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Keene Simonds

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Michael G. Colantuono

# 2

## AGENDA REPORT Consent | Action

April 2, 2018

**TO:** San Diego Commissioners  
**FROM:** Keene Simonds, Executive Officer  
**SUBJECT:** **Commission Ratification |  
Recorded Payments for February 2018**

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## SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of February 2018. These payments cover all recorded transactions for the period and include \$124,955 in total distributions made by the Executive Officer. The payments are being presented for ratification and reflect a new reporting system to address best practices and interest therein by the Commission in establishing additional public documentation on bookkeeping procedures.

## BACKGROUND

### [Adopted Policies | Accounting Procedures](#)

San Diego LAFCO's policies provide broad direction to the Executive Officer to establish and maintain appropriate accounting controls for all financial transactions on behalf of the Commission. These policies specify the Executive Officer shall ensure accounting controls conform to standard procedures commonly enlisted by local governmental agencies and continually evaluate and enact changes as needed. Purchasing allowances are specified and include bid procedures for transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

## New Reporting System | Incorporating Best Practices

It is the practice of the Executive Officer to present recorded expense and revenue transactions for formal ratification by San Diego LAFCO. This discretionary reporting is consistent with best practices increasingly enlisted by other local governmental agencies and addresses interest expressed by Commissioners in establishing additional public documentation on San Diego LAFCO's bookkeeping procedures.

### **DISCUSSION**

This item is for San Diego LAFCO to consider ratification of all made and received payments recorded by the Executive Officer between February 1<sup>st</sup> and February 28<sup>th</sup>. A detailing of these transactions are provided in Attachment One. Should the Commission have any questions or request additional documentation it would be appropriate to either continue the item or provide clarifying direction to staff going forward in recording payments.

### **ANALYSIS**

The recorded payments made by the Executive Officer for the month of February 2018 total \$124,955 with nearly three-fourths tied to expenditures with the County of San Diego. This includes covering payroll obligations, rent, information technology, and general overhead. Consultant costs represent the majority of the remaining expenditures. Recorded revenues for the period total \$9,147 and largely tied to collecting fees for two new proposal submittals during the month of February.

### **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 between February 1 and February 28, 2018 as shown in Attachment One.

Alternative Two:

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

### **RECOMMENDATION**

It is recommended San Diego LAFCO proceed with the actions outlined in the preceding section as Alternative One.

**San Diego LAFCO**

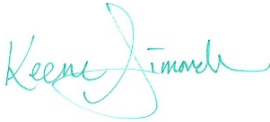
April 2, 2018 Regular Meeting

Agenda Item No. 2 | Payment Ratification for February 2018

**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

Attachment:

- 1) Recorded Payments | February 1 to February 28, 2018

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SAN DIEGO LAFCO  
Expenses by Vendor Detail  
January 2018

