



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

**5b**

**AGENDA REPORT**  
 Consent | Action

May 4, 2026

**TO:** Chair Becker and Commissioners

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

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

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for March 2026. The report documents \$215,383 in total expenses authorized by the Executive Officer and \$6,455 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 March 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 March 2026 total \$215,383. Three-fifths – \$131,712 – involves reimbursing the County of San Diego for two payroll periods and administrative support services, including information technology. Professional services account for the majority of the remainder, totaling \$55,123, and cover legal and consultant support for ongoing intergovernmental work and active municipal service reviews as separately covered in Agenda Item No. 5c; this figure reflects scheduled billing cycles that concentrated in March and includes two-month billings from select consultants. Additional details on consultant activities under contract with the Executive Officer are provided in Appendix A. Remaining expenses cover recurring office lease, publications, and related administrative items, along with travel and lodging associated with the Alliance of LAFCOs overnight workshop in Orange County. Revenues collected total \$6,455 primarily from one new application filing fee received in March.

## RECOMMENDATION

It is recommended that San Diego LAFCO ratify the payments made and received in March 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 March 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>

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

**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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## Appendix A

### EO Consultant Contracts

ACTIVE CONTRACTS IN FY26; INVOICES PAID THROUGH MARCH 2026

<b>\$ TOTAL PAID</b> <b>\$227,063.25</b>	<b>INVOICES</b> <b>43</b>	<b>CONSULTANTS</b> <b>9</b>
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<b>ADW Consulting LLC</b> Ongoing Intergovernmental Support Limit: \$124,999.00  67%	<b>\$84,000.00</b> 8 inv - Bal: \$40,999.00
<b>Arena Public Affairs</b> Ongoing Intergovernmental Support Limit: \$102,000.00  59%	<b>\$60,606.00</b> 7 inv - Bal: \$41,394.00
<b>Kennedy Water Consulting LLC</b> Water + Wastewater Services Consultant Limit: \$110,000.00  38%	<b>\$42,006.25</b> 8 inv - Bal: \$67,993.75
<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>Michael Stein</b> Fire Protection Consultant Limit: \$64,000.00  20%	<b>\$12,720.00</b> 8 inv - Bal: \$51,280.00
<b>Christine O'Rourke</b> Climate Planning + Environmental Justice Consultant Limit: \$100,303.00  5%	<b>\$5,287.50</b> 1 inv - Bal: \$95,015.50
<b>TAC</b> Contract Specific to Homeless Services White Paper Limit: \$19,000.00  27%	<b>\$5,082.50</b> 2 inv - Bal: \$13,917.50
<b>RGS</b> Human Resources Support Services Limit: \$50,000.00  7%	<b>\$3,611.00</b> 6 inv - Bal: \$46,389.00
<b>W. Michael Hanemann</b> Contract Specific to CWA/MET MSR <i>No formal contract on file</i>	<b>\$1,750.00</b> 1 inv

<b>GRAND TOTAL — ALL CONTRACTS</b>	<b>\$227,063.25</b>
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**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 March 2026

