



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

**SAN DIEGO COUNTY**  
**LOCAL AGENCY FORMATION COMMISSION**

REGULAR MEETING AGENDA  
 Monday, May 1, 2023 at 8:00 A.M.

– New Start Time –

**In-Person Participation**

County Administration Center  
 1600 Pacific Highway, Room 302  
 San Diego, California

**Video-Teleconference Participation**

<https://www.zoom.us/join>  
 Meeting ID 895 6767 7168  
 Passcode 508649  
 (669) 900-9128

**Video Viewing Only**

YouTube Channel  
 @sandiegolafco9909

San Diego LAFCO		
Commissioner	Appointing Authority	Affiliation
Chair Jim Desmond	Board of Supervisors	County of San Diego
Vice Chair Stephen Whitburn	Mayor of the City of San Diego	City of San Diego
Joel Anderson	Board of Supervisors	County of San Diego
Kristi Becker	Cities Selection Committee	City of Solana Beach
Jo MacKenzie	Independent Special Districts	Vista ID
Andy Vanderlaan	Commission	General Public
Dane White	Cities Selection Committee	City of Escondido
Barry Willis	Independent Special Districts	Alpine FPD
Alternate David A. Drake	Independent Special Districts	Rincon del Diablo MWD
Alternate Harry Mathis	Commission	General Public
Alternative Nora Vargas	Board of Supervisors	County of San Diego
Alternate Marni von Wilpert	Mayor of the City of San Diego	City of San Diego
Alternate John McCann	Mayor of the City of Chula Vista	City of Chula Vista

### Participation Instructions:

**In person attendance** by the public is welcomed. LAFCO meets in Room 302 in the County Administration Center (1600 Pacific Highway). Three-hour visitor parking is available using the Ash Street entrance. To provide comments on any item, please turn in a speakers slip to LAFCO staff before the item commences.

**Remote participation by video or telephone** is welcomed through Zoom by following these instructions.

Comments by Video	Comments by Telephone
1. Click or type the link found at the top of the agenda	1. Dial + 1-669-900-9128
2. Type the Meeting ID identified on the top of this agenda followed by the Passcode	2. Dial the Meeting ID identified at the top of the agenda followed by the Passcode
3. Click the raise hand icon	3. Dial *9 to raise your hand
4. LAFCO will announce your name as it appears when it is your turn to speak	4. LAFCO will call out the last 4 digits of your phone number when it is your turn to speak
5. Click the speaker icon to unmute to speak	5. Dial *6 to unmute yourself

**Remote participation by e-mail** is also welcomed by sending comments to Executive Assistant Erica Sellen at [erica.sellen@sdcounty.ca.gov](mailto:erica.sellen@sdcounty.ca.gov). All e-mails received before 4:00 P.M. one business day before the meeting will be forwarded to the Commission and posted online. These comments will also be referenced at the meeting. All e-mails received during the meeting and before the item concludes will be read into the record subject to standard time limitations and subsequently posted online.

All comments are limited to three minutes for individuals and five minutes for organizations.

The Chair may authorize additional time at their discretion.

### Public Accommodations:

**Assistance for the disabled** are available by contacting LAFCO staff. To the extent possible, accommodation requests should be submitted at least 72 hours in advance of the meeting.

**Spanish language translation services** are available at LAFCO meetings. Translation services covering other languages may be made available upon request at least 72 hours prior to the meeting.

### Contact Information:

Tameron Lockett  
Commission Clerk  
2550 Fifth Avenue, Suite 725  
San Diego, California 92103  
T: 619-321-3380  
F: 619-404-6508  
E: [tameron.lockett@sdcounty.ca.gov](mailto:tameron.lockett@sdcounty.ca.gov)

**1. 8:05 A.M. – CALL TO ORDER BY CHAIR | ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. AGENDA REVIEW**

The Executive Officer will summarize the agenda as well as to advise of any requested changes. The Chair will also consider requests from Commissioners.

**4. PUBLIC COMMENT AND RELATED REQUESTS**

**a) Public Comment**

Opportunity for members of the public to communicate to the Commission on any subject matter within the Commission’s growth management duties/interests but not an item listed on the agenda. Each speaker’s comments may not exceed three minutes.

**b) Public Requests to Discuss Consent Items**

Opportunity for members of the public to request the Commission pull one or more items from the consent calendar for discussion.

**5. CONSENT ITEMS**

All items calendared as consent are considered ministerial and subject to a single motion approval. The Chair will entertain requests by Commissioners to pull any items for discussion.

**a) Approval of Meeting Minutes for March 6, 2023 (action)**

The Commission will consider action minutes prepared by the Executive Assistant for the March 6, 2023 regular meeting. Recommendation to approve as presented. (Pages 7-18)

**b) Commission Ratification | Recorded Payments for February and March 2023 (action)**

The Commission will review a report identifying all payments made and received in the months of February and March 2023. Recommendation to ratify. (Pages 19-28)

**c) Budget Update for 2022-2023 |  
3<sup>rd</sup> Quarter Actuals with Year-End Projections (action)**

The Commission will review a report comparing budgeted and actual transactions through the third quarter of 2022-2023 and related analysis. The report projects the Commission will finish the fiscal year generally as expected with a net surplus of \$0.136 million or 5.8%. Recommendation to receive. (Pages 29-34)

**d) Protest Hearing Results |  
“Borrego Springs FPD Reorganization” (RO22-19) (action)**

The Commission will receive the results of the protest hearing held for the “Borrego Springs FPD Reorganization.” This reorganization was conditionally approved in March 2023 and involves the dissolution of Borrego Springs Fire Protection District (FPD) and the transfer of its fire protection, emergency medical and ambulance functions to the San Diego County FPD as the successor agency via a concurrent annexation. The noticed protest hearing was held by staff on April 13th without generating written opposition. The reorganization proposal will now proceed to recordation once all terms are satisfied. Recommendation to receive and file per adopted policy. (Pages 35-38)

## CONSENT ITEMS CONTINUED...

**e) Progress Report on Adopted Workplan (action)**

The Commission will receive a report on accomplishing the 30 targeted projects included in the adopted workplan for 2022-2023. Recommendation to receive and file. (Pages 39-42)

**f) Report on Active Proposals and Related Activities (information)**

The Commission will receive a status report on the 22 active proposals currently on file with LAFCO. Information only. (Pages 43-56)

## 6. PUBLIC HEARING ITEMS |

### COMMISSIONER DISCLOSURE OF EX PARTE COMMUNICATIONS

Public hearing items require expanded public notification per provisions in State law or have been voluntarily scheduled by the Executive Officer to ensure opportunity for public input. All public hearing items require verbal disclosures by Commissions regarding any material communications.

**a) Proposed “Cumming Ranch Change of Organization” |**

**Expansion of Ramona Municipal Water District’s Activated Wastewater Service Area and Related Sphere of Influence Action (CO22-16) (action)**

The Commission will consider a change of organization filed by resolution of the Ramona Municipal Water District (MWD) to expand its activated wastewater service area. The affected territory as submitted comprises one contiguous area consisting of multiple undeveloped parcels under common ownership that collectively totals 390 acres. The purpose of the proposal is to facilitate the availability of public wastewater service to the affected territory and in doing so, accommodate the planned development of 125 single family residences and ancillary improvements known as the “Cumming Ranch” subdivision. Staff recommends conditional approval of the proposal along with a conforming amendment to Ramona MWD’s secondary sphere involving its wastewater function. Staff also recommends waiver of protest proceedings and findings under the California Environmental Quality Act. The County Assessor’s Office identifies the subject parcels as 282-010-30, 283-011-06, 283-021-01, 283-02-102, 283-022-02, 283-041-25, 283-041-26, and 283-051-01. (Pages 57-96)

**b) Proposed Final Workplan and Budget for 2023-2024 and Related Actions**

The Commission will consider recommendations from the Executive Officer in adopting a final workplan and budget for 2023-2024. Both items return following their draft adoption in March and subsequent public review. The workplan remains substantively unchanged in outlining 30 specific projects in priority order. Revisions tie to adding four projects from the current year that are now expected to continue through June 30<sup>th</sup>. The budget is unchanged and continues to total \$2.750 million. More than four-fifths of total expenses – \$2.261 million – covers operating costs and represents an increase of 12.6% and primarily tied to funding an additional staff position. Agency apportionments continue to represent nine-tenths of all operating revenues and set to increase by 13.0% via the combination of additional operating expenses plus reduction in budgeted use of reserves. (Pages 97-114)



**7. BUSINESS CALENDAR**

Business items involve regulatory, planning, or other items that do not require a noticed hearing.

**a) CONTINUED |**

**Proposed Policy Update on Municipal Service Reviews (action)**

The Commission will consider approving a policy update guiding municipal service review activities. The proposed update has been continued from the February 6th meeting and returns to the Commission substantively intact. Revisions are limited to further refining a proposed waiver process that otherwise requires new municipal service reviews for proposals requiring sphere amendments if the last one is more than five years old. The balance of the proposed policy remains and represents a comprehensive revision to reflect current and best practices. Staff recommends approval. (Pages 115-126)

**b) Proposed Policy Amendments |**

**Amending Rule No. 2 and Votes Need to Carry a Motion (action)**

The Commission will consider approving two related amendments to its adopted policies governing the conducting of meetings – Rule No. 2. The proposed amendments have been agendized at the request of the Chair and are specific to existing language that requires five affirmative votes to carry any motion. The amendments would change the threshold to a majority of the quorum present. Staff recommends approval. (Pages 127-134)

**c) Report on Outside Travel to the CALAFCO Staff Workshop (information)**

The Commission will receive a verbal report from staff on their overnight attendance at the CALAFCO Staff Workshop held on April 26-28 in Murphys.

**8. EXECUTIVE OFFICER REPORT**

**9. COMMISSIONER ANNOUNCEMENTS & REQUESTS FOR FUTURE ITEMS**

**10. CLOSED SESSION**

**11. ADJOURNMENT TO NEXT MEETING**

June 5, 2023 at 8:00 A.M.

Attest to Posting:



Tamaron Lockett  
Commission Clerk

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

**5a**

**AGENDA REPORT**  
 Consent | Action

May 1, 2023

**TO:** Commissioners  
**FROM:** Tamaron Luckett, Commission Clerk  
**SUBJECT:** **Approval of Meeting Minutes |  
 Special Meeting of March 6, 2023**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the special meeting held on March 6, 2023. 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 written minutes for qualifying meetings.

**DISCUSSION**

This item is for San Diego LAFCO to consider approving action minutes for the March 6, 2023, regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present except Andy Vanderlaan (Public).
- All alternate Commissioners were present except Nora Vargas (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 www.sdlafco.org lafco@sdcounty.ca.gov	<b>Chair Jim Desmond</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Nora Vargas, 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>Stephen Whitburn, Vice Chair</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>David Drake, Alt.</b> Rincon del Diablo	<b>Andy Vanderlaan</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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## ANALYSIS

The attached draft minutes for the March 6, 2023, regular meeting accurately reflect San Diego LAFCO's deliberations as recorded by the Commission Secretary. 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 March 6, 2023, 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 March 6, 2023 with any desired corrections or clarifications.

Alternative Two:

Continue item to the next regular meeting and provide direction to staff 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,

Tamaron Lockett  
Commission Clerk

Attachment:

- 1) Draft Meeting Minutes for March 6, 2023

**DRAFT MINUTES  
SAN DIEGO LAFCO  
March 6, 2023 SPECIAL MEETING**

**1. CALL TO ORDER BY CHAIR | ROLL CALL**

The special meeting was called to order at 8:48 a.m. by Chair Desmond. The Commission Secretary performed the roll call with the following attendance recorded.

Regulars Present:            Joel Anderson, County of San Diego  
                                     Kristi Becker, City of Solana Beach  
                                     Jim Desmond, County of San Diego (CHAIR)  
                                     Jo MacKenzie, Vista Irrigation District  
                                     Barry Willis, Alpine Fire Protection District  
                                     Stephen Whitburn, City of San Diego  
                                     Dane White, City of Escondido

Alternates Present:        David Drake, Rincon del Diablo Municipal Water District  
                                     Harry Mathis, Public (Voting)  
                                     John McCann, City of Chula Vista

Members Absent:            Andy Vanderlaan, Public (regular)  
                                     Nora Vargas, County of San Diego (alternate)  
                                     Marni von Wilpert, City of San Diego (alternate)

The Commission Secretary confirmed a quorum was present with eight voting members present with Alternate Commissioner Mathis voting in absence of Commissioner Vanderlaan. Also present at the time of roll call were the following LAFCO staff members: Executive Officer Keene Simonds; Commission Counsel Holly Whatley; Local Government Analyst II Priscilla Mumpower; Local Government Analyst I Carolanne Ieromnimon; GIS/IT Analyst Dieu Ngu; Administrative Assistant Michaela Peters; and Commission Clerk Tamaron Luckett.

Commissioner Anderson arrived at 8:57 a.m.

**Item 1a**

**Introduction of New Commissioners: Mayor Dane White with City of Escondido and Mayor John McCann with City of Chula Vista**

Chair Desmond invited Commissioners and LAFCO staff to introduce themselves in step with welcoming new Commissioners White (regular) with City of Escondido and McCann (alternate) with City of Chula Vista.

**2. PLEDGE OF ALLEGIANCE**

Commissioner White led the Pledge of Allegiance.

### 3. AGENDA REVIEW

Chair Desmond requested the Commission take items out-of-order and proceed immediately after public comment with Agenda Item No. 7a followed by Agenda Items 6a, 6b, and 6c before returning back to the order as presented. With no other requested changes, Executive Officer Keene Simonds advised the Commission that supplemental correspondence had been received and forwarded to the dais involving Agenda Items 6b and 7a. The Executive Officer also provided instructions for members of the public on how to participate and provide comments with reference to the agenda cover page.

### 4. PUBLIC COMMENT AND RELATED REQUESTS

#### Item 4a

##### Public Comment

Chair Desmond invited anyone from the public to address the Commission on a matter not directly related to an agenda item. The Commission Secretary confirmed there were no registered speakers or live e-mail comments.

#### Item 4b

##### Public Requests to Discuss Consent Items

Chair Desmond invited the public to request discussion on any agenda item from the consent calendar. The Commission Secretary confirmed there were no requests.

### 5. CONSENT ITEMS

#### Item 5a

##### Approval of Meeting Minutes for February 6, 2023

Item presented to approve draft action minutes prepared for the Commission's February 6, 2023 regular meeting. Recommendation to approve.

