



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

**5b**

**AGENDA REPORT**  
 Consent | Action

March 2, 2026

**TO:** Chair Becker and Commissioners

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

**SUBJECT: Commission Ratification |  
 Recorded Payments for January 2026**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for January 2026. The report documents \$217,618 in total expenses authorized by the Executive Officer and \$17,460 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 applies 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 in January 2026. Detailed transactions appear in Attachment One. The Commission may pull the item for discussion or provide feedback.

<p><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</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>Chair Kristi Becker          City of Solana Beach</p> <p>Dane White          City of Escondido</p> <p>John McCann Alt.          City of Chula Vista</p>	<p>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

Expenses transacted by the Executive Officer for January 2026 total \$217,618. Approximately four-fifths - \$178,492 - involves reimbursing the County of San Diego for three payroll periods and administrative support services, including information technology. Professional services account for a significant portion of the remainder, totaling \$20,375, and cover legal services and consultant support for ongoing intergovernmental work and active municipal service reviews (Carlsbad-Encinitas Region, Wholesale Service Providers, Healthcare Districts, and SANDAG). Additional details on consultant services under contract with the Executive Officer are provided in Appendix A. Revenues collected total \$17,460, primarily from two new application filing fees received in January.

## RECOMMENDATION

It is recommended that San Diego LAFCO ratify the payments made and received in January 2026 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 January 2026 as shown in Attachment One.

Alternative Two:

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

Alternative Three

Take no action.<sup>1</sup>

## 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:




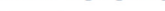

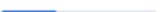

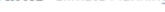


Erica Sellen  
Commission Clerk

Appendix: as stated  
Attachment: as stated

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

## Appendix A

EO Consultant Contracts		
Active Contracts in FY25/26		
TOTAL PAID	INVOICES	CONSULTANTS
<b>\$177,957.00</b>	<b>34</b>	<b>9</b>
<b>AC</b> <b>ADW Consulting LLC</b> Ongoing Intergovernmental Support Limit: \$124,999.00  50%		<b>\$63,000.00</b> > 6 inv - Bal: \$61,999.00
<b>AP</b> <b>Arena Public Affairs</b> Ongoing Intergovernmental Support Limit: \$102,000.00  34%		<b>\$34,329.75</b> > 4 inv - Bal: \$67,670.25
<b>KW</b> <b>Kennedy Water Consulting LLC</b> Water + Wastewater Services Consultant Limit: \$110,000.00  38%		<b>\$41,456.25</b> > 6 inv - Bal: \$68,543.75
<b>BF</b> <b>Bill Fulton</b> Contract Specific to SANDAG MSR Limit: \$33,000.00  36%		<b>\$12,000.00</b> > 2 inv - Bal: \$21,000.00
<b>MS</b> <b>Michael Stein</b> Legal Services Limit: \$64,000.00  18%		<b>\$11,440.00</b> > 6 inv - Bal: \$52,560.00
<b>CO</b> <b>Christine O'Rourke</b> Climate Planning + Environmental Justice Consultant Limit: \$100,303.00  5%		<b>\$5,287.50</b> > 1 inv - Bal: \$95,015.00
<b>TA</b> <b>TAC</b> Professional Services Limit: \$19,000.00  27%		<b>\$5,082.50</b> > 2 inv - Bal: \$13,917.50
<b>RG</b> <b>RGS</b> Professional Services Limit: \$50,000.00  7%		<b>\$3,611.00</b> > 6 inv - Bal: \$46,389.00
<b>WH</b> <b>W. Michael Hanemann</b> Subject Matter Expert <i>No formal contract on file</i>		<b>\$1,750.00</b> > 1 inv
<b>GRAND TOTAL — ALL CONTRACTS</b>		<b>\$177,957.00</b>

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**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 January 2026