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   76</b>						
	3/26/2026	52182 · Vehicle Fuel	60.33	Alliance Workshop Travel   Gas	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ace Parking</b>						
	3/25/2026	52530 · Office Lease	1,209.00	Monthly Parking Rent & Guest Parking Validations	electronic	1000 · County Account (44595)
<b>E   ADW Consulting LLC</b>						
	3/6/2026	52370.F · Professional Services	10,350.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
	3/25/2026	52370.F · Professional Services	10,650.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
			21,000.00			
<b>E   After Effects (Adobe)</b>						
	3/15/2026	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
<b>E   Amazon</b>						
	3/11/2026	52344 · Stores Unallocated	141.14	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>						
	3/19/2026	52344 · Stores Unallocated	460.28	Monthly Plant Maintenance	check	3558 · SDCCU Checking
<b>E   Anthropic</b>						
	3/2/2026	52270 · Memberships	125.00	Monthly Subscription - Graphic Design: MSR Illustrations	credit card	3558-60 · SDCCU Visa Credit Card
	3/29/2026	52270 · Memberships	125.00	Monthly Subscription - Graphic Design: MSR Illustrations	credit card	3558-60 · SDCCU Visa Credit Card
			250.00			
<b>E   ARCC (Assessor Recording County)</b>						
	3/4/2026	52490 · Publications	50.00	NOE Fee   CO25-13	check	3558 · SDCCU Checking
<b>E   Arena Public Affairs</b>						
	3/6/2026	52370.F · Professional Services	18,700.50	Consultant Services   Intergovernmental (Two Months)	electronic	1000 · County Account (44595)
	3/9/2026	52370.F · Professional Services	7,575.75	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
			26,276.25			
<b>E   Assura Software</b>						
	3/13/2026	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
<b>E   AT&amp;T Mobility</b>						
	3/4/2026	52074 · Telecommunications	546.17	Monthly Cell Phone Bill   LAFCO Staff	check	3558 · SDCCU Checking
	3/30/2026	52074 · Telecommunications	545.86	Monthly Cell Phone Bill   LAFCO Staff	check	3558 · SDCCU Checking
			1,092.03			
<b>E   Baron Willis</b>						
	3/30/2026	52622 · Training/Registration Out-County	66.54	Alliance Workshop Reimbursement   Meals	check	3558 · SDCCU Checking
<b>E   Canva</b>						
	3/8/2026	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Claim Jumper</b>						
	3/4/2026	52330 · Office Expense	84.32	Debriefing   EO, AEO & Counsel	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	3/4/2026	52370.B · Professional Services	785.40	Commission Counsel Services	electronic	1000 · County Account (44595)
	3/25/2026	52370.B · Professional Services	5,039.90	Commission Counsel Services	electronic	1000 · County Account (44595)
			5,825.30			
<b>E   Copy 2 Copy</b>						
	3/4/2026	52490 · Publications	3,064.41	Local Directory Guide	check	3558 · SDCCU Checking
<b>E   Corodata</b>						
	3/19/2026	52330 · Office Expense	62.40	Monthly Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	3/1/2026	52354 · Mail/Postage ISF	556.21	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2026	52178 · Vehicle Maintenance	146.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2026	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2026	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2026	52721 et al. · Communications (IT) Services	6,193.95	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/13/2026	51110 et al. · Employee Payroll	64,602.05	Payroll   Pay Period 2026-19	electronic	1000 · County Account (44595)
	3/27/2026	51110 et al. · Employee Payroll	60,045.65	Payroll   Pay Period 2026-20	electronic	1000 · County Account (44595)
	3/30/2026	52504 · Equipment Rental	1.56	County Surcharge   Xerox	electronic	1000 · County Account (44595)
			131,711.80			
<b>E   Dieu Ngu</b>						
	3/30/2026	52370.E · Professional Services	125.97	Reimbursement   Network Solutions (Website Domain)	check	3558 · SDCCU Checking