#### Item 5b

##### Commission Ratification | Recorded Payments for January 2023

Item presented to ratify recorded payments made and received by the Executive Officer for the month of January 2023. Recommendation to ratify.

#### Item 5c

##### Progress Report on Adopted Workplan

Item presented to receive a report on the adopted workplan for 2022-2023. Recommendation to receive and file.

#### Item 5d

##### Notice of Administrative Approval of "City of Escondido and Bryant-Felicita Road Out-of-Agency Services: Wastewater" (OAS23-03)

Item presented to receive notice of an administrative approval by the Executive Officer for the City of Escondido to provide out-of-agency wastewater services to an unincorporated property located within the City sphere of influence. The authorization involves a single-family residence at 2334 Felicita Road and responds to a public health and safety threat given documentation of a failing septic system. Information only.

## CONSENT ITEMS CONTINUED...

### Item 5e

#### Report on Active Proposals and Related Activities

Item presented to receive a status report on the active proposals on file with LAFCO. Information only.

### Item 5f

#### Notice of State Planning Grant Award | Greening Agriculture: Market Analysis to Inform and Support Economically Sustainable Small Farming in San Diego County

Item presented to receive notice of a new \$500,000 planning grant award from the State Department of Conservation and its Sustainable Agricultural Lands Conservation Program. The award allows LAFCO and co-applicant County of San Diego Planning and Development Services to expand on current grant activities in assessing local agricultural trends and performing market analysis to help inform small farming operations. Information only.

### Item 5g

#### Authorized Leave for Commissioner Vanderlaan

Item presented to receive notice of Chair Desmond's approval of a written request by Commissioner Vanderlaan for a three-month leave of office effective February 14, 2023. Information only.

\*\*

Motion by Chair Desmond with second from Commissioner MacKenzie to approve the consent calendar items with staff recommendations (Alternative One) as presented.

Roll call requested:

AYES: Anderson, Becker, Desmond, MacKenzie, Mathis (voting), Willis, Whitburn and White  
NOES: None  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Clerk confirms the motion was approved 8-0.



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

### Item 6a

#### **Proposed “Borrego Springs Fire Protection District” | Dissolution of the Borrego Springs Fire Protection District and Concurrent Annexation to the San Diego County Fire Protection District (RO22-19)**

Item presented to consider a reorganization proposal filed by Borrego Springs Fire Protection District (FPD) to transfer fire protection, emergency medical, and ambulance transport responsibilities in Borrego Springs. The proposed transfer necessitates two jurisdictional changes involving the dissolution of the Borrego Springs FPD and current annexation of the approximately 198,400-acre of affected territory with an estimated 3,105 residents to the San Diego County FPD. The purpose of the negotiated proposal is to economize the subject services going forward. Staff recommends conditional approval of the proposal as submitted along with conforming sphere of influence amendments. It is also recommended the Commission delegate protest proceedings to the Executive Officer and make exemption findings under the California Environmental Quality Act.

Chair Desmond invited any disclosures from Commissioners on material ex parte communications. No disclosures reported.

Chair Desmond asked for the staff presentation. Local Government Analyst I Carolanne Ieromnimon proceeded with the staff presentation and detailed the recommendations.

Chair Desmond proceeded to open the public hearing and invited comments by speakers to address the Commission. The following three speakers addressed the Commission:

- Paula de Sousa with Best, Best & Krieger
- Haney Hong with San Diego County Taxpayer Association
- Tony Mecham with San Diego County Fire Protection District

The Executive Assistant noted there were no live e-mail comments received.

Chair Desmond invited Commissioner comments.

Commission discussion followed.

Chair Desmond proceeded to close the public hearing.

\*\*

Motion by Chair Desmond with a second from Commissioner White to approve the staff recommendation (Alternative One) as listed in the agenda report.

(continued)

## **PUBLIC HEARING ITEM CONTINUED...**

### **Item 6a Continued**

Roll call requested:

AYES: Anderson, Becker, Desmond, MacKenzie, Mathis (voting), Willis, Whitburn and White  
NOES: None  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion was approved 8-0.

### **Item 6b**

#### **Notice of Amended Administrative Approval of “Palomar Healthcare District Out-of-Agency Services: Laborist and OB/GYN” and Possible Related Actions**

Item presented to receive notice of an amended administrative approval for Palomar Healthcare District to provide out-of-agency services. The notice is proved consistent with adopted policy and ties to the Executive Officer’s August 2022 authorization for Palomar to provide laborist and OB/GYN services to patients contractually sourced to Vista Community and TrueCare Clinics and their locations in Vista, Oceanside, and Encinitas. The amendment establishes a term of March 1, 2025. The balance of the administrative approval – including the justifying public health and safety finding tied to the contracting clinics’ financial distress without partnering with Palomar – remains.

Chair Desmond invited any disclosures from Commissioners on material ex parte communications. Disclosures were reported from the following Commissioners:

- Commissioner Barry
- Commissioner Becker
- Commissioner Desmond
- Commissioner Drake
- Commissioner MacKenzie
- Commissioner McCann
- Commissioner Whitburn
- Commissioner White

Chair Desmond asked for the staff presentation. Executive Officer Keene Simonds and Local Government Analyst I Carolanne Ieromnimon proceeded with the staff presentation and detailed the key recommendations.

Chair Desmond proceeded to open the public hearing and invited comments by speakers to address the Commission. The following 16 speakers addressed the Commission:

(continued)

## PUBLIC HEARING ITEMS CONTINUED...

### Item 6b Continued

Comments were received as follows:

- Kristin Gaspar with Palomar Health
- Shelia Brown with Palomar Health
- Gene Ma with Tri-City Medical Center
- Fernando Sanchez with Vista Community Clinic
- Dr. Marie Russell with TrueCare
- Dr. Victor Dalforno
- Melissa Terah with Tri-City Medical Center
- Dr. Movahhedian with Tri-City Medical Center
- Greg Cox former Board of Supervisor
- Mayor Esther Sanchez with City of Oceanside
- Katie Collier with Tri-City Medical Center
- Donna Ferguson with Tri-City Medical Center
- Cathy Cronic with Tri-City Medical Center
- Gloria Rosenlof with Tri-City Medical Center
- Leslie Semana with Tri-City Medical Center
- Adela Irma Sanchez with Tri-City Medical Center

The Executive Assistant confirmed there two live e-mail comments received from the following individuals and read into the record:

- Diane Bedrosian, MD with Tri-City Medical Center
- Hope Chaney with Tri-City Medical Center

Chair Desmond invited Commissioner comments.

Commission discussion followed.

Chair Desmond proceeded to close the public hearing.

Commissioner Desmond motioned for staff recommendations Option B with amendments to the change of date of the action from March 2025 to June 2023. There was not a second, respectively the motion failed.

Chair Desmond re-opened the public hearing.

Additional discussion among Commissioners followed.

\*\*

Motion by Commissioner Whitburn and second from Commissioner Anderson to approve the staff recommendation (Option A) as listed in the agenda report.

(continued)

## PUBLIC HEARING ITEMS CONTINUED...

### Item 6b Continued

Substitute motion by Commissioner MacKenzie and second by Chair Desmond to amend Option A to change the date on the Vista Community Clinic contract authorization from March 2025 to June 30, 2023.

Roll call requested:

AYES: Becker, Desmond, MacKenzie, and Mathis (voting)  
NOES: Anderson, Whitburn, White, and Willis  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion failed due to lack of a majority vote 4-4.

\*\*

Commission Counsel advised the Chair now to return to the first motion from Commission Whitburn and Anderson to approve the staff recommendation (Option A) as listed in the agenda report.

Roll call requested:

AYES: Anderson, Becker, Mathis (voting) Whitburn, and White  
NOES: Desmond, MacKenzie, Willis  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion passed 5-3.

### Item 6c

#### Proposed Workplan and Budget for 2023-2024

Item presented to consider recommendations in adopting a proposed workplan and budget for 2023-2023. The proposed workplan outlines 30 activities in priority order and includes continued and new projects. The proposed budget totals \$2.750 million in matching expensed and revenues. More than four-fifths of total expenses - \$2.261 million – covers operating costs and represents an increase of 12.6% over the current fiscal year and primarily tied to funding an addition staff position. Adoption of the proposed workplan and budget will precede a formal public review and conclude with final actions in May.

Chair Desmond asked for the staff presentation. Executive Officer Keene Simonds proceeded with the staff presentation and detailed the key recommendations.

Chair Desmond opened the public hearing and invited comments by speakers to address the Commission. The Commission Secretary confirmed there were no speaker slips. The Executive Assistant also confirmed there were no live email comments.

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

### **Item 6c Continued**

Chair Desmond invited Commissioner comments.

Commission discussion followed.

Commissioner MacKenzie requested the municipal service review on health care districts be moved up as a high priority.

Commissioners White and Drake agreed the governance study on the Escondido region was not a high priority and could be lowered and/or removed at this time.

Chair Desmond proceeded to close the public hearing.

**\*\***

Motion by Chair Desmond with a second from Commissioner Becker to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

AYES: Anderson, Becker, Desmond, MacKenzie, Mathis (voting), Willis, Whitburn and White  
NOES: None  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion was approved 8-0.

## **7. BUSINESS ITEMS**

### **Item 7a**

#### **Alternate Public Member Appointment: Options and Possible Action**

Item presented to consider options and preferences therein in making a new four-year appointment of an alternate regular public member ahead of the current term expiring on May 1, 2023. The item has been noticed to allow the Commission to proceed with a reappointment of Commissioner Mathis should it be the membership's collective preference.

Chair Desmond thanked Commissioner Mathis for his service on LAFCO and unless anyone on the Commission felt differently reappointment is merited.

## BUSINESS ITEMS CONTINUED...

### Item 7a Continued

\*\*

Motion by Chair Desmond and second from Commissioner Willis to reappoint Harry Mathis to a new four-year term as alternate public member beginning in May 2023.

Roll call requested:

AYES: Becker, Desmond, MacKenzie, Mathis (voting), Willis, Whitburn and White  
NOES: None  
ABSENT: Anderson, Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion was approved 7-0.

Commissioner Anderson was absent at the time of voting for business item 7a.

### Item 7b

#### Options to Hold Regular Meetings and Possible Actions

Item presented to consider amending its adopted policies with respect to setting the day and time of regular Commission meetings. Current policy provides the Commission will hold regular meetings on the first Monday of each month starting at 10:00 A.M. unless otherwise calendared. The City of San Diego – which has dedicated seats on LAFCO in statute – recently changed their regular meetings to the same day and time. Alternative days and/or times are identified by staff and with the premise of continuing to physically meet in the County of San Diego Administration Center.

Chair Desmond asked for the staff presentation. Executive Officer Keene Simonds proceeded with the staff presentation and summarized the report.

Chair Desmond invited anyone from the public to address the Commission. The Commission Secretary confirmed there were no registered speakers. The Executive Assistant also confirmed there were no live e-mail comments received.

Commission discussion followed.

\*\*

Motion by Commissioner MacKenzie and second from Chair Desmond to amend policy to hold all regular LAFCO meetings on the first Monday of each month at 8 A.M. at the County Administration Center.

Roll call requested:

**BUSINESS ITEMS CONTINUED...**

**Item 7b Continued**

AYES: Anderson, Becker, Desmond, MacKenzie, Mathis (voting), Willis, Whitburn, and White  
NOES: None  
ABSENT: Vanderlaan, Vargas, and von Wilpert  
ABSTAINING: None

The Commission Secretary confirms the motion was approved 8-0.

**8. EXECUTIVE OFFICER REPORT**

None

**9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS**

None

**10. CLOSED SESSION**

None

**11. ADJOURNMENT TO NEXT MEETING**

With no further business the Acting Chair adjourned the meeting at 11:54 a.m.

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its March 6, 2023 meeting.

ATTEST,

Tamaron Lockett  
Commission Clerk





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

**5b**

**AGENDA REPORT**  
 Consent | Action

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Erica Sellen, Executive Assistant

**SUBJECT: Commission Ratification |  
 Recorded Payments for February and March 2023**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received for February and March 2023. The payments cover all recorded transactions for the two-month period and include \$0.371 million in total distributions made by the Executive Officer. Two-thirds of these payments are tied to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. The payments received total \$0.103 million with the majority tied to applicant payments.

**BACKGROUND**

**Accounting Policies and Procedures**

San Diego LAFCO’s policies provide direction to the Executive Officer to maintain appropriate accounting controls for all financial transactions on behalf of the Commission. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 (unless waived due to unique circumstances) and separate Commission approval for any transactions at or above \$125,000.

<p><b>Administration</b>          Keene Simonds, Executive Officer          2550 Fifth Avenue, Suite 725          San Diego, California 92103          T 619.321.3380          www.sdlafco.org          lafco@sdcounty.ca.gov</p>	<p><b>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, 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>Stephen Whitburn, Vice Chair</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer during February and March 2023. A detailing of these transactions is provided in Attachments One (February) and Two (March). The item separately provides the Commission the opportunity to provide feedback and inform potential changes in accounting procedures going forward.

## ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering February and March 2023 total \$371,163 with 66% – or \$243,773 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget with the qualification additional consultant costs are being expended due to the extended vacancy in one of the analyst positions. Revenues collected during the two-month period total \$103,505 and largely applicant payments.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for February and March 2023 as presented. This recommendation is consistent with Alternative One in the proceeding section.