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Ace Parking</b>	1/21/2026	52530 · Office Lease	1,163.00	Monthly Parking Rent & Guest Parking Validations	electronic	1000 · County Account (44595)
<b>E   ADW Consulting LLC</b>	1/21/2026	52370.F · Professional Services	10,275.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>	1/15/2026	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
<b>E   Aiden Velasquez</b>	1/29/2026	52332 · Postage	25.17	Reimbursement   Agenda Packet Postage	check	3558 · SDCCU Checking
<b>E   Amazon</b>	1/7/2026	52344 · Stores Unallocated	122.58	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>	1/29/2026	52344 · Stores Unallocated	460.28	Monthly Plant Maintenance	check	3558 · SDCCU Checking
<b>E   Anthropic</b>	1/29/2026	52270 · Memberships	125.00	Monthly Subscription - MSR Illustrations	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Assura Software</b>	1/5/2026	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
<b>E   AT&amp;T Mobility</b>	1/7/2026	52074 · Telecommunications	999.41	Monthly Cell Phone Bill   LAFCO Staff + Replacement Phone	check	3558 · SDCCU Checking
	1/29/2026	52074 · Telecommunications	539.92	Monthly Cell Phone Bill   LAFCO Staff	check	3558 · SDCCU Checking
			1,539.33			
<b>E   BJ's Restaurant</b>	1/30/2026	52330 · Office Expense	122.01	Briefing (EO, AEO, MP & BW)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Bruegger's Bagels</b>	1/18/2026	52330 · Office Expense	110.56	SDAC Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Canva</b>	1/8/2026	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   City SD Parking</b>	1/31/2026	52610 · Non-Travel/In-County	2.85	AEO Parking - SD City Hall	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Colantuono, Highsmith &amp; Whatley</b>	1/28/2026	52370.B · Professional Services	5,550.96	Commission Counsel Services	electronic	1000 · County Account (44595)
<b>E   Corodata</b>	1/29/2026	52330 · Office Expense	62.40	Monthly Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>	1/1/2026	52354 · Mail/Postage ISF	675.97	Mail/Postage Services	electronic	1000 · County Account (44595)
	1/1/2026	52178 · Vehicle Maintenance	146.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	1/1/2026	52182 · Vehicle Fuel	40.16	Vehicle Fuel	electronic	1000 · County Account (44595)
	1/1/2026	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	1/1/2026	52721 et al. · Communications (IT) Services	6,045.93	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	1/2/2026	51110 et al. · Employee Payroll	59,485.78	Payroll   Pay Period 2026-14	electronic	1000 · County Account (44595)
	1/16/2026	51110 et al. · Employee Payroll	58,169.07	Payroll   Pay Period 2026-15	electronic	1000 · County Account (44595)
	1/30/2026	51110 et al. · Employee Payroll	53,762.49	Payroll   Pay Period 2026-16	electronic	1000 · County Account (44595)
			178,491.78			
<b>E   CSDA San Diego Chapter</b>	1/22/2026	52610 · Non-Travel/In-County	63.00	Quarterly CSDA Lunch Meeting (AEO)	debit card	3558 · SDCCU Checking
<b>E   Fax Plus</b>	1/8/2026	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Hob Nob Hill</b>	1/18/2026	52330 · Office Expense	128.44	EO, AEO, PB & Intern Meeting	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Kennedy Water Consulting LLC</b>	1/12/2026	52370.F · Professional Services	3,850.00	Consultant Services   Utilities	electronic	1000 · County Account (44595)
<b>E   Madi</b>	1/30/2026	52330 · Office Expense	137.45	Breakfast PIT Count (AEO, MP, MT & AV)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Manchester Financial 5th Ave LP</b>	1/28/2026	52530 · Office Lease	12,413.72	Office & Storage Rent	electronic	1000 · County Account (44595)
<b>E   Michael Stein</b>	1/21/2026	52370.F · Professional Services	640.00	Consultant Services   Fire	electronic	1000 · County Account (44595)

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 January 2026

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   News Library</b>						
	1/20/2026	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
<b>E   QuickBooks</b>						
	1/4/2026	52330 · Office Expense	115.00	Monthly Service for Online QuickBooks	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>						
	1/8/2026	52330 · Office Expense	96.44	Monthly Water Services	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   State Board of Equalization</b>						
	1/29/2026	52490 · Publications	300.00	SBE Fees (RO24-17)	check	3558 · SDCCU Checking
<b>E   Talitha Coffee</b>						
	1/27/2026	52330 · Office Expense	21.35	EO, AEO & BN Meeting	debit card	3558 · SDCCU Checking
<b>E   The Corner Drafthouse</b>						
	1/7/2026	52330 · Office Expense	327.41	Staff Holiday Party	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Uber</b>						
	1/15/2026	52610 · Non-Travel/In-County	25.94	EO-AEO Travel To/From Meeting with SD Staff	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Urban Plates</b>						
	1/18/2026	52330 · Office Expense	229.76	LAFCO Staff - Quarterly Lunch - SDAC Meeting	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Westgate</b>						
	1/16/2026	52330 · Office Expense	301.58	EO-AEO-NH TY Meeting	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   WP Engine</b>						
	1/14/2026	52370.E · Professional Services	59.00	Monthly Web Hosting	debit card	3558 · SDCCU Checking
<b>E   YouTube</b>						
	1/11/2026	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
<b>EXPENSE TOTAL</b>			217,618.20			
<b>R   County of San Diego</b>						
	1/31/2026	49200 · Interest & Dividends	64.99	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization
	1/31/2026	49200 · Interest & Dividends	100.17	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity
	1/31/2026	49200 · Interest & Dividends	131.28	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Office
			296.44			
<b>R   Fares</b>						
	1/29/2026	52490 · Publications	50.00	Recording Fees (OAS24-16)	check	3558 · SDCCU Checking
<b>R   Palacharla</b>						
	1/29/2026	52490 · Publications	50.00	Recording Fees (CO26-03)	check	3558 · SDCCU Checking
	1/29/2026	46234 · Applications	6,405.00	Processing Fees (CO26-03)	check	3558 · SDCCU Checking
			6,455.00			
<b>R   Tipton</b>						
	1/29/2026	46234 · Applications	10,658.25	Processing Fees (RO26-02)	check	3558 · SDCCU Checking
<b>REVENUE TOTAL</b>			17,459.69			