENDA REPORT**  
 Consent | Action

February 2, 2026

**TO:** Chair Whitburn and Commissioners

**FROM:** Erica Sellen, Commission Clerk

**SUBJECT: Approval of Meeting Minutes |  
 Regular Meeting of December 1, 2025**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on December 1, 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 December 1, 2025 regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present except Paloma Aguirre (County of San Diego).
- All alternate Commissioners were present except David Drake (Rincon del Diablo MWD), 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@sdcounty.ca.gov www.sdlafo.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>Brigitte Browning</b> General Public  <b>Eileen Delaney, Alt.</b> General Public
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## ANALYSIS

The attached draft minutes for the December 1, 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 December 1, 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 December 1, 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 December 1, 2025

**DRAFT MINUTES  
SAN DIEGO LAFCO REGULAR MEETING  
December 1, 2025**

**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 8:19 a.m. by Chair Whitburn. The Commission Clerk performed the roll call with the following attendance recorded.

Regulars Present: Joel Anderson, County of San Diego (arrived at 8:41 a.m.)  
Kristi Becker, City of Solana Beach  
Brigette Browning, Public (arrived at 8:24 a.m.)  
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  
John McCann, City of Chula Vista

Members Absent: Paloma Aguirre, County of San Diego (regular)  
David Drake, Rincon del Diablo Municipal Water District (alternate)  
Monica Montgomery Steppe, County of San Diego (alternate)  
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, Commission Counsel Holly Whatley, 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 and Mike Stein were also present in the audience.

**Item 1b**

**PLEDGE OF ALLEGIANCE**

Commissioner McCann 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.

### 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 registered speakers addressed the Commission:

- Tedi Jackson, Protect Rural Escondido
- Kurt Worden, Lower Sweetwater Fire Protection District

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 November 3, 2025**

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

#### Item 5b

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

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

#### Item 5c

#### **Authorize 2026 Holiday Office Closure**

Item presented to consider authorizing closure of the LAFCO office to the public for the four workdays following Christmas: Friday, December 26 through Wednesday, December 31. Participating staff would take compensatory time-off. Recommendation to approve.

#### Item 5d

#### **Approval of 2026 Meeting Calendar**

Item presented to consider approving a regular meeting schedule for the 2026 calendar year. It is recommended the Commission follow recent practice and approve regular meetings on the first Monday of each month except for January, July, and September. No special meetings are proposed at this time. Recommendation to approve.

Commissioner MacKenzie requested to pull item 5d for discussion.

## CONSENT ITEMS CONTINUED...

### Item 5d Continued...

Commissioner MacKenzie suggested holding a meeting in September 2026 due to the Commission's workload. The consensus was that Monday, September 14, 2026 would be tentatively scheduled in case a special meeting was needed.

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Commissioner MacKenzie motioned with a second from Commissioner Willis to approve the consent calendar item 5d with staff recommendation (Alternative One) with the addition of scheduling a September 2026 meeting.

Roll call requested:

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

The Commission Clerk confirmed the motion was approved 6-0.

### 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.

### Item 5g

#### Report on Applicant Proposals

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

### Item 5h

#### Commissioner Terms

Item presented to receive its annual notice on individual Commissioner terms. No terms are set to expire in 2026; six terms are scheduled to expire in 2027. Information only.

### Item 5i

#### Election Update |

#### Special Districts Advisory Committee

Item presented to receive an update on the election process to fill seven positions on the 15-member Special Districts Advisory Committee. Information only.

## CONSENT ITEMS CONTINUED...

### Item 5i Continued...

Chair Whitburn invited public comment from the following registered speaker with stated positions to the staff recommendation noted in parenthesis:

- Alisha Morrison (support)

The above speaker provided support for the nomination of Director Kurt Worden with Lower Sweetwater Fire Protection District to fill one of the seven positions on the Special Districts Advisory Committee.

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

Roll call requested:

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

The Commission Clerk confirmed the motion was approved 6-0.

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

### Item 6a

#### **Proposed “Barona Band of Mission Indians Out-of-Agency Potable Water Services” | Out-of-Agency Potable Water Agreement between the Ramona Municipal Water District, San Diego County Water Authority, and Metropolitan Water District of Southern California (OAS25-16)**

Item presented to consider a request from the Ramona Municipal Water District (MWD) to provide new out-of-agency potable water service to the Barona Reservation. The request also involves concurrent authorizations involving the two wholesale service providers - San Diego County Water Authority and the Metropolitan Water District of Southern California. The affected territory lies immediately adjacent to Ramona MWD and spans 1,784 acres – or just over 25% of the Barona Indian Reservation. Applicable statutes enable Ramona MWD to request LAFCO approval to extend service to tribal lands outside its boundary, on the same terms as if the lands were annexed. LAFCO must approve the request while retaining discretion to impose terms. Staff recommended approval with only standard terms. A parallel exemption finding as responsible agency under the California Environmental Quality Act was also recommended.