## 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 in February and March 2023 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  
Executive Assistant

Attachments:

- 1) Recorded Transactions in February 2023
- 2) Recorded Transactions in March 2023

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**SAN DIEGO LAFCO  
Expenses by Vendor Detail  
February 2023**

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Ace Parking</b>						
	2/2/2023	52610 · Non-Travel/In-County	20.00	Parking for EO: City Hall Visit	debit card	3558 · SDCCU Checking
<b>E   ADW Consulting LLC</b>						
	2/22/2023	52370.F · Professional Services	10,050.00	Consultant Services   Planning	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>						
	2/11/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	2/15/2023	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
<b>E   Amazon</b>						
	2/4/2023	52330 · Office Expense	35.55	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	2/26/2023	52330 · Office Expense	149.77	Annual Amazon Prime Membership	credit card	3558-60 · SDCCU Visa Credit Card
			185.32			
<b>E   Ambius</b>						
	2/21/2023	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   AT&amp;T Mobility</b>						
	2/2/2023	52074 · Telecommunications	463.10	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
<b>E   Blue Barn Creative LLC</b>						
	2/22/2023	52370 · Professional Services	1,250.00	Video Recording Services	electronic	1000 · County Account (44595)
<b>E   CALAFCO</b>						
	2/2/2023	52622 · Training/Registration Out-County	1,260.00	2023 Staff Workshop (CI, PM & MP)	check	3558 · SDCCU Checking
	2/23/2023	52610 · Non-Travel/In-County	135.23	CALAFCO Webinar	credit card	3558-60 · SDCCU Visa Credit Card
			1,395.23			
<b>E   Claim Jumper</b>						
	2/8/2023	52610 · Non-Travel/In-County	217.57	LAFCO Lunch with Dr. Hanemann	debit card	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	2/22/2023	52370.B · Professional Services	3,269.50	Legal Services	electronic	1000 · County Account (44595)
<b>E   Corodata</b>						
	2/21/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	2/1/2023	52354 · Mail/Postage ISF	155.23	Mail/Postage Services	electronic	1000 · County Account (44595)
	2/1/2023	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	2/1/2023	52182 · Vehicle Fuel	35.62	Vehicle Fuel	electronic	1000 · County Account (44595)
	2/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	2/1/2023	52721 et al. · Communications (IT) Services	8,904.02	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	2/3/2023	51110 et al. · Employee Payroll	44,866.28	Payroll   Pay Period 2023-16	electronic	1000 · County Account (44595)
	2/17/2023	51110 et al. · Employee Payroll	45,644.77	Payroll   Pay Period 2023-17	electronic	1000 · County Account (44595)
	2/28/2023	52550.B · County Overhead Costs	7,841.38	A-87 3rd Quarter	electronic	1000 · County Account (44595)
			107,731.69			
<b>E   CSDA</b>						
	2/21/2023	52270 · Memberships	1,634.00	2023 CSDA State Membership	check	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	2/8/2023	52330 · Office Expense	9.17	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Leap Coffee</b>						
	2/10/2023	52610 · Non-Travel/In-County	40.70	EO Meeting on Otay 13	debit card	3558 · SDCCU Checking
<b>E   Price Self Storage</b>						
	2/10/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Renato Rodriguez</b>						
	2/21/2023	52330 · Office Expense	55.90	Commission Meeting Refreshments	check	3558 · SDCCU Checking
<b>E   San Diego Union Tribune</b>						
	2/21/2023	52490 · Publications	3,615.04	PHNs   RO22-05, RO22-19 & Eastern MWD MSR	check	3558 · SDCCU Checking
<b>E   SDCCU</b>						
	2/28/2023	52304 · Miscellaneous Expense	8.00	Account Maintenance Fee	electronic	3558 · SDCCU Checking
<b>E   Stephen Abbott</b>						
	2/22/2023	52370.F · Professional Services	1,080.00	Consultant Services   MSR & Fire	electronic	1000 · County Account (44595)
<b>E   The Westbean Coffee</b>						
	2/17/2023	52610 · Non-Travel/In-County	15.39	CI Annual Performance Review	debit card	3558 · SDCCU Checking
<b>E   Whole Foods</b>						
	2/7/2023	52330 · Office Expense	34.02	Refreshments for Commission Meeting	debit card	3558 · SDCCU Checking
<b>E   Xerox</b>						
	2/8/2023	52504 · Equipment Rental	387.51	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   Zoom</b>						
	2/5/2023	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	2/12/2023	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 February 2023

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>EXPENSE TOTAL</b>			<u>131,816.20</u>			
<b>R   D &amp; D Landholdings</b>						
	2/9/2023	46234 · Applications	<u>4,163.25</u>	LAFCO Processing Fees (CO22-20)	check	1000 · County Account (44595)
<b>R   Elliott</b>						
	2/23/2023	52490 · Publications	<u>50.00</u>	Recording Fees (RO21-08)	check	3558 · SDCCU Checking
<b>R   Leucadia WWD</b>						
	2/23/2023	52490 · Publications	<u>100.00</u>	Recording Fees (CO22-13 & CO22-14)	check	3558 · SDCCU Checking
<b>R   Tri Pointe Homes</b>						
	2/23/2023	52490 · Publications	<u>1,335.52</u>	PHN & Recording Fees (RO22-05)	check	3558 · SDCCU Checking
<b>REVENUE TOTAL</b>			<u>5,648.77</u>			

**SAN DIEGO LAFCO  
Expenses by Vendor Detail  
January 2023**

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   3CM Strategies LLC</b>						
	3/23/2023	52370.F · Professional Services	14,605.00	Consultant Services   Financial Analysis	check	3558 · SDCCU Checking
<b>E   Ace Parking</b>						
	3/1/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	3/4/2023	52610 · Non-Travel/In-County	15.00	Parking for EO   City Hall Visit	debit card	3558 · SDCCU Checking
	3/29/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,935.00			
<b>E   After Effects (Adobe)</b>						
	3/12/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	3/15/2023	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
<b>E   Albertson's</b>						
	3/16/2023	52330 · Office Expense	21.97	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
<b>E   Amazon</b>						
	3/15/2023	52344 · Stores Unallocated	757.61	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>						
	3/16/2023	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   ARCC (Assesor Recorder County)</b>						
	3/2/2023	52490 · Publications	50.00	NOE Fee   Briggs-Copper Crest Rd. (CO22-14)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee   Stits-Eolus Ave. (CO22-13)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee   Weston Boundry Cleanup (RO22-05)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee   Weston Boundry Cleanup SOI (RO22-05)	check	3558 · SDCCU Checking
	3/28/2023	52490 · Publications	50.00	NOD Fee   Pastrana-Artesian (CO22-02)	check	3558 · SDCCU Checking
			250.00			
<b>E   AT&amp;T Mobility</b>						
	3/16/2023	52074 · Telecommunications	462.84	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
	3/28/2023	52074 · Telecommunications	465.05	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
			927.89			
<b>E   Blue Barn Creative LLC</b>						
	3/15/2023	52370 · Professional Services	1,250.00	Video Recording Services   Commission Meeting	electronic	1000 · County Account (44595)
	3/29/2023	52370 · Professional Services	2,500.00	Video Recording Services   SDAC & Cities Meetings	electronic	1000 · County Account (44595)
			3,750.00			
<b>E   Borrego Sun</b>						
	3/28/2023	52490 · Publications	175.00	PHN   Borrego Springs FPD (RO22-19)	check	3558 · SDCCU Checking
	3/28/2023	52490 · Publications	175.00	PHN   Borrego Springs FPD (RO22-19) Protest Hearing	check	3558 · SDCCU Checking
			350.00			
<b>E   Brian J. Brady</b>						
	3/22/2023	52370.F · Professional Services	2,205.00	Consultant Services   MSRs	electronic	1000 · County Account (44595)
<b>E   Chase Design Inc</b>						
	3/6/2023	52334 · Printing	1,387.50	FY23-24 Workplan & Escondido MSR	electronic	1000 · County Account (44595)
	3/29/2023	52334 · Printing	337.50	FY23-24 Workplan & Escondido MSR Edits	electronic	1000 · County Account (44595)
			1,725.00			
<b>E   Claim Jumper</b>						
	3/8/2023	52610 · Non-Travel/In-County	45.86	EO + Counsel Debriefing	debit card	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	3/29/2023	52370.B · Professional Services	11,377.29	Legal Services	electronic	1000 · County Account (44595)
<b>E   Copy 2 Copy</b>						
	3/16/2023	52490 · Publications	359.83	Escondido MSR	check	3558 · SDCCU Checking
	3/16/2023	52490 · Publications	1,215.37	LAFCO Brochure	check	3558 · SDCCU Checking
			1,575.20			
<b>E   Corodata</b>						
	3/28/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
<b>E   Costco</b>						
	3/16/2023	52610 · Non-Travel/In-County	126.25	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	3/1/2023	52354 · Mail/Postage ISF	197.37	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2023	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2023	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2023	52721 et al. · Communications (IT) Services	8,338.42	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/3/2023	52504 · Equipment Rental	2.06	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	3/3/2023	51110 et al. · Employee Payroll	44,325.62	Payroll   Pay Period 2023-18	electronic	1000 · County Account (44595)
	3/17/2023	51110 et al. · Employee Payroll	46,549.43	Payroll   Pay Period 2023-19	electronic	1000 · County Account (44595)
	3/30/2023	51110 et al. · Employee Payroll	36,344.42	Payroll   Pay Period 2023-20	electronic	1000 · County Account (44595)
			136,041.71			
<b>E   Einstein Bagels</b>						
	3/19/2023	52610 · Non-Travel/In-County	59.98	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	3/8/2023	52330 · Office Expense	9.17	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Granicus Inc</b>						
	3/15/2023	52370.I · Professional Services	15,000.00	Website Support Services	electronic	1000 · County Account (44595)



**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 January 2023

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Iron Mountain</b>						
	3/1/2023	52330 · Office Expense	3.38	Document Storage	debit card	3558 · SDCCU Checking
<b>E   iStock</b>						
	3/31/2023	52490 · Publications	220.00	Stock Photos	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Jitters Express</b>						
	3/29/2023	52610 · Non-Travel/In-County	18.60	EO Meeting with Oceanside Mayor	debit card	3558 · SDCCU Checking
<b>E   Jo MacKenzie</b>						
	3/2/2023	52622 · Training/Registration Out-County	637.69	CALAFCO Travel Reimbursements	check	3558 · SDCCU Checking
<b>E   Leaf &amp; Cole LLP</b>						
	3/1/2023	52370.H · Professional Services	6,305.00	Accounting & Audit Prep Services	electronic	1000 · County Account (44595)
	3/29/2023	52370.H · Professional Services	11,780.00	Accounting & Audit Prep Services	electronic	1000 · County Account (44595)
			18,085.00			
<b>E   Manchester Financial 5th Avenue LP</b>						
	3/1/2023	52530 · Office Lease	11,705.79	Office & Storage Rent	electronic	1000 · County Account (44595)
	3/29/2023	52530 · Office Lease	10,655.79	Office & Storage Rent	electronic	1000 · County Account (44595)
			22,361.58			
<b>E   Mira Mesa Lanes</b>						
	3/5/2023	52610 · Non-Travel/In-County	145.00	Quarterly Staff Activity	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Parc Bistro Brasserie</b>						
	3/10/2023	52610 · Non-Travel/In-County	145.76	EO Debriefing with Staff	debit card	3558 · SDCCU Checking
	3/31/2023	52610 · Non-Travel/In-County	57.49	EO Debriefing with JM	debit card	3558 · SDCCU Checking
			203.25			
<b>E   Price Self Storage</b>						
	3/12/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>						
	3/24/2023	52330 · Office Expense	74.06	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Renato Rodriguez</b>						
	3/16/2023	52330 · Office Expense	50.00	Commission Meeting Refreshments	check	3558 · SDCCU Checking
<b>E   San Diego Metal Graphics</b>						
	3/17/2023	52330 · Office Expense	144.30	Name Plates for PM, ES, and New Commisioners	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   San Diego Padres</b>						
	3/26/2023	52610 · Non-Travel/In-County	220.50	Quarterly Staff Activity (May)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   San Diego Union Tribune</b>						
	3/16/2023	52490 · Publications	2,071.04	PHNs   RO22-19 & FY23-24 Budget	check	3558 · SDCCU Checking
<b>E   Stephen Abbott</b>						
	3/10/2023	52370.F · Professional Services	3,400.00	Consultant Services   MSR & Fire	electronic	1000 · County Account (44595)
<b>E   The Market Place</b>						
	3/14/2023	52330 · Office Expense	83.96	Staff Lunch   Fallbrook Rpt	debit card	3558 · SDCCU Checking
<b>E   The Tolls Road</b>						
	3/9/2023	52610 · Non-Travel/In-County	0.50	Tolls	debit card	3558 · SDCCU Checking
<b>E   The Westbean Coffee</b>						
	3/10/2023	52610 · Non-Travel/In-County	10.16	EO and CI Meeting	debit card	3558 · SDCCU Checking
<b>E   USPS</b>						
	3/22/2023	52332 · Postage	126.00	Postage Stamps for Office	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Whole Foods</b>						
	3/7/2023	52330 · Office Expense	35.55	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
<b>E   Xerox</b>						
	3/13/2023	52504 · Equipment Rental	331.92	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   Zoom</b>						
	3/3/2023	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	3/12/2023	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			31.98			
			<u>239,346.48</u>			
<b>EXPENSE TOTAL</b>						
<b>R   Borrego Springs FPD</b>						
	3/28/2023	52490 · Publications	4,703.12	PHN & Recording Fees (RO22-19)	check	3558 · SDCCU Checking
<b>R   Bryant</b>						
	3/28/2023	46234 · Applications	480.38	Processing Fees (OAS23-03)	check	3558 · SDCCU Checking
<b>R   County of San Diego</b>						
	3/31/2023	49200 · Interest & Dividends	16.07	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	3/31/2023	49200 · Interest & Dividends	9.49	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	3/31/2023	49200 · Interest & Dividends	77.82	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			103.38			
<b>R   Fallbrook PUD</b>						
	3/7/2023	46234 · Applications	32,648.91	Processing Fees (RO23-02)	check	1000 · County Account (44595)
<b>R   Lakeside WD</b>						

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 January 2023

<u>Payable   Receivable Party</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Purpose</u>	<u>Type</u>	<u>Funding Account</u>
	3/7/2023	46234 · Applications	27,221.25	Additional Processing Fees (RO20-05)	check	1000 · County Account (44595)
<b>R   Rainbow MWD</b>						
	3/28/2023	46234 · Applications	32,648.91	Additional Processing Fees (RO20-04)	check	1000 · County Account (44595)
<b>R   Pastrana</b>						
	3/28/2023	52490 · Publications	50.00	Recording Fees (CO22-02)	check	3558 · SDCCU Checking
<b>REVENUE TOTAL</b>			97,855.95			

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

**5C**

**AGENDA REPORT**  
 Consent | Action

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Erica Blom, Executive Assistant

**SUBJECT: Budget Update for 2022-2023 |**  
**3<sup>rd</sup> Quarter Actuals with Year-End Projections**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will review a report comparing budgeted and actual transactions through the third quarter of 2022-2023 and related analysis. The Commission finished the quarter expending 69.6% of total budgeted expenses while collecting 93.7% of total budgeted revenues. The report projects the Commission will finish the fiscal year generally as expected with a net surplus of \$0.136 million or 5.8%. No amendments are recommended at this time, although one or more will be likely be forwarded before the end of the fiscal year as detailed. The report is being presented to the Commission to formally accept as well as to provide direction to staff as needed.

