



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

51

**AGENDA REPORT**  
 Consent | Information

February 2, 2026

**TO:** Chair Whitburn and Commissioners

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

**SUBJECT: Active Professional Services Agreements**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a complete listing of all active professional services agreements. The listing covers 17 agreements divided between those entered into by the Executive Officer under delegated authority (14 agreements) and those entered into directly by the Commission (3 agreements). This item is presented for information with an opportunity for the Commission to pull for discussion.

**BACKGROUND**

San Diego LAFCO's policies delegate contracting authority to the Executive Officer under two tiers: (1) agreements up to \$10,000 require no additional process, and (2) agreements between \$10,000 and \$124,999 may be executed following a competitive solicitation or, alternatively, upon the Executive Officer's professional judgment that the vendor possesses unique qualifications warranting a direct selection. All agreements involving auditing services – irrespective of monetary amounts – require Commission approval.

<p><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.sdlafco.org</p>	<p><b>Paloma Aguirre</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Monica M. Steppe, 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 Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Brigitte Browning</b>          General Public</p> <p><b>Eileen Delaney, Alt.</b>          General Public</p>
---	--	---	--	---	--

## DISCUSSION

This information item is for San Diego LAFCO to receive a listing of all active professional services agreements utilized by the agency in meeting its regulatory and planning duties. The item has been prepared consistent with input from Chair Whitburn to ensure the public can readily access information about consultants and other outside professional services under contract with the agency. A full listing is provided in Appendix A.

## ANALYSIS

The current group of professional services agreements reflects San Diego LAFCO's operational model of supplementing a small core staff with specialized consultants to deliver the Commission's workplan. This approach allows the Commission to access subject-matter expertise on an as-needed basis without incurring fixed personnel costs. All agreements executed by the Executive Officer are reviewed by Commission Counsel's Office and fall within delegated authority established by Commission policy.

## RECOMMENDATION

This item is presented for information only.

## ALTERNATIVES FOR ACTION

None.

## 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.

Respectfully,



Keene Simonds  
Executive Officer

### Appendix:

A) Listing of all Active Professional Service Agreements

## Appendix A Active Professional Service Agreements

Executive Officer Agreements (14)				
VENDOR	TYPE	DESCRIPTION	PAYMENT TYPE	MAX AMOUNT
<b>ADW Consulting</b> Adam Wilson	Annual	Regulatory + planning support: intergovernmental affairs and special projects	Hourly	NTE \$124,999
<b>Arena Public Affairs</b> Patrick Bouteller	Annual	Regulatory + planning support: intergovernmental affairs and special projects	Hourly	NTE \$102,000
<b>Assura</b>	Annual	Technical support services: project tracking system	Flat Monthly	\$750/month
<b>Christine O'Rourke</b>	Annual	Regulatory + planning support: environmental planning	Hourly	NTE \$110,000
<b>Kennedy Water Consulting</b> Tom Kennedy	Annual	Regulatory + planning support: public utilities	Hourly	NTE \$110,000
<b>Mike Stein</b>	Annual	Regulatory + planning support: fire services	Hourly	NTE \$64,000
<b>Regional Government Services</b>	Annual	Human Resources	Hourly	NTE \$50,000
<b>Sloan Sakai Yeung and Wong</b> DeeAnn Gillick	Annual	Special legal services	Hourly	NTE \$124,999
<b>Michael Hanemann</b>	Term	MSR: Wholesale Water Services	Hourly	NTE \$125,000
<b>Politico Group</b>	Term	Legislative services on behalf of Alliance of LAFCOs	Hourly	NTE \$40,000
<b>Progressive Healthcare</b>	Term	MSR: Healthcare Districts	Hourly	NTE \$45,000
<b>Rural Fields Institute</b>	Term	SALC Grant: Agricultural Advocacy Services	Flat with Milestones	NTE \$10,000
<b>Technical Assistance Collaborative</b>	Term	White Paper: Homeless Services	Hourly	NTE \$19,000
<b>William Fulton Group</b> Bill Fulton	Term	MSR: SANDAG	Hourly	NTE \$33,000

Commission Agreements (3)				
VENDOR	TYPE	DESCRIPTION	PAYMENT TYPE	MAX AMOUNT
<b>County of San Diego</b>	Ongoing	Support services: payroll, information technology, etc.	Cost Recovery	No Set Limit
<b>Coluntuno, Highsmith + Whatley</b>	Term	Legal services (Commission Counsel)	Hourly	No Set Limit
<b>Davis Farr</b>	Term	FY 2024-25 Audit	Flat Rate	\$12,950

**Notes**

1. All Executive Officer agreements are subject to annual budget limitations with delegation to manage costs accordingly among vendors.

**Blank for Photocopying**