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Gallup (Clifton Strengths)</b>						
	3/17/2026	52330 · Office Expense	219.92	Alliance Workshop   Team Communication - Monday	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Hangar 24</b>						
	3/25/2026	52622 · Training/Registration Out-County	171.65	Alliance Workshop   Team Meal - Monday	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Iron Mountain</b>						
	3/12/2026	52330 · Office Expense	3.38	Document Storage	debit card	3558 · SDCCU Checking
<b>E   Irvine Lanes</b>						
	3/8/2026	52622 · Training/Registration Out-County	168.00	Alliance Workshop   Staff Bonding Activity - Tuesday	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Jo MacKenzie</b>						
	3/30/2026	52622 · Training/Registration Out-County	253.30	Alliance Workshop Reimbursements   Hotel & Meal	check	3558 · SDCCU Checking
<b>E   Kennedy Water Consulting LLC</b>						
	3/9/2026	52370.F · Professional Services	550.00	Consultant Services   Utilities	electronic	1000 · County Account (44595)
<b>E   Manchester Financial 5th Ave LP</b>						
	3/6/2026	52530 · Office Lease	12,413.72	Office & Storage Rent	electronic	1000 · County Account (44595)
<b>E   Medieval Times</b>						
	3/8/2026	52622 · Training/Registration Out-County	1,274.28	Alliance Workshop   Team Meal - Monday	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Michaela Peters</b>						
	3/4/2026	52330 · Office Expense	45.60	Reimbursement   Commission Meeting Refreshments	check	3558 · SDCCU Checking
<b>E   Michael Stein</b>						
	3/25/2026	52370.F · Professional Services	1,280.00	Consultant Services   Fire	electronic	1000 · County Account (44595)
<b>E   News Library</b>						
	3/20/2026	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
<b>E   Parc Bistro Brasserie</b>						
	3/19/2026	52330 · Office Expense	129.75	Meeting   EO & Consultants - MWD MSR	debit card	3558 · SDCCU Checking
<b>E   Priscilla Mumpower</b>						
	3/30/2026	52622 · Training/Registration Out-County	75.00	Alliance Workshop Reimbursement   Tip for Monday Dinner	check	3558 · SDCCU Checking
<b>E   QuickBooks</b>						
	3/4/2026	52330 · Office Expense	115.00	Monthly Service for Online QuickBooks	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>						
	3/4/2026	52330 · Office Expense	120.53	Monthly Water Services	credit card	3558-60 · SDCCU Visa Credit Card
	3/29/2026	52330 · Office Expense	112.93	Monthly Water Services	credit card	3558-60 · SDCCU Visa Credit Card
			233.46			
<b>E   Residence Inn</b>						
	3/20/2026	52622 · Training/Registration Out-County	1,726.51	Final Payment   Rooms for Alliance Workshop in Orange County	credit card	3558-60 · SDCCU Visa Credit Card
	3/20/2026	52622 · Training/Registration Out-County	482.18	Alliance Workshop   Conference Room Staff Bonding Activity	credit card	3558-60 · SDCCU Visa Credit Card
	3/26/2026	52622 · Training/Registration Out-County	80.00	Alliance Workshop   Hotel Parking (4 vehicles)	credit card	3558-60 · SDCCU Visa Credit Card
			2,288.69			
<b>E   San Diego Union Tribune</b>						
	3/19/2026	52490 · Publications	2,164.43	PHNs   Carlsbad MSR & Draft Budget + Workplan	check	3558 · SDCCU Checking
	3/25/2026	52330 · Office Expense	1,257.88	Annual Subscription Fee	debit card	3558 · SDCCU Checking
			3,422.31			
<b>E   Starbucks</b>						
	3/4/2026	52330 · Office Expense	44.00	Commission Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Talitha Coffee</b>						
	3/24/2026	52610 · Non-Travel/In-County	58.40	Alliance Workshop   Staff Breakfast - Monday	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   The Toll Roads</b>						
	3/26/2026	52622 · Training/Registration Out-County	9.55	Alliance Workshop Travel   Tolls	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   WP Engine</b>						
	3/15/2026	52370.E · Professional Services	65.00	Monthly Web Hosting	debit card	3558 · SDCCU Checking
<b>E   Xerox</b>						
	3/25/2026	52504 · Equipment Rental	232.86	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   YouTube</b>						
	3/12/2026	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
<b>EXPENSE TOTAL</b>			215,382.57			

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

<u>Payable   Receivable Party</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Purpose</u>	<u>Type</u>	<u>Funding Account</u>
<b>R   Leon</b>						
	3/30/2026	46234 · Applications	<u>6,405.00</u>	Processing Fees (CO26-06)	check	3558 · SDCCU Checking
<b>R   Pine Valley Improvement Club</b>						
	3/30/2026	52490 · Publications	<u>50.00</u>	Recording Fees (CO25-13)	check	3558 · SDCCU Checking
			<u>6,455.00</u>			
<b>REVENUE TOTAL</b>						

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