**BACKGROUND**

San Diego LAFCO’s adopted budget for 2022-2023 totals \$2,260,664. This amount represents the total approved expenditures – operating and non-operating – for the current fiscal year and divided between \$1.254 million in employee costs and \$1.006 million in non-employee costs. A matching revenue total is also budgeted with four-fifths of the funding tied to appropriations collected from local agencies. The total unrestricted fund balance as of July 1, 2022 was \$1.520 million (unaudited) with \$0.870 million unassigned.

<p><b>Administration</b>          Keene Simonds, Executive Officer          2550 Fifth Avenue, Suite 725          San Diego, California 92103          T 619.321.3380          www.sdlafco.org          lafco@sdcounty.ca.gov</p>	<p>Chair <b>Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, 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>Stephen Whitburn, Vice Chair</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## DISCUSSION

This item is for San Diego LAFCO to receive an update comparison of budget to actual expenses and revenues through the third quarter (March 31, 2023). The report provides the Commission the opportunity to track trends and provide related direction as needed.

### Expenses

San Diego LAFCO's budgeted expense total for 2022-2023 is \$2.260 million and includes operating and non-operating units. Actual expenses booked through the third quarter total \$1.574 million. This booked amount represents 69.6% of the budgeted total with 75% of the fiscal year complete. The actuals paired with staff analysis suggests LAFCO is on pace to finish with \$2.195 million in total expenses. Should this projection hold, LAFCO will achieve an unexpended budgeted savings in expenses of \$0.066 million or 2.9%. An expanded discussion on budgeted and actuals through the first nine months along with year-end projections within the three expense units follow.

#### Expense Unit | Salaries and Benefits

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LAFCO has budgeted \$1.254 million in salaries and benefits in 2022-2023 with the proceeds largely tied to funding 8.0 fulltime equivalent positions.<sup>1</sup> Actual expenses through the third quarter total \$0.862 million or 68.7% of the budgeted amount with 75% of the fiscal year complete. Going forward it is expected overall actuals will total \$1.133 million through the end of the fiscal year with the reduction attributed to a prolonged vacancy in one of the analyst positions. If this projection holds, LAFCO will experience an overall unit surplus of \$0.122 million or 9.7% less any new amendments.

#### Expense Unit | Services and Supplies

---

LAFCO has budgeted \$0.753 million in services and supplies for 2022-2023 with the proceeds largely tied to payments to the County of San Diego for information technology and general support followed by a range of professional service expenses (i.e., legal, consultants, etc.). Actuals through the third quarter total \$0.578 million or 76.7% of the budgeted amount with 75% of the fiscal year complete. Going forward it is expected overall actuals will total \$0.814 million through the end of the fiscal year and this includes absorbing additional consultant usage. If this projection holds, LAFCO will experience an overall unit shortfall of (\$0.060 million) or (8.0%) less any new amendments.

#### Expense Unit | Non-Operating

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LAFCO has budgeted \$0.253 million in non-operating costs involving debt service and grant payments in 2022-2023. Total expenses billed in this unit through the third quarter total \$0.134 million and equals 53.1% of the budgeted amount. Going forward it is expected actuals will total \$0.248 million and leave an overall unit surplus of \$0.005 million or 1.8%.

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<sup>1</sup> Other expenses booked in the salaries account include per diems, intern pay, and performance awards.

## Revenues

San Diego LAFCO's budgeted revenue total for 2022-2023 is \$2.260 million. Actual revenues collected through the third quarter totals \$2.119 million. This amount represents 93.7% of the budgeted total with 75% of the fiscal year complete. These actuals paired with staff analysis suggest LAFCO's year-end revenue will total \$2.331 million. Should this projection hold, LAFCO will experience a budgeted revenue surplus of \$0.070 million or 3.1% and attributed to excess application fees. An expanded discussion on budgeted and actual revenues through the first nine months along with year-end projections follows.

### Revenue Unit | Intergovernmental Fees

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LAFCO has budgeted \$1.804 million in intergovernmental fees in 2022-2023. This total budgeted amount is divided between LAFCO's four agency membership categories based on statutory formula. All invoices have been received.

### Revenue Unit | Service Charges

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LAFCO has budgeted \$0.170 million in application fees in 2022-2023. Actuals through the third quarter totals \$0.241 million and represents 141.8% of the budgeted amount with 75% of the fiscal year complete. Staff anticipates the application fees will ultimately tally \$0.250 million, which would result in a year-end surplus of \$0.080 million or 47.1% less any new amendments.

### Revenue Unit | Interest

---

LAFCO has budgeted \$0.015 million in interest earnings in 2022-2023. Actuals through the third quarter totals \$0.004 million and represents 25.1% of the budgeted total with 75% of the fiscal year complete. Staff anticipates interest collections will ultimately tally \$0.005 million and result in a year-end deficit of (\$0.010million) or (66.6%).

### Revenue Unit | Non-Operating

---

LAFCO has budgeted \$0.271 million in non-operating revenues involving fund balance usage and grant awards in 2022-2023. Actuals through the third quarter totals \$0.070 million and represents 25.8% of the budgeted total with 75% of the fiscal year complete. Staff anticipates full collection by the end of the fiscal year.

## ANALYSIS

Activity through the third quarter of the fiscal year shows San Diego LAFCO is generally proceeding as planned and there are no significant outliers in either actual expenses or revenues. The extended vacancy in one of the budgeted analyst positions and the corresponding need for additional consultant usage – however – will necessitate amendments to transfer monies from the labor unit to non-labor unit and thereby ensuring the latter finishes in the black. These amendments will be presented as part of the fourth quarter review.

Overall, staff projects the Commission will finish in positive ground with a net surplus of \$0.136 million or 5.8% and largely attributed to additional proposal filing fees.

## RECOMMENDATION

It is recommended San Diego LAFCO accept and file the report and provide related direction to staff as needed. This recommendation is consistent with Alternative One outlined below.

## ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Accept and file the report with any additional direction to staff as needed.

Alternative Two:

Continue to a future meeting and provide direction to staff with respect to any additional analysis or information requested.

## PROCEDURES

This item has been placed on the 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,



Keene Simonds  
Executive Officer

Attachment:

- 1) 2022-2023 Budget with Actuals Through March 31, 2023 and Year-End Projections



EXPENSES	FY2021-2022			FY2022-2023						
	Final	Amended	Actuals	Adopted	Amended	Actuals 3rd Quarter	Actuals % of Budget	Projected Year End	Projected % Expended	Projected \$ Balance
<b>Salaries and Benefits Unit</b>										
<u>Account No.</u>	<u>Description</u>									
51110-51310	756,365	701,365	710,875	786,510	786,510	545,635	69.4%	715,968	91.0%	70,542
51410	301,077	241,077	238,521	275,694	275,694	196,168	71.2%	255,990	92.9%	19,705
51415	9,164	9,164	7,744	9,030	9,030	6,221	68.9%	8,155	90.3%	875
51421	37,655	37,655	31,780	-	-	-	0.0%	-	0.0%	-
51450	55,934	55,934	50,568	55,537	55,537	37,418	67.4%	49,377	88.9%	6,160
51510-51550	130,169	110,169	104,715	125,476	125,476	76,402	60.9%	102,010	81.3%	23,466
51560	2,000	2,000	406	2,000	2,000	354	17.7%	1,000	50.0%	1,000
	<b>1,292,364</b>	<b>1,157,365</b>	<b>1,144,609</b>	<b>1,254,248</b>	<b>1,254,248</b>	<b>862,198</b>	<b>68.7%</b>	<b>1,132,500</b>	<b>90.3%</b>	<b>121,748</b>
<b>Services and Supplies Unit</b>										
<u>Account No.</u>	<u>Description</u>									
52074	6,336	6,336	7,562	12,961	12,961	4,218	32.5%	6,327	48.8%	6,634
52138	10,788	10,788	12,402	12,402	12,402	12,737	102.7%	12,737	102.7%	(335)
52178	980	980	1,251	980	980	1,051	107.3%	1,051	107.3%	(71)
52182	500	500	128	500	500	247	49.5%	497	99.5%	3
52270	25,510	25,510	21,989	30,248	30,248	27,037	89.4%	27,037	89.4%	3,211
52304	50	50	146	50	50	24	48.0%	50	100.0%	-
52330	6,420	6,420	13,519	8,211	8,211	7,641	93.1%	11,461	139.6%	(3,250)
52332	250	250	219	250	250	148	59.2%	200	80.0%	50
52334	8,000	8,000	20,124	15,000	15,000	7,849	52.3%	15,000	100.0%	-
52336	2,000	2,000	-	2,000	2,000	42	2.1%	42	2.1%	1,958
52338	50	50	-	50	50	-	0.0%	-	0.0%	50
52344	14,300	69,300	59,726	14,600	14,600	4,818	33.0%	11,318	77.5%	3,282
52354	10,000	10,000	8,095	10,000	10,000	6,572	65.7%	9,201	92.0%	799
52370	199,740	321,740	326,659	270,960	270,960	249,047	91.9%	379,047	139.9%	(108,086)
52490	4,650	4,650	17,437	4,650	4,650	8,605	185.1%	12,500	268.8%	(7,850)
52504	6,600	6,600	6,520	6,600	6,600	3,970	60.2%	6,600	100.0%	-
52530	89,764	89,764	100,303	137,868	137,868	104,242	75.6%	142,239	103.2%	(4,371)
52550	75,346	75,346	36,865	72,466	72,466	23,557	32.5%	30,624	42.3%	41,842
52562	-	-	49	-	-	469	-	469	-	(469)
52566	500	500	1,485	500	500	-	0.0%	-	0.0%	500
52602	500	500	-	500	500	-	0.0%	-	0.0%	500
52610	3,000	3,000	4,502	2,700	2,700	4,063	150.5%	4,500	166.7%	(1,800)
52612	8,700	8,700	7,766	8,700	8,700	6,069	69.8%	7,890	90.7%	810
52622	5,000	5,000	-	16,050	16,050	11,936	74.4%	13,436	83.7%	2,614
52721	30,000	30,000	36,411	26,553	26,553	12,883	48.5%	16,748	63.1%	9,806
52723	40,000	40,000	27,761	29,015	29,015	20,477	70.6%	26,621	91.7%	2,395
52725+28	20,000	20,000	18,973	40,146	40,146	18,370	45.8%	23,881	59.5%	16,265
52732	25,000	25,000	71,257	21,488	21,488	18,755	87.3%	24,382	113.5%	(2,894)
52734	3,000	3,000	2,218	2,331	2,331	1,540	66.1%	2,002	85.9%	329
52750	45,000	45,000	13,938	3,748	3,748	19,952	532.4%	25,937	692.1%	(22,189)
52758	2,000	2,000	1,986	2,000	2,000	1,489	74.5%	2,000	100.0%	-
	<b>643,984</b>	<b>820,983</b>	<b>819,291</b>	<b>753,528</b>	<b>753,528</b>	<b>577,810</b>	<b>76.7%</b>	<b>813,798</b>	<b>108.0%</b>	<b>(60,270)</b>

EXPENSES CONTINUED...		FY2021-2022			FY2022-2023						
		Final	Amended	Actuals	Adopted	Amended	Actuals 3rd Quarter	Actuals % of Budget	Projected Year End	Projected % Expended	Projected \$ Balance
<b>Non Operating Unit</b>											
<u>Account No.</u>	<u>Description</u>										
51421	Debt Service: OPEB Obligation Bonds	-	-	-	37,388	37,388	25,216	67.4%	32,781	87.7%	4,607
53585	Equipment Depreciation	2,500	2,500	-	-	-	-	0.0%	-	0.0%	-
TBD	Grant Award Payments	-	34,768	34,768	-	215,500	109,001	50.6%	215,500	100.0%	-
54955-54961	Fixed Assets	2,500	2,500	-	-	-	-	0.0%	-	0.0%	-
		5,000	39,768	34,768	37,388	252,888	134,217	53.1%	248,281	98.2%	4,607
	EXPENSE TOTALS	1,941,348	2,018,116	1,998,668	2,045,163	2,260,664	1,574,225	69.6%	2,194,579	97.1%	66,085

REVENUES		FY2021-2022			FY2022-2023						
		Final	Amended	Actuals	Adopted	Amended	Actuals 3rd Quarter	Actuals % of Budget	Projected Year End	Projected % Collected	Projected \$ Balance
<b>Intergovernmental Unit</b>											
<u>Account No.</u>	<u>Description</u>										
45918.1	Apportionments   County	483,914	483,914	483,914	515,479	515,479	515,479	100.0%	515,479	100.0%	-
45918.2	Apportionments   Cities (less SD)	483,914	483,914	483,914	515,479	515,479	515,479	100.0%	515,479	100.0%	-
45918.3	Apportionments   City of San Diego	241,957	241,957	241,957	257,830	257,830	257,830	100.0%	257,830	100.0%	-
45918.4	Apportionments   Special Districts	483,914	483,914	483,914	515,479	515,479	515,479	100.0%	515,479	100.0%	-
		1,693,700	1,693,700	1,693,700	1,804,265	1,804,266	1,804,267	100.0%	1,804,266	100.0%	-
<b>Service Charges Unit</b>											
<u>Account No.</u>	<u>Description</u>										
46234	Application Fees	150,000	150,000	222,221	170,000	170,000	241,097	141.8%	250,000	147.1%	80,000
		150,000	150,000	222,221	170,000	170,000	241,097	141.8%	250,000	147.1%	80,000
<b>Earnings Unit</b>											
<u>Account No.</u>	<u>Description</u>										
44105	Interest and Dividends	15,000	15,000	5,205	15,000	15,000	3,765	25.1%	5,000	33.3%	(10,000)
		15,000	15,000	5,205	15,000	15,000	3,765	25.1%	5,000	33.3%	(10,000)
<b>Non-Operating Unit</b>											
<u>Account No.</u>	<u>Description</u>										
TBD	Grant Awards	-	19,011	19,011	-	215,500	70,128	32.5%	215,500	100.0%	-
47540	Transfer from Fund Balance	82,648	82,648	82,648	55,898	55,898	-	-	55,898	100.0%	-
		82,648	101,659	101,659	55,898	271,398	70,128	25.8%	271,398	100.0%	-
	REVENUE TOTALS	1,941,348	1,960,359	2,022,785	2,045,163	2,260,664	2,119,257	93.7%	2,330,664	103.1%	70,000

<b>OPERATING NET</b>	<b>24,117</b>	<b>-</b>	<b>-</b>	<b>136,085</b>
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FUND BALANCE (unrestricted)	End of Year		Start of Year	
	Committed			
... Stabilization	250,000		250,000	
... Opportunity	300,000		300,000	
Assigned by EO	100,437		125,000	
Unassigned	870,118		814,220	
	1,520,555		1,489,220	



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

**5d**

**AGENDA REPORT**  
 Consent | Action

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Carol Ieromnimon, Analyst I

**SUBJECT: Protest Hearing Results |  
 “Borrego Springs FPD Reorganization”**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive the results of the protest hearing held for the “Borrego Springs FPD Reorganization.” This reorganization was conditionally approved in March 2023 and involves the dissolution of Borrego Springs Fire Protection District (FPD) and the transfer of its fire protection, emergency medical and ambulance functions to the San Diego County FPD as the successor agency via a concurrent annexation. The noticed protest hearing was held by staff on April 13<sup>th</sup> without generating written opposition from landowners or registered voters. The reorganization proposal will now proceed to recordation once all terms are satisfied. The protest hearing results are being presented for the Commission to receive and file.