Attachment One

Payable   Receivable Party	Date	Account	Amount	anc	Purpose	Type	Funding Account
<b>E   AT&amp;T Mobility</b>							
	02/12/2018	62074 · Telephone	161.74	#	Mobile Services: KS and RB	check	1026 · Wells Fargo Checking - 2579
<b>E   Best, Best &amp; Krieger</b>							
	02/21/2018	62622 · Training/Registration Fees	100.00		Harassment Avoidance Training: KS and RB	check	1026 · Wells Fargo Checking - 2579
<b>E   Best Buy</b>							
	02/16/2018	62330 · Office Equipment/Supplies	405.66		TV for Video-Conferencing	credit card	SDCCU Checking - 3558
	02/18/2018	62330 · Office Equipment/Supplies	37.70		Digital Antenna for News	credit card	SDCCU Checking - 3558
			443.36				
<b>E   Billing Hostway</b>							
	02/13/2018	62370.5 · Web and Document Support	21.95	#	LAFCO Website Support Monthly Payment	check	1026 · Wells Fargo Checking - 2579
<b>E   CALAFCO</b>							
	02/22/2018	62622 · Training/Registration Fees	340.00	#	April 2018 Annual Workshop - E. Blom	check	1026 · Wells Fargo Checking - 2579
	02/22/2018	62622 · Training/Registration Fees	340.00		April 2018 Annual Workshop - D. Ngu	check	1026 · Wells Fargo Checking - 2579
	02/22/2018	62622 · Training/Registration Fees	340.00		April 2018 Annual Workshop - T. Lockett	check	1026 · Wells Fargo Checking - 2579
	02/22/2018	62622 · Training/Registration Fees	340.00		April 2018 Annual Workshop - R. Arellano	check	1026 · Wells Fargo Checking - 2579
	02/22/2018	62622 · Training/Registration Fees	290.00		April 2018 Annual Workshop - R. Barry	check	1026 · Wells Fargo Checking - 2579
			1,650.00				
<b>E   Claim Jumper</b>							
	02/05/2018	62611 · Meetings	67.54		Meeting Debriefing: Chair; EO; Counsel	credit card	SDCCU Checking - 3558
<b>E   Colantuono, Highsmith and Whatley</b>							
	02/02/2018	52370 · Professional Services	1,982.50	#	General Legal Counsel Services	check	1000 · County Account (44595)
	02/23/2018	52370 · Professional Services	912.00	#	General Legal Counsel Services	check	1000 · County Account (44595)
			2,894.50	#			
<b>E   County of San Diego</b>							
	02/01/2018	52530 · Office Lease	6,494.29		Rent	electronic	1000 · County Account (44595)
	02/01/2018	52354 · Mail/Postage ISF	1,399.44		Mail/Postage Services	electronic	1000 · County Account (44595)
	02/01/2018	52178 · Vehicle Maintenance	98.12		Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	02/01/2018	52758 · Vehicle Lease	165.49		Vehicle Lease	electronic	1000 · County Account (44595)
	02/01/2018	52550.B · County Overhead Costs	10,606.50		County Services (A-87 3rd Quarter)	electronic	1000 · County Account (44595)
	02/01/2018	52721 et al. · Communications (IT) Services	13,169.88		County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	02/09/2018	51110 et al. · Employee Payroll	28,956.32		Pay Period 201816	electronic	1000 · County Account (44595)
	02/23/2018	51110 et al. · Employee Payroll	29,741.80		Pay Period 201817	electronic	1000 · County Account (44595)
	02/05/2018	52344 · Stores Unallocated	178.27	#	Office Supplies (Office Depot Order)	electronic	1000 · County Account (44595)
	02/05/2018	52344 · Stores Unallocated	2.93	#	County Surcharge - Office Supplies	electronic	1000 · County Account (44595)
	02/07/2018	52504 · Equipment Rental	2.85		County Surcharge - Xerox	electronic	1000 · County Account (44595)
	02/28/2018	52504 · Equipment Rental	3.65	#	County Surcharge - Xerox	electronic	1000 · County Account (44595)
			90,819.54	#			
<b>E   Culligan of San Diego</b>							
	02/12/2018	62330 · Office Equipment/Supplies	24.50	#	Water Service	check	1026 · Wells Fargo Checking - 2579
<b>E   Davis Farr LLP</b>							
	02/23/2018	52370 · Professional Services	6,000.00		FY16-17 Audit Services	check	1000 · County Account (44595)
<b>E   Dropbox</b>							
	02/09/2018	62330 · Office Equipment/Supplies	45.00		Monthly Cloud Service	credit card	SDCCU Checking - 3558
<b>E   Earl John Traylor</b>							
	02/16/2018	52370 · Professional Services	4,750.00		Consultant Services   John Traylor for Jan 2018	check	1000 · County Account (44595)
	02/21/2018	62609 · Transportation/Travel/Mileage	101.92		Mileage Reimbursement	check	1026 · Wells Fargo Checking - 2579
			4,851.92				
<b>E   IGIS Consultant Services</b>							
	02/16/2018	52370 · Professional Services	11,520.00	#	Consultant Services   Dieu Ngu for Jan 2018	check	1000 · County Account (44595)
<b>E   Metroplan</b>							
	02/02/2018	52370 · Professional Services	4,725.00		Consultant Services   Rich Miller for Jan 2018	check	1000 · County Account (44595)
<b>E   Renato Rodriguez</b>							
	02/26/2018	62611 · Meetings	40.00		Coffee for Commission Meeting at CAC	check	1026 · Wells Fargo Checking - 2579
<b>E   San Diego Union Tribune</b>							
	02/20/2018	62490 · Publications/Legal	226.20		Public Hearing Notice	check	1026 · Wells Fargo Checking - 2579
<b>E   Southwest Airlines</b>							
	02/04/2018	62609 · Transportation/Travel/Mileage	117.96		Flight to/from SFO for CALAFCO Workshop  EB	credit card	SDCCU Checking - 3558
	02/04/2018	62609 · Transportation/Travel/Mileage	172.96		Flight to/from SFO for CALAFCO Workshop  DN	credit card	SDCCU Checking - 3558
	02/04/2018	62609 · Transportation/Travel/Mileage	172.96		Flight to/from SFO for CALAFCO Workshop  TL	credit card	SDCCU Checking - 3558
	02/04/2018	62609 · Transportation/Travel/Mileage	172.96		Flight to/from SFO for CALAFCO Workshop  RB	credit card	SDCCU Checking - 3558
	02/07/2018	62609 · Transportation/Travel/Mileage	172.96		Flight to/from SFO for CALAFCO Workshop  RA	credit card	SDCCU Checking - 3558
			809.80				
<b>E   Sunny Donuts</b>							
	02/06/2018	62611 · Meetings	21.98		Light Breakfast for Commission Meeting at CAC	credit card	SDCCU Checking - 3558

SAN DIEGO LAFCO  
Expenses by Vendor Detail  
January 2018

Payable   Receivable Party	Date	Account	Amount	lan:	Purpose	Type	Funding Account
E   Thomson West Reuters							
	02/14/2018	62336 · Books	<u>165.94</u>		Government Law Books	check	1026 · Wells Fargo Checking - 2579
E   Wells Fargo							
	02/28/2018	62860 · Interest Expense	<u>0.10</u>	#	Interest Expense	electronic	1031 · Wells Fargo Savings - 2546
E   Xerox							
	02/12/2018	52504 · Equipment Rental	<u>365.69</u>	#	Xerox Rental	check	1000 · County Account (44595)
<b>EXPENSE TOTAL</b>							\$ 124,954.76
R   Leucadia WWD							
	2/20/18	49000 · Processing Fee	<u>2,660.00</u>		Processing Fees for DA18-05	check	SDCCU Checking - 3558
R   Valley Center MWD							
	02/02/2018	49000 · Processing Fee	<u>6,487.00</u>		Processing Fees for SA/OAS18-04	check	1000 · County Account (44595)
R   Wells Fargo							
	02/28/2018	49200 · Interest & Dividends	<u>0.42</u>	#	Interest Payment to Savings Account	check	1031 · Wells Fargo Savings - 2546
<b>REVENUE TOTAL</b>							\$ 9,147.42