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

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

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

Local Government Analyst I Traynor provided the staff presentation.

Chair Whitburn and invited comments from the following representatives, who submitted a joint speaker slip offering to answer questions and stating their positions on the staff recommendation (noted in parentheses). No verbal comments were provided.

- Paula DeSousa, Best Best & Krieger (support)
- Art Bonce, Tribal Counsel (support)
- Erica Wolski, Ramona Municipal Water District (support)

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

The Chair proceeded to close the hearing.

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

Roll call requested:

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

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

## **7. BUSINESS ITEMS**

### **Item 7a**

#### **Applicant Request for Discretionary Fee Reduction or Waiver | Pending “Turner – Oak Creek Drive Reorganization”**

Item presented to consider a request from a landowner (Alan Turner) for a discretionary fee waiver or reduction associated with an anticipated application to annex two unincorporated parcels totaling 2.3 acres to the Lakeside Water District with concurrent detachment from the Padre Dam Municipal Water District. The value of the request under the LAFCO fee schedule is \$18,894.75. Consistent with past direction to directly evaluate requests on a case-by-case basis on the dais, the request was forwarded to the Commission to approve, deny, or continue.

Local Government Analyst I Traynor provided the staff presentation.

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

### **Item 7a Continued...**

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. Discussion followed, with some Commissioners expressing precedent-setting concerns and others supportive of helping to facilitate additional housing and financial relief.

**\*\***

Commissioner Willis motioned with a second from Chair Whitburn to approve Alternative One as listed in the agenda report to approve the fee waiver in full.

Roll call requested:

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

The Commission Clerk confirmed the motion was approved 4-3.

### **Item 7b**

#### **Possible Approval of Amendment to Executive Officer's Employment Contract**

Item presented to consider a recommendation by the Executive Officer Compensation Committee – Chair Whitburn, Vice Chair Willis, and Commissioner Becker – regarding a potential amendment to the Executive Officer's compensation. Item was heard out-of-order following closed session.

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 provided an update from the Executive Officer Compensation Committee and the agreement therein that the Executive Officer's performance has been outstanding and merited a bonus. The Chair advised the specific recommendation of the Committee is to issue a 3% bonus in the form of a one-time payment of \$7,549.78 to be issued as soon as practicable following execution of the eighth amendment to the employment agreement.

Chair Whitburn proceeded to invite questions and comments from Commissioners. General discussion ensued with Commissioners thanking the Executive Officer.

**\*\***

Commissioner Whitburn motioned with a second from Commissioner Becker to approve the Committee recommendation as listed in the agenda report.

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

### **Item 7b Continued...**

Roll call requested:

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

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

## **8. SPECIAL PRESENTATION**

### **Item 8a**

#### **Elementary School | LAFCO Art Contest Winners**

Item presented to receive a presentation on LAFCO's inaugural Fall Art Contest. Third-, fourth-, and fifth-grade students were invited to illustrate how people can live in harmony with nature as a baseline tenet of LAFCO's orderly-growth mandate. Staff provided a summary of entry requirements, evaluation criteria, and an overview of all submitted artwork, concluding with the announcement of the three contest winners. Winners to be recognized with a Certificate of Artistic Achievement and a gift card.

Communications Associate Velasquez provided the staff presentation.

Information only. No action.

## **9. CLOSED SESSION**

### **a) Public Employee Performance Evaluation**

California Government Code Section 54957(b)

Employee: Keene Simonds

In returning from closed session, Commission Counsel Holly Whatley reported there was no reportable action.

## **10. EXECUTIVE OFFICER REPORT**

None.

## **11. COMMISSIONER ANNOUNCEMENTS & REQUESTS FOR FUTURE ITEMS**

Commissioner MacKenzie provided the following comments:

- Requested further discussion on Policy L-107.
- Requested an informational report on prior proposals.

**12. ADJOURNMENT TO NEXT MEETING**

With no further business, Chair Whitburn adjourned the meeting at 9:56 a.m.

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its December 1, 2025 meeting.

ATTEST,

Erica Sellen  
Commission Clerk