**BACKGROUND**

**Proposal Request**

In November 2022, the Borrego Springs FPD filed a reorganization proposal with San Diego LAFCO to dissolve and transfer its active fire protection, emergency medical and ambulance functions within an approximate 198,400-acre jurisdictional boundary to the San Diego County FPD as the successor agency via a concurrent annexation. The entirety of the jurisdictional boundary is unincorporated with an estimated population of 3,105.

<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>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, 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>Vice Chair Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David A. Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## Commission Action

On March 6, 2023, San Diego LAFCO held a noticed public hearing to consider the reorganization proposal filed by the Borrego Springs FPD. The Commission proceeded to conditionally approve the reorganization with no modifications. The Commission also delegated protest hearings to the Executive Officer as allowed under statute and local policy.

## DISCUSSION

This item is for San Diego LAFCO to receive the results of the protest hearing delegated to the Executive Officer involving the Commission’s earlier approval of the reorganization proposal as required under policy. Discussion on the protest hearing and next steps follows.

## Protest Hearing

The Executive Officer via his designee – Analyst Carol Ieromnimon – held the protest hearing on the reorganization on April 13<sup>th</sup>, 2023 at Borrego Springs FPD. Notice of the hearing was provided in manner allowed under statute and included publishing a 1/8<sup>th</sup> page advertisement in the Union Tribune as well posting online. No written protest was received through the end of the hearing from affected landowners or registered voters. A video recording of the protest hearing is available online at the LAFCO website: [www.sdlafco.org](http://www.sdlafco.org).

## Next Steps

The Executive Officer has proceeded to execute a confirming resolution ordering the reorganization. The reorganization will be recorded once all terms have been completed.

## ANALYSIS

The reorganization to dissolve Borrego Springs FPD and transfer its fire protection, emergency medical and ambulance transport functions to the San Diego County FPD as the successor agencies via annexation has cleared its last substantive threshold. All remaining actions necessary to record and enact the reorganization are ministerial.<sup>1</sup>

## RECOMMENDATION

It is recommended San Diego LAFCO formally receive the results of the protest hearing held on the reorganization consistent with Alternative One in the proceeding section.

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<sup>1</sup> San Diego LAFCO policy directs the Executive Officer to proceed and issue an ordering resolution at the conclusion of the protest hearing process so long as the results do not require the proposal to be terminated or confirmed by an election. The Executive Officer is also responsible for informing the Commission of the protest results resulting in an action being ordered at the next regular meeting. [Policy on Conducting Protest Hearings Section 4(h)].

## ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO and can be accomplished with a single-motion:

Alternative One (recommended):

Receive and file the protest results for the “Borrego Springs FPD Reorganization” as presented.

Alternative Two:

Continue the item to a future meeting and provide related direction to staff as needed.

## PROCEDURES

This item has been placed on the 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,



Carol Ieromnimon  
Analyst I

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

**5e**

**AGENDA REPORT**  
 Consent | Action

May 1, 2023

**TO:** Commissioners  
**FROM:** Keene Simonds, Executive Officer  
**SUBJECT:** Progress Report on Adopted Workplan

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a progress report on accomplishing the 30 targeted projects included in the adopted workplan for 2022-2023. Work through the balance of April shows three-fourths of all workplan projects have been progressed in some substantive manner with six complete and another eight nearing their completion. The report is being presented to the Commission to receive and file with the opportunity to discuss the status of any specific projects as needed.

**BACKGROUND**

**2022-2023 Workplan  
 Adoption and Amendments**

San Diego LAFCO’s current workplan was adopted at a noticed public hearing held in June 2022. The workplan is multi-year planning tool that is updated annually. The current workplan includes 30 projects and is divided into two distinct categories – statutory and administrative – along with priority assignments set by the Commission. Amendments were approved as part of the second quarter report and marked by adding a white paper evaluating governance options to expand public recreational opportunities involving reservoirs owned by the City of San Diego. A concurrent removal of an otherwise paused municipal service review on the Vista region rounded out the approved amendments.

<b>Administration</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 www.sdlafco.org lafco@sdcounty.ca.gov	<b>Chair Jim Desmond</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Nora Vargas, 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>Vice Chair Stephen Whitburn</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>David Drake, Alt.</b> Rincon del Diablo	<b>Andy Vanderlaan</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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## DISCUSSION

This item provides San Diego LAFCO with its regular progress report on workplan projects for the current fiscal year. This includes staff assigning one of four status categories to projects ranging from pending to complete and detailed in Attachment One.

## ANALYSIS

San Diego LAFCO is generally proceeding as planned in the workplan through the balance of April with exactly three-fourths of all projects having progressed in some substantive manner. This includes 14 of the 30 projects either complete or nearing their completion. Other projects that are expected to materially advance through the end of the fourth quarter are headlined by municipal service reviews on the Oceanside and Carlsbad regions as well as completion of LAFCO's current planning grant project ("SALC 1.0") on ag trends.

## RECOMMENDATION

It is recommended San Diego LAFCO receive and file the item consistent with practice and identified as Alternative Action One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Receive and file the item.

Alternative Two:

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

## PROCEDURES

This item has been placed on the 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

Attachments:

- 1) 2022-2023 Workplan with Status Notations



No.	Level	Type	Project	Description and Key Issues	Status
...		Statutory	<b>Applicant Proposals and Requests</b>	Prioritize resources to address applicant proposals and related requests	Status
...		Administrative	<b>Targeted LAFCO Presentations</b>	Provide proactive outreach; emphasis on informing stakeholders ahead of MSR work	
...		Statutory	<b>Workplan and Budget</b>	Perform regular updates on the status of both the workplan and budget	
1	High	Administrative	<b>Recruit, Hire + Support New Staff</b>	Fill two vacated budgeted positions involving the Administrative Assistant and Analyst I/II/III	near complete
2	High	Statutory	<b>Policy   MSRs</b>	Consider revisions to existing policies on MSRs to enhance community engagement procedures	near complete
3	High	Statutory	<b>Policy   Outside Services</b>	Consider revisions to existing policies on overseeing outside services – including exemptions	near complete
4	High	Administrative	<b>Report   Public Recreation</b>	Assess governance models involving City of San Diego reservoirs in unincorporated areas	underway
5	High	Statutory	<b>MSR   San Marcos Region</b>	Complete the scheduled reviews of the City of San Marcos, Vallecitos WD, + San Marcos FPD	underway
6	High	Statutory	<b>MSR   Oceanside Region</b>	Complete scheduled reviews of the City of Oceanside, Oceanside Harbor, + Morro Hills CSD	underway
7	High	Statutory	<b>MSR   Carlsbad Region</b>	Complete scheduled reviews of the City of Carlsbad, Carlsbad MWD + Leucadia WWD	underway
8	High	Administrative	<b>RCD Ad Hoc Committee</b>	Coordinate work in implementing recommendations in MSR on RCDs in San Diego County	underway
9	High	Statutory	<b>Policy   Commission Rule No. 4</b>	Complete update to Rule No. 4 and provisions to address special districts’ service functions and classes	underway
10	High	Administrative	<b>Website Refresh</b>	Complete outside refresh of the LAFCO website to include more user-friendly tools	completed
11	Moderate	Administrative	<b>SALC Grant   Ag Trends</b>	Continue second year of grant award to identify and track local agricultural trends	near complete
12	Moderate	Statutory	<b>MSR   CWA-MET</b>	Initiate scheduled review of wholesale suppliers – CWA (comprehensive) and MET (abbreviated)	pending
13	Moderate	Administrative	<b>Special Districts Advisory Committee</b>	Provide administrative support and hold no less than three formal meetings in FY	completed
14	Moderate	Administrative	<b>Cities Advisory Committee</b>	Provide administrative support and hold no less than two formal meetings in FY	completed
15	Moderate	Statutory	<b>Special District Elections</b>	Conduct special district elections for two seats (regular and alternate) on the Commission	completed
16	Moderate	Administrative	<b>2021-2022 Audit</b>	Complete outside audit for 2021-2022 for and ensure consistency with accounting standards	near complete
17	Moderate	Administrative	<b>Legislative Proposal   G.C. 56133</b>	Sponsor and/or otherwise facilitate amendment to clarify LAFCOs’ determine exemptions	underway
18	Moderate	Statutory	<b>Policy   Island Annexations</b>	Consider options to define “substantially surrounded” and provide related mapping	pending
19	Moderate	Statutory	<b>MSR   Escondido Region Part II</b>	Complete the scheduled review of the City of Escondido	completed
20	Moderate	Statutory	<b>Governance Study   Escondido</b>	Identify and analyze potential consolidation options between Escondido and Rincon del Diablo	pending
21	Low	Administrative	<b>Annual Local Agency Directory</b>	Update and publish an annual local agency directory subject to LAFCO oversight	underway
22	Low	Administrative	<b>SOI/MSR Annual Report</b>	Update and publish an annual report documenting all recorded changes	underway
23	Low	Administrative	<b>Commissioner Onboarding Packets</b>	Create onboarding packets to help orient to key roles, duties, and organizational practices	pending
24	Low	Administrative	<b>Report   LAFCO at 60</b>	Prepare a report on San Diego LAFCO’s history and key decisions	near complete
25	Low	Administrative	<b>Report   Property Tax Exchange</b>	Prepare a report primer on current property tax exchange processes	near complete
26	Low	Administrative	<b>Report   JPAs</b>	Prepare a report summarizing JPAs in San Diego County subject to LAFCO reporting under SB 1261	pending
27	Low	Administrative	<b>Public Access Television</b>	Work with local cable companies and associated non-profits to begin broadcasting LAFCO meetings	pending
28	Low	Administrative	<b>Application Procedures</b>	Streamline existing application packet to be more user-friendly	pending
29	Low	Administrative	<b>SANDAG</b>	Participate in SANDAG’s Technical Working Group (TWG) and provide updates	near complete
30	Low	Administrative	<b>Southern LAFCOs</b>	Participate in no less than three meetings and expand connectivity among local LAFCOs	completed

As of April 25, 2023

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

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**AGENDA REPORT**  
 Consent | Information

May 1, 2023

**TO:** Commissioners

**FROM:** Michaela Peters, Analyst I

**SUBJECT:** Report on Active Proposals and Related Activities

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a status report on the 24 active proposals currently on file as well as anticipated filings based on ongoing discussions with proponents. The item is for information and concurrently satisfies LAFCO’s reporting requirement involving petition-initiated proposals.

**BACKGROUND**

**Processing Procedures and Timelines**

LAFCO proceedings for jurisdictional changes are generally initiated by outside applicants through petitions (landowners or voters), and to a lesser degree by resolutions (local agencies). LAFCOs may also initiate jurisdictional changes to form, consolidate, or dissolve special districts if consistent with the recommendations of approved municipal service reviews. Most jurisdictional change filings take three to five months before they are scheduled for hearing. Applications for outside-of-agency service approvals – which are subject to separate procedures – generally take two months to process.

<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><b>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, Alt.</b>          County of San Diego</p>	<p><b>Krista 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>Vice Chair Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David A. Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## DISCUSSION

This item provides San Diego LAFCO with its regular update on active proposals on file. The item also – and for telegraphing purposes of future workload – identifies pending proposals staff anticipates being filed with LAFCO in the near term based on discussions with local agencies. It also serves to concurrently satisfy the Commission’s reporting requirement to provide notice on agendas involving jurisdictional changes initiated by petitions.<sup>1</sup>

All active and pending proposals are outlined in Attachment One.

## ANALYSIS

None.

## RECOMMENDATION

This item is presented to San Diego LAFCO for information only.

## ALTERNATIVES FOR ACTION

None.

## PROCEDURES

This item has been placed on the 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 staff,



Michaela Peters  
Analyst I

### Attachment:

- 1) Active and Pending Proposals as of April 24, 2023

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<sup>1</sup> Government Code Section 56857 directs LAFCOs to provide notice on agendas of any proposal involving special districts that have been initiated by landowners or registered voters. The agenda notification starts a 60-day period in which the affected special districts may request termination of the proceedings due to financial or service-related concerns.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
<b>ACTIVE PROPOSAL APPLICATIONS   <u>PENDING COMMISSION ACTION</u></b>			
1	RO06-17 “Tobacco Road Reorganization” - City of Escondido: Annexation	Staff	Application submitted in March 2006 by landowner petition to annex six parcels to the City of Escondido. The affected territory comprises six parcels located along Tobacco Road. The application filing fulfilled an earlier Executive Officer approval in 2006 to authorize the City of Escondido to extend outside wastewater service to two of the six subject parcels due to failing septic systems. (The other four subject parcels are included in the proposal to provide connectivity to the existing City boundary.) The current number of residents within the affected territory is unknown. The application remains incomplete pending submittal of additional documentation and related information to complete the administrative review. <u>The proposal is subject to formal abandonment pending the anticipated action by the Commission to approve authorizing policies.</u>
2	RO08-09 “South Mollison Ave-Snyder Reorganization” - City of El Cajon: Annexation	Staff	Application submitted in May 2008 by landowner petition for a proposed annexation to the City of El Cajon. The affected territory includes approximately 1.25 acres and is subject to a proposed multi-family residential project. It is unknown whether there are any current residents within the affected territory. The application remains incomplete pending submittal of additional documentation and related information necessary to complete the administrative review. <u>The proposal is subject to formal abandonment pending the anticipated action by the Commission to approve authorizing policies.</u>
3	DA08-10 “Avocado Way-Potter Annexation” - Vallecitos WD: Annexation	Staff	Application submitted in March 2008 by landowner petition requesting annexation of to the Vallecitos Water District (WD) for purposes of receiving public wastewater services. The affected territory comprises two parcels developed with single-family residences located along Avocado Way. The number of current residents within the affected territory is unknown. The application remains incomplete pending submittal of additional documentation and related information necessary to complete the administrative review. <u>The proposal is subject to formal abandonment pending the anticipated action by the Commission to approve authorizing policies.</u>

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
4	RO08-15 SA08-15	"Crestlake Estates Reorganization" - San Diego County SD: Annexation - Lakeside FPD: Annexation	Staff  Application submitted in May 2008 by landowner petition requesting a reorganization to accommodate wastewater, fire protection, and ambulance services for an approved Tentative Map allowing the development of 60 single-family residences. It is unknown if there are any current residents. The affected territory lies within all three subject agencies' spheres of influence: San Diego County Sanitation District (SD); Lakeside Fire Protection District (FPD); and County Service Area (CSA) No. 69. The application remains incomplete pending submittal of additional documentation and related information necessary to complete the administrative review. <u>The proposal is subject to formal abandonment pending the anticipated action by the Commission to approve authorizing policies.</u>
5	DA12-02	"Lorch Annexation" - Borrego WD: Annexation	Staff  Application submitted in March 2012 by landowner petition to annex approximately 9.4 acres to the Borrego Water District (WD) to provide water service to one parcel within the District's sphere. It is unknown how many residents are currently within the affected territory. Application deemed incomplete in an April 2012 status letter. A new status letter was sent in January 2018 stating the proposal will be considered abandoned unless notified otherwise. Borrego WD responded to the letter and has reinitiated discussions with the landowner regarding possible service terms. Discussions continue.
6	DA16-10	"CSA 17 Harmony Grove Annexation" - CSA 17: Annexation	Carolanne Ieromnimon  Application submitted in May 2016 by resolution from the County of San Diego to annex approximately 3,600 acres to County Service Area (CSA) No. 17 for ambulance service and done so as a cross-condition of the Commission dissolving CSA No. 107 in 2015. The affected territory is entirely unincorporated and comprises portions of the Elfin Forest and Harmony Grove communities with an estimated resident population of 29,995. The proposal remains incomplete due to a variety of reasons and marked by opposition from the CSA No. 17 Advisory Committee. Staff continues to engage the County, Advisory Committee, and other stakeholders with the objective of fulfilling the Commission's earlier directive.
7	RO16-11	"Rancho Hills Reorganization" - Rancho Santa Fe CSD: Annexation - Olivenhain MWD: Expansion of Latent Power Area - Olivenhain MWD: Latent Sphere Amendment	Priscilla Mumpower  Application submitted in October 2016 to annex a portion of a 37-lot residential subdivision titled "Rancho Hills" to Rancho Santa Fe CSD for wastewater service. A concurrent latent power expansion for Olivenhain MWD is needed to accommodate sewer to the remaining project site. The proposal was deemed incomplete in November 2016 status letter. Applicant has requested the proposal processing be placed on hold. The application is administratively paused due to incomplete and pending receipt of additional documentation and information from the applicant to complete staff's analysis. Communications remain ongoing.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
8	Ro19-04 “Ortega – Old Highway 80 Change of Organization” - San Diego County SD: Annexation	Carolanne Ieromnimon	Application submitted in February 2019 by landowner petition to annex approximately 5.07 acres to the San Diego County Sanitation District (SD) for wastewater service. The affected territory comprises two parcels presently developed with single-family residences with an unknown number of residents. The purpose of the proposal is to connect sewer services for a proposed office/warehouse building development. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.
9	SA19-26 RO19-26 OAS19-26 “Valiano - Eden Valley Reorganization” - City of Escondido: Extraterritorial Sewer - City of Escondido: Sphere Amendment - San Marcos FPD: Annexation - Rancho Fe FPD: Detachment - Rancho Fe FPD: Sphere Amendment	Priscilla Mumpower	Application submitted in November 2019 jointly by landowner petition and the City of Escondido and involves a reorganization and outside-of-agency service agreement as part of the “Valiano” planned development in Harmony Grove. The reorganization involves the concurrent annexation of approximately 10.8 unincorporated acres to San Marcos FPD and detachment from Rancho Santa Fe FPD and related sphere amendments. The outside-of-agency service agreement approval request involves the extension of wastewater from the City of Escondido for approximately 82.9 unincorporated acres with related sphere amendments to add to Escondido and remove from San Marcos. The application is administratively paused due to incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis. Communications remain ongoing.
10	RO20-04 “Rainbow MWD – Eastern MWD Reorganization” - San Diego CWA: Detachment - Eastern MWD: Annexation - Eastern MWD: Sphere Action	Priscilla Mumpower	Application submitted April 2020 by resolution from the Rainbow Municipal Water District (MWD) to concurrently detach from the San Diego County Water Authority (CWA) and annex to the Eastern Municipal Water District (MWD). The affected territory spans approximately 50,857 acres covering the Rainbow and Bonsall communities with an estimated resident population of 22,130. The purpose of the proposal is to transfer the wholesale water supply provider for cost-savings. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review. A 10-member advisory committee has also been established by the Commission to assist staff in evaluating the proposal and its technical merits. A public hearing has been scheduled for June 5, 2023 for the Commission to begin its deliberations.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
11	RO20-05 “Fallbrook PUD – Eastern MWD Reorganization” - San Diego CWA: Detachment - Eastern MWD: Annexation - Eastern MWD: Sphere Action	Priscilla Mumpower	Application submitted April 2020 by resolution from Fallbrook Public Utility District (PUD) to concurrently detach from the San Diego County Water Authority (CWA) and annex to the Eastern Municipal Water District (MWD). The affected territory spans approximately 28,193 acres covering the Fallbrook and De Luz communities with an estimated resident population of 33,986. The purpose of the proposal is to transfer the wholesale water supply provider for cost-savings. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review. A 10-member advisory committee has also been established by the Commission to assist staff in evaluating the proposal and its technical merits. A public hearing has been scheduled for June 5, 2023 for the Commission to begin its deliberations.
12	CO21-09 “Otay Lakes Road Change of Organization” - City of Chula Vista: Annexation	Priscilla Mumpower	Application submitted in October 2022 by landowner petition to annex approximately 1,870 acres of unincorporated territory to the City of Chula Vista. (The petitioners originally filed an application in October 2021 seeking approval to annex into the San Diego County Sanitation District. This previous application has since been withdrawn.) The affected territory comprises 6 parcels within the Baldwin and Moller communities and are presently undeveloped with no residents. The proposal is intended to facilitate a conditional development approval to construct 1,938 residential units with various ancillary uses as part of the “Otay Ranch Resort Village 13” project. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.
13	CO22-04 “AJX Homes - Carmichael Change of Organization” - City of La Mesa: Annexation - City of La Mesa: Sphere Amendment	Carolanne Ieromnimon	Application submitted in February 2022 by landowner petition and involves annexation of approximately 0.3 acres to City of La Mesa for wastewater service. The affected territory is developed with a single-family residence and the landowner intends to update the existing site from a septic system to public wastewater system. The submitted proposal application is incomplete and pending receipt of additional documentation and information from the applicant to complete staff’s analysis.
14	RO22-11 “Tummala-Rincon MWD Reorganization” - Rincon del Diablo Municipal Water District: Annexation - Metropolitan Water District: Annexation - San Diego County Water Authority: Annexation	Priscilla Mumpower	Application submitted in October 2022 by landowner petition and involves annexation of approximately 20 acres of unincorporated territory to make available public water services. The affected territory is currently vacant and undeveloped. The proposal purpose is to position the landowner to proceed in the future with a development plan with the County of San Diego. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.



File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
15	CO22-16 "Cumings Ranch Change of Organization" - Ramona Municipal Water District: Annexation - County Service Area 135: Detachment	Carolanne Ieromnimon	Application submitted in October 2022 by resolution of the Ramona Water District seeking approval for latent power expansion of Ramona MWD's activated wastewater service area by approximately 389 acres. The affected territory is currently vacant and undeveloped. The proposal purpose is to establish wastewater services for the future development of 125 single family residences as part of the "Cumings Ranch Subdivision" project. The proposal is scheduled for consideration by the Commission at its May 1, 2023 meeting.
16	CO22-17 "Yung-La Presa Avenue Change of Organization" - San Diego County Sanitation District: Annexation	Carolanne Ieromnimon	Application submitted in October 2022 by landowner petition and involves annexation of approximately 0.16 acres of unincorporated territory to the San Diego County Sanitation District to make available public wastewater services. The affected territory is currently developed with 3 residents. The proposal purpose is to position the landowner to proceed in the future with a development plan to add an additional single-family residence. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.
17	CO22-18 "For Giving LLC- Hymettus Avenue Change of Organization" - Leucadia Wastewater District: Annexation	Carolanne Ieromnimon	Application submitted in October 2022 by resolution of the Leucadia Wastewater District and involves annexation of approximately 1.20 acres of unincorporated territory to make available public wastewater services. The affected territory comprises one single family residence in Encinitas and presently vacant with no residents. The proposal purpose is to position the landowner to proceed in the future with a development plan to create two single-family residences. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.
18	CO22-20 "Camino De La Fuente- Wick Change of Organization" -San Diego County Sanitation District: Annexation	Carolanne Ieromnimon	Application submitted in November 2022 by landowner petition and involves annexation of approximately 35.3 acres of unincorporated territory to the San Diego County Sanitation District to make available public water and wastewater services. The affected territory is currently vacant and undeveloped. The proposal purpose is to position the landowner to proceed in the future with a development plan to grade the land for future industrial and outdoor storage uses. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.

	File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
19	RO23-01	"Tucker-Valley Road Reorganization" - National City: Annexation - South Bay ID: Detachment - Bonita FPD: Detachment - Bonita FPD: Sphere Amendment - CSA No. 135: Detachment	Carolanne Ieromnimon	Application submitted in November 2022 by landowner petition and involves annexation of approximately 35.3 acres of unincorporated territory to the San Diego County Sanitation District to make available public water and wastewater services. The affected territory is currently vacant and undeveloped. The proposal purpose is to position the landowner to proceed in the future with a development plan to grade the land for future industrial and outdoor storage uses. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.
20	RO23-02	"Sanders-Yerba Valley Road Reorganization" - Lakeside WD: Annexation - SDCWA: Annexation - MET: Annexation - Conforming sphere of Influence Amendments	Priscilla Mumpower	Application submitted in February 2023 by resolution from Lakeside Water District to concurrently annex approximately 80.4 acres of unincorporated territory to the Lakeside Water District, San Diego County Water Authority, and Metropolitan Water District of Southern California. The affected territory presently comprises 17 existing single-family residences with no additional planned development. The proposal purpose is to make available public water services given uncertain well water flows within the affected territory. The submitted proposal application is incomplete pending receipt of additional documentation and related information to complete the administrative review.
21	OAS23-03	"Bryant-Felicita Road Outside-of-Agency Service Agreement" - City of Escondido: OAS	Priscilla Mumpower	Application submitted in February 2023 by landowner petition and involves an outside-of-agency service agreement for wastewater services to a single-family residence totaling 0.4 acres as a remedy to a failing septic system. The Executive Officer administratively approved the service request on February 22, 2023. The proposal is currently under administrative review and considered incomplete at this time.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
22	CO23-04	"Gutierrez-Montemar Drive Change of Organization" - SDCSD: Annexation	Michaela Peters  Application submitted in March 2023 by landowner petition involving annexation of approximately 1.39 acres to the San Diego County Sanitation District for the primary purpose of establishing wastewater service. The affected territory as proposed includes one parcel which is presently undeveloped with plans to develop a single-family residence. The proposal is currently under administrative review and considered incomplete at this time.
23	RO23-05	"Cambier-W. El Norte Parkway Reorganization" - Vista Irrigation District: Detachment - Vallecitos Water District: Annexation	Carolanne Ieromnimon  Application submitted in March 2023 by landowner petition and involves annexation of approximately 2.53 acres to the Vallecitos Water District for the primary purpose of establishing sewer service. The affected territory is currently vacant and undeveloped. The affected territory as proposed includes two separate parcels, with the second parcel in question presently undeveloped with plans to develop a single-family residence. The proposal is currently under administrative review and considered incomplete at this time.
24	RO23-06	"N. Iris Lane-Hallmark Development Reorganization" - City of Escondido: Annexation - CSA No. 135: Detachment - Rincon del Diablo FPD ID-E: Detachment	Michaela Peters  Application submitted in April 2023 by landowner petition and involves annexation of approximately 7.7 acres to the City of Escondido for the primary purpose of establishing water and wastewater services. The affected territory is currently developed, with four single-family residences, each with an ADU with plans to redevelop the site to consist of 102 new condominiums units and associated infrastructure/streets. The proposal is currently under administrative review and considered incomplete at this time.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
<b>ACTIVE PROPOSALS   POST COMMISSION ACTION</b>			
25	SA16-20 LP16-20 “CSA 135 Islands Reorganization” - CSA 135 – LP Fire Area: Latent Powers Expansion - Bonita-Sunnyside FPD: Annexation - Lakeside FPD: Annexation - San Miguel FPD: Annexation - Ramona MWD: Annexation	Staff	Proposal submitted November 2016 by resolution of the San Diego County Fire Authority. Involved annexation of remaining unserved Islands 2, 3, and 4 via reorganization of local fire service territory among five local agencies: CSA 135; Bonita-Sunnyside FPD; Lakeside FPD; Ramona MWD; and San Miguel FPD. Reorganization involved annexation to the subject agencies and expansion of CSA No. 135’s latent powers to provide fire protection and emergency medical services to three unincorporated and unserved island areas totaling approximately 21,048 acres. Conforming amendments to add the affected territory to the subject agencies’ spheres of influence were also required. The reorganization proposal was approved February 4, 2018 and is now pending recordation once all terms are satisfied. A noticed protest hearing was held on March 13, 2019 at the LAFCO office. No protest was received by affected registered voters or landowners. Other terms remain pending.
26	LP(E)19-27 “Fallbrook PUD Latent Powers Expansion” - Activation: Park and Recreation - Activation: Street Lighting - Activation: Roads	Priscilla Mumpower	Application submitted in November 2019 by resolution from the Fallbrook Public Utility District (PUD) seeking approval to activate specified latent powers throughout its jurisdictional boundary and its 28,193 unincorporated acres. The estimated resident population within the affected territory is 33,986. Requested power activations involve park and recreation, street lighting, and roads with the former intended to supplement existing park and recreation services provided in the region by the County of San Diego via County Service Area No. 81. The proposal was approved by the Commission on April 4, 2022, and now pending recordation once all terms are satisfied. A noticed protest hearing was held on May 31, 2022 and continued to June 14, 2022 11, 2022 at the Fallbrook Public Utilities District. Not enough protest was received by affected registered voters or landowners. Other terms remain pending.
27	CO22-15 “Toidi-Jonel Way Change of Organization” - San Diego County Sanitation District: Annexation	Carolanne Ieromnimon	Application submitted in October 2022 by landowner petition and involves annexation of approximately 2.5 acres to the San Diego County Sanitation District for wastewater service. The affected territory is developed with a single-family residence and the landowner intends to update the existing site from a septic system to public wastewater system to accommodate a future development of an additional assessor dwelling unit. The proposal was approved by the Commission on November 7, 2022, and now pending completion of terms and conditions as set forth by the Commission.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
28	CO22-14 “Briggs Change of Organization” - Leucadia Wastewater District: Annexation	Carolanne Ieromnimon	Application submitted in October 2022 by resolution of the Leucadia Wastewater District and involves annexation of approximately 2.92 acres of unincorporated territory to make available public wastewater services. The affected territory comprises one single family residence in Encinitas and presently occupied with 4 residents. The proposal purpose is to update the existing site from septic system to public wastewater system and position the landowner to proceed in the future with a development of an additional ADU. The proposal was approved by the Commission on February 6 <sup>th</sup> , 2023 meeting and now pending completion of terms and conditions as set forth by the Commission.
29	RO22-05 “Weston Boundary Cleanup Reorganization”   - Boundary Adjustments: City of San Diego, City of Santee, Padre Dam MWD & CSA No. 69 and No. 135 - Conforming Sphere of Influence Amendments	Carolanne Ieromnimon	Application submitted in February 2022 by resolution of the City of Santee requesting proceedings for a reorganization involving a boundary “clean-up” to the “Castlerock Reorganization” (RO13-99). The primary proposed action involves boundary adjustments between the City of Santee and City of San Diego affecting approximately 5.3 acres. Secondary boundary adjustments are also proposed involving three overlapping special districts – County Service Area (CSA) 135, and Padre Dam Municipal Water District (MWD) – and involve the same 5.3 acres. Conforming sphere of influence amendments are also required to accommodate the proposed boundary changes. The proposal was approved by the Commission on February 6 <sup>th</sup> , 2023 meeting and now pending completion of terms and conditions as set forth by the Commission.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
30	RO22-19 “Borrego Springs Fire Protection District Reorganization” - Borrego Springs FPD: Dissolution - Borrego Springs FPD: Sphere Dissolution - San Diego County FPD: Annexation - San Diego County FPD: Sphere Amendment	Carolanne Ieromnimon	Application submitted November 2022 by resolution of the Borrego Springs FPD to dissolve and designate its structural fire protection and, emergency medical and rescue service functions to the San Diego County Fire Protection District as the successor agency through a concurrent annexation. The affected territory spans approximately 198,400 acres with an estimated resident population over 3,653. The County Board of Supervisors has separately adopted a resolution in support of the reorganization. The proposal was approved by the Commission on March 6 <sup>th</sup> , 2023 and now pending completion of terms and conditions as set forth by the Commission.

File Number	Proposal Name   Affected Agencies	Project Manager	Proposal Summary
<p><b>PENDING PROPOSAL APPLICATION SUBMITTALS</b>                      (No project manager; inquiries should be directed to Keene Simonds)</p>			
31	Pending “Harvest Hills Reorganization” - City of Escondido		<p>This anticipated reorganization proposal is currently undergoing development and environmental review by the City of Escondido. Submittal to LAFCO anticipated for late 2020-2021 if approved by Escondido. The anticipated proposal involves annexation of approximately 1,098 acres to the City for the primary purpose of developing a 550-lot residential subdivision. All of the affected territory presently lies outside the adopted Escondido sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and other service-related issues have been communicated to the City and are currently under joint review with other local stakeholders. Project was originally titled as “Safari Highlands.”</p>
32	Pending “Rancho Lomas Verde Reorganization” - City of Vista		<p>This anticipated reorganization proposal is undergoing development and environmental review by the City of Vista. The proposal involves annexation of approximately 300 acres to the City of Vista and concurrent detachments from CSA 135 and the Vista FPD to facilitate a 153-lot residential development. Close to three-fourths of the project area lies outside the adopted Vista sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and other service-related issues have been communicated to the City and are currently under joint review with other local stakeholders.</p>
33	Pending “Sager Ranch Reorganization” - City of Escondido		<p>This anticipated reorganization involves annexation of approximate 1,800 unincorporated acres to the City of Escondido and concurrent detachments from CSA 135 and the Valley Center FPD. The reorganization would facilitate the proposed development of approximately 200 acres to include 203 residential units and a 225-room resort. Portions of the project area lies outside the current City sphere. Due to the scope of the proposal area a comprehensive update of the City’s sphere is warranted along with preparing the supporting municipal service review document. These and other service-related issues have been communicated to the City and are currently under joint review with other local stakeholders.</p>

File Number		Proposal Name   Affected Agencies	Project Manager	Proposal Summary
38	Pending	"Harmony Grove Village South" (TM-626)		This anticipated reorganization involves the unincorporated Harmony Grove Village South project and specific to accommodating sewer services (among a variety of options) for the planned development of approximately 111 acres to include 453 residential units. On January 27, 2020 the San Diego Superior Court overturned the County's development approvals for the project. Appeals are pending with no update as of this report.
39	Pending	"La Jolla Incorporation" - City of San Diego: Detachment		This anticipated special reorganization involves the detachment of 8,371 acres from the City of San Diego and the incorporation of the community of La Jolla. A draft fiscal impact analysis report is currently underway by the proponents - Association for the City of La Jolla (501c3) – to determine whether La Jolla could obtain cityhood and be economically sustainable on its own. Application is pending.





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

**6a**

**AGENDA REPORT**  
 Public Hearing

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Carolanne Ieromnimon, Analyst I  
 Michaela Peters, Analyst I

**SUBJECT: Proposed “Cumming Ranch Change of Organization” |  
 Expansion of Ramona Municipal Water District’s Activated Wastewater Service  
 Area and Related Sphere of Influence Action (CO22-16)**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider a change of organization filed by resolution of the Ramona Municipal Water District (MWD) to expand its activated wastewater service area. The affected territory as submitted comprises one contiguous area consisting of multiple undeveloped parcels under common ownership that collectively totals 390 acres. All of the affected territory lies within a special study area recently assigned to Ramona MWD’s secondary sphere involving its wastewater function. The purpose of the proposal is to facilitate the availability of public wastewater service to the affected territory and in doing so, accommodate the planned development of 125 single family residences and ancillary improvements known as the “Cumming Ranch” subdivision. Staff recommends conditional approval of the proposal along with a conforming amendment to Ramona MWD’s secondary sphere. Staff also recommends waiver of protest proceedings and exemption findings under the California Environmental Quality Act.

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## BACKGROUND

### Applicant Filing & Requested Terms

San Diego LAFCO has received a resolution of application from the Ramona MWD requesting approval to expand its activated wastewater service area that lies within its jurisdictional boundary by an additional unincorporated 390 acres. (The acreage amount reflects a corrected total relative to the application submittal to remove the unnecessary inclusion of 293 acres that are already within the activated service area.) The proposal has been filed in coordination with the landowner – 805 Properties – and involves one contiguous area recently assigned by LAFCO as a special study area to the secondary sphere of influence specific to Ramona MWD’s activated wastewater function. Overall, the affected territory as corrected consists of eight undeveloped parcels with a total assessed land value of \$3.5 million. The County of San Diego Assessor’s Office identifies the subject parcels as 282-010-30, 283-011-06, 283-021-01, 283-02-102, 283-022-02, 283-041-25, 283-041-26, and 283-051-01. Requested terms are limited to Ramona MWD assigning all processing and ancillary costs to the landowner.

### Regional Setting

The affected territory spans approximately 390 unincorporated acres that lies within Ramona MWD’s jurisdictional boundary, which is dedicated to its water and park and recreation functions.<sup>1</sup> The affected territory is at the southern end of the unincorporated community of Ramona and along the northwest intersection of State Route 67 and Highland Valley Road. Poway serves as the closest incorporated community to the affected territory and is 11.3 miles in distance. The elevation range within the region varies between 518 feet to 1,394 feet above sea level with the latter point recorded on Ramona Airport. The predominant land uses are low density residential and – albeit at a decreasing level – commercial agriculture. An aerial map of the affected territory and its regional setting follows.



<sup>1</sup> Ramona MWD’s jurisdictional boundary previously covered its activated fire protection, emergency medical, and ambulance transport functions. These functions were divested by LAFCO at the request of Ramona MWD in June 2022.

Map of Ramona MWD’s jurisdictional boundary is provided as Attachment One.

## Subject Agencies

The proposed change of organization filed with San Diego LAFCO involves one subject agency: Ramona MWD.<sup>2</sup> A summary of the subject agency in terms of governance, population, municipal functions, and financial standings follow.

- **Ramona MWD** is an independent special district governed by a five-member board of directors. An appointed general manager - Erica Wolski - oversees day-to-day activities, and this includes a current full-time budgeted staff of 51. Ramona MWD was formed in 1956 with a present jurisdictional boundary totaling 46,005 acres or 75 square miles. The jurisdictional boundary spans the width of the Santa Maria Valley and includes two distinct local communities: Ramona Village and San Diego Country Estates. Authorized service functions within the entirety of the jurisdictional boundary involve water and parks and recreation. A third activated function – wastewater – is limited to two distinct portions of the jurisdictional boundary totaling 11,61 acres and identified as the “San Vicente” and Santa Maria” systems. LAFCO most recently updated Ramona MWD’s sphere of influence in 2021 with a larger-than-agency designation to include 53.1 of unincorporated acres. LAFCO also – pertinently – established a special study area specific to the secondary sphere (wastewater) to capture the planned Cumming Ranch subdivision. The most recent audit shows Ramona MWD’s net position at \$117.9 million as of June 30, 2022. This accrued amount reflects an overall three-year change of 11.9% and includes an unrestricted portion of \$36.5 million that adjust to \$49.1 million less retiree assignments. This adjusted amount matches the cash balance on hand at the end of the fiscal year and equals 17.3 months of actual 2021-2022 operating costs.<sup>3</sup>

## Affected Local Agencies

The affected territory presently lies within the jurisdictional boundaries and/or spheres of influence of nine local agencies directly subject to San Diego LAFCO’s planning and regulatory responsibilities. These eight qualify as “affected agencies” and have received written notice of the proposal and opportunity to comment.<sup>4</sup>

- County Service Area No. 135 (Regional Communications)
- County Service Area No. 17 (San Dieguito)
- Metropolitan Water District of Southern California
- Ramona Municipal Water District
- Resource Conservation District of Greater San Diego County
- San Diego County Fire Protection District
- San Diego County Water Authority

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<sup>2</sup> State law defines “subject agency” to mean any district or city for which a change of organization or change of organization is proposed.

<sup>3</sup> Total operating costs in 2021-2022 were \$34.148 million.

<sup>4</sup> State law defines “affected local agency” as any entity that contains, or would contain, or whose sphere contains or would contain, any territory for which a change of organization is proposed or ordered. Notice of the proposal and hearing were provided to the agencies.

- San Diego County Street Lighting District
- San Diego County Flood Control District

The affected territory also lies within the following school and college districts, and accordingly also received notice of the change of organization proposal: Ramona Unified (elementary, middle, and high school) and Palomar Community College.

## DISCUSSION

This item is for San Diego LAFCO to consider approving – with or without discretionary modifications to the physical footprint – the change of organization proposal to expand Ramona MWD’s activated wastewater service area to include the entire affected territory. The Commission may also consider applying conditions so long as it does not directly regulate land use, property development, or subdivision requirements. Additional discussion regarding proposal purpose, related development opportunities, and Commission focus follows.

### Proposal Purpose

The purpose of the proposed change of organization is to expand Ramona MWD’s activated wastewater service area to include the affected territory in order to facilitate the planned development of 125 single-family residences and ancillary improvements as part of the Cumming Ranch subdivision. The timing of the proposal follows the County of San Diego’s condition approval of the subdivision in January 2013 and specific term requiring the developer (805 Properties) to establish wastewater services from Ramona MWD. No other municipal service establishments are proposed given the affected territory is already eligible for water service from Ramona MWD and receives fire protection, emergency medical, and ambulance transport from the San Diego County Fire Protection District.

### Current and Planned Development & Related Policies

All of the affected territory is unincorporated and under the land use authority of the County of San Diego and its adopted policies. Specific development policies for the affected territory are delegated in the County General Plan to the Ramona Community Plan, which is one of 22 designated communities identified by the Board of Supervisors meriting stand-alone land use provisions. The present zoning includes three assignments: Rural Lands (RL-40) which provides minimum lot size of 40 acres; Semi-Rural (SR-2) which provides minimum lot size of 2 acres; and Semi-Rural (SR-10) which provides a minimum lot size of 10 acres. The adopted Cumming Ranch Subarea Plan (June 2000) assigns up to 125 dwelling units to the affected territory. Cumming Ranch’s conditional approval (January 2013) provides approximately 215 acres of the entire affected territory shall be the site for the 125 single family residences whereas the remaining 456 acres of affected territory shall be dedicated as open space and made available for inclusion in the Ramona Grasslands Preserve<sup>5</sup>. This includes preserving the 22.2 acres of vernal pool open space easements and dedicating 244.6 acres of biological open

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<sup>5</sup> Approximately 9.8 acres of the affected territory is located in the right-of-way (ROW) for Highland Valley Road and State Route 67.

space in easements grant to the County of San Diego.

## Commission Focus

Three central and sequential policy items underlie San Diego LAFCO’s consideration for the proposed change of organization. These policy items ultimately take the form of determinations and orient the Commission to consider the interrelated merits of (a) a conforming sphere of influence action, (b) timing of the change of organization, and (c) whether modifications or approval terms are appropriate. The Commission must also consider other relevant statutes in and outside LAFCO law as further detailed.

## ANALYSIS

San Diego County LAFCO’s analysis of the proposed change of organization is divided into two distinct subsections. The first subsection pertains to evaluating the central issues referenced in the preceding section and specifically the merits of amending Ramona MWD’s secondary sphere of influence and expansion of the activated wastewater service area and whether modifications and/or terms are appropriate to further address Commission goals and policies. The second subsection considers other statutory issues, and this includes complying with the California Environmental Quality Act (CEQA).

## Central Policy Items

### Item No. 1 |

#### Conforming Sphere of Influence Amendment

The proposed change of organization necessitates San Diego LAFCO to consider a conforming sphere of influence action involving the lone subject agency to achieve consistency with the requested jurisdictional change as required under statute. Consideration of the amendment is premised on LAFCO’s statutory responsibility to designate spheres to demark the affected agencies’ appropriate jurisdictional boundary and/or service areas now and into the immediate future as determined by the Commission. This includes demarking the Commission’s expectation of exclusive responsibilities for one or more municipal services.

The specific amendment under consideration involves expanding Ramona MWD’s secondary sphere assigned to its activated wastewater function to capture all of the affected territory. Three related factors drawn from statute and local policy guide the amendment’s analysis. The statutory factors relate to an informing municipal service review along with addressing the general relationship between the agencies and affected territory.<sup>6</sup> Local policy requires consideration of L-102 and its provisions to guide sphere actions in San Diego County. Analysis of these three sphere factors follow.

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<sup>6</sup> Reference to Government Codes 56430 and 56425, respectively.



- Sphere Factor No. 1:  
Consideration of a Municipal Service Review

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Statute requires LAFCO to prepare municipal service reviews to inform its related task to regularly review and update all local agencies’ spheres of influence. The statute further directs LAFCO perform sphere updates every five years as needed. The most recent municipal service review prepared by LAFCO germane to the proposal was less than three years ago in October 2021 with a review of the Ramona Region. The information provided in the recent municipal service review remains relevant and timely. Among other germane observations, the municipal service review includes the following conclusionary statement on Ramona MWD’s service capacities:

**“No. 3: Adequate Service Capacities with One Notable Exception**

*As the principal municipal service provider in the region, Ramona MWD has developed adequate infrastructure capacities and related administrative controls to meet current and projected demands in the timeframe of this report with one exception. This exception involves meeting wastewater demands within the Santa Maria service area, which covers central Ramona and now regularly exceeds permitted capacities during high rain periods due to excessive inflow (surface) and/or infiltration (groundwater) intrusion.” (Municipal Service Review on Ramona Region, Oct 2021)*

- Sphere Factor No. 2:  
Consideration of the Agency-Affected Territory Relationship

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The Legislature prescribes consideration of five factors anytime LAFCOs act on spheres of influence. These factors parallel the macro topics in municipal service reviews with a generalized focus on the relationship with the affected territory – including service needs and adequacy of available services. The factors also orient the Commission to broadly consider the relationship between current and planned land uses in the affected territory plus – and as needed – effects on qualifying disadvantaged unincorporated communities. The factors and staff analysis follows.

- With respect to **present and planned land uses**, the affected territory as corrected spans 390 unincorporated acres presently undeveloped and subject to the adopted land use policies of the County of San Diego. The County has approved a residential subdivision for the affected territory – Cumming Ranch – that includes 125 low density residential lots, ranging in size from 1.0 to 3.1 acres.
- With respect to **present and probable need for one or more public services**, the affected territory’s planned development to include 125 single-family residences requires a range of supporting urban services – including the establishment of public wastewater. Other needed urban supporting services are already available and include water (Ramona MWD), fire, emergency medical and ambulance (San Diego County FPD), and police protection (County).

- With respect to **adequacy of the agencies’ public services**, a 2021 municipal service review on Ramona MWD attests to the *overall* sufficiency of resources (infrastructure, finances, etc.) to provide wastewater services with one notable qualifier (*emphasis added*). This qualifier involves the Santa Maria system and its regular tendency during the five-year period of evaluation to exceed permitted capacities during high rain periods due to excessive inflow/infiltration in the collection network. Additional analysis on this latter topic and specifically the ability to accommodate the project is included in the proceeding section.
  - With respect to **relevant social or economic communities of interest**, LAFCO initially established informal social and economic ties between the affected territory and Ramona MWD in concert with adding the subject lands into a special study area for Ramona MWD’s secondary sphere (wastewater). Amending Ramona MWD’s secondary sphere to include the affected territory syncs and formalizes these social and economic ties and compliments the existing relationship with MWD and its water and park and recreation functions.
  - With respect to **need for water, wastewater, or fire protection services involving any disadvantaged unincorporated communities**, none of the affected territory qualifies for the referenced designation under LAFCO statute.
- Sphere Factor No. 3:  
Consideration of Policy L-102

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San Diego LAFCO’s policies guiding sphere of influence actions are primarily codified under L-102. This policy was adopted in August 1990 and last substantively updated in June 2000. It directs the Commission to utilize spheres to guide deliberations on future changes of organizations and in doing so – and among other growth management objectives – help reflect and preserve community identities. The policy further directs LAFCO to use spheres to discourage duplication of municipal services and similarly encourages local agency consolidations, whether functional or political.

The sphere of influence amendment necessary to accommodate the proposed change of organization conforms with L-102. The amendment would facilitate a known and complimentary jurisdictional change that directly ties to a known development. concurrently recognize and keep whole an existing community.

#### CONCLUSION | MERITS OF CONFORMING SPHERE OF INFLUENCE AMENDMENTS

The conforming sphere of influence amendment to accommodate the proposed change of organization is sufficiently justified under both statute and local policy. Justification is marked by the preceding analysis and largely premised on the following two related assumptions.

- First, it is assumed the Commission determines the 2021 municipal service review completed on Ramona MWD adequately informs the membership in assessing Ramona MWD’s overall abilities and resources to provide wastewater service to the affected territory (*emphasis*).
- Second, it is assumed the Commission agrees the transition of the affected territory into Ramona MWD’s secondary sphere (wastewater) is in the best interest of the community’s economic and social well-being now and going forward *irrespective* of the merits of the actual timing of the proposed change of organization.

Should either of these premising assumptions misalign with Commission preferences, it would be appropriate to disapprove or term the conforming sphere action and remedy as needed.

## Item No. 2 | Change of Organization Timing

San Diego LAFCO’s consideration of the proposed change of organization’s timing draws on analyzing baseline factors required in statute well as applicable policies set by the Commission. Most of the baseline factors in statute focuses on disclosing and otherwise addressing compatibility issues with external goals and policies of other State, regional, and local agencies.<sup>7</sup> Applicable local policies prompted for consideration are headlined by L-107 and its attention to disclosing and addressing any known or perceived jurisdictional disputes.

Analysis of these two related timing factors follows.

- Timing Factor No. 1:

### Baseline Considerations: Regional Policies + Service Relationships

State law prescribes the mandatory consideration of certain and multifaceted factors anytime LAFCOs consider jurisdictional changes. These factors range in substance from disclosures – such as the affected territory’s current land uses, assessed values, register voter counts, and so on – to discretionary analyses. This latter category is highlighted by evaluating the proposed jurisdictional changes’ relationship to community needs as well as the service capacities and related financial resources of the subject agencies with an emphasis on the receiving – or annexing – agencies. A summary of key conclusions generated in the review of these discretionary matters for the proposed change of organization regarding (a) service needs, (b) service availability and capacities, and (c) related financial considerations follow.

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<sup>7</sup> Reference to Government Code Section 56668.



- With respect to **service needs**, the present and planned land uses of the affected territory merits public wastewater to facilitate the planned development of 125 single family residences. Approval satisfies a condition by the County of San Diego for the landowner to proceed with the development project and serves as a preferred alternative to installing one or more onsite septic systems.
- With respect to **service availability and capacities**, Ramona MWD would directly assume wastewater service responsibilities for the affected territory upon change of organization. Actual service to the affected territory from Ramona MWD is accessible from an existing private collection pipeline located on Sawday Street via an approximate 6,000-foot lateral connection. Ramona MWD projects the future demand for the affected territory and its planned uses at a daily average of 0.024 million gallons. This projection translates to approximately 200 gallons per day for each of the proposed 125 residential units. The projected demands equal 6.0% of the available average day capacity currently available to Ramona MWD at its Santa Maria WRP with additional details footnoted.<sup>8</sup>

As referenced in the preceding section, the recent municipal service review covering Ramona MWD flagged flows during peak wet periods were regularly exceeding the permitted capacity of the Santa Maria WRP due to excessive inflow and intrusion into the collection system. Staff has revisited this comment in its analysis of the proposal and has received additional information from Ramona MWD to abate the underlying concerns. This includes documentation showing recent improvements to the WRP’s headworks are improving efficiencies in redirecting excessive wet period flows to an existing 1.0 million gallons in equalization basin storage. These improvements are part of a \$10.0 million capital improvement project enacted after the publication of the municipal service review and provide reasonable assurances any additional wet-period flows generated by the Cumming Ranch project will be adequately handled.

- With respect to **related financial considerations**, Ramona MWD has adequate financial resources and administrative controls to provide wastewater services to the affected territory in support of its planned uses without adversely affecting current ratepayers. This comment is reflected in the staff analysis of Ramona MWD’s recent audited statements in the preceding section which shows – among other items – Ramona MWD’s remained profitable over the last three fiscal years with an average total margin of 0.07%.

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<sup>8</sup> Ramona MWD’s existing average day wastewater flow is 0.65 million gallons, which equals 65% of the overall 1.0 million gallons per day capacity at the Santa Maria WRP.

- Timing Factor No. 2:  
Consideration of Policy L-107

San Diego LAFCO adopted L-107 in May 2010 to require all applicants to disclose jurisdictional disputes or related items that are associated with their proposal filings. If applicable, and unless waived by the Executive Officer, the policy requires applicants and/or their representatives to consult with opponents to resolve any known issues – concerns, disputes, etc. – before the item is formally considered by the Commission.<sup>9</sup> If an agreement is reached through the consultation process, the policy states the Commission shall consider the provisions as part of the application. If an agreement is not reached despite exhausting good-faith efforts, the policy states the Commission shall proceed to consider the application as submitted.

No jurisdictional disputes have been disclosed by the Ramona MWD in filing the change of organization proposal with LAFCO. No objections to the proposal have been separately received from any other local agencies.

#### CONCLUSION | MERITS OF CHANGE OF ORGANIZATION TIMING

The timing of the change of organization involving the expansion of Ramona MWD’s wastewater service area is warranted. Justification is marked by the preceding analysis and highlighted by appropriately responding to the existing need for wastewater service for the affected territory through readily accessible public infrastructure and capacities – including recent improvements to abate previously flagged limitations during wet periods – that directly ties to a known project. Additional analysis supporting the conclusion is provided in Appendix A.

#### Item No. 3 | Modifications and Terms

No modifications to the submitted change of organization have been identified by San Diego LAFCO staff meriting Commission consideration at this time. This includes confirmation the expansion of Ramona MWD’s activated wastewater service area to cover the affected territory would not generate any corridors or otherwise illogical jurisdictional features. Approval terms are recommended and include standard LAFCO provisions under Government Code Section 57302 for all jurisdictional changes. A term to incorporate Ramona MWD’s request to specify the landowner be responsible for all processing costs is also included. A listing of all proposed terms is provided in the draft resolution presented as Attachment Two.

<sup>9</sup> The Executive Officer retains discretion to determine the extent of consultation needed.

## CONCLUSION | MODIFICATIONS AND TERMS

No modifications appear warranted. Terms are recommended and include both standard provisions under LAFCO statute as well as incorporating conditions requested by the Ramona MWD in their resolution of application.

### Other Statutory Considerations

#### Exchange of Property Tax Revenues

California Revenue and Taxation Code Section 99(b)(6) requires the County of San Diego and subject agencies to submit an adopted resolution to LAFCO agreeing to accept the exchange of property tax revenues associated with the proposed change of organization. The associated statutes also empower the County of San Diego to make all related property tax exchange determinations on behalf of special districts without consultation unless the affected agencies request otherwise. Staff has confirmed the County has adopted a master enterprise district resolution applicable for the proposed expansion of Ramona MWD’s wastewater service area. The County’s adopted master property tax exchange resolution specifies no transfer of property taxes would occur following the proposed change of organization within Ramona MWD given no tax roll monies presently go to fund wastewater services.

#### Environmental Review

San Diego LAFCO is obligated under CEQA to assess whether environmental impacts would result from activities approved under the Commission’s authority. Accordingly, the Commission is tasked with making two distinct findings under CEQA in consideration of the proposed change of organization. Staff’s analysis follows.

- LAFCO serves as lead agency under CEQA for the confirming sphere of influence amendment associated with accommodating the change of organization. It is recommended the Commission find this action – and specifically expanding Ramona MWD’s secondary sphere specific to its wastewater function to include the affected territory – as a “project” under CEQA but exempt from further review under State Guidelines 15061(b)(3). Staff believes this exemption appropriately applies given it can be seen with certainty spheres are planning policies and associated actions (establishment, update, or amendment) in and of itself does not change the environment or authorize any new uses or services.

- The County of San Diego serves as lead agency under CEQA for considering the change of organization and the expansion of Ramona MWD’s activated wastewater service area as part of its discretion to approve the underlying development project. In this role as lead agency, on January 30, 2013, the County certified and adopted a Notice of Determination and certified Cumming Ranch Environmental Impact Report (EIR) and made findings that – and among other items – wastewater service by Ramona MWD could be adequately provided. As responsible agency, LAFCO staff has reviewed the EIR and associated documents and believes the County has made adequate findings for the Commission’s use in approving the change of organization and no further analysis is required. Copies of the EIR are available online on the LAFCO website.

### **Protest Proceedings**

Protest proceedings for the proposed change of organization may be waived by San Diego LAFCO should the Commission proceed with an approval under Government Code 56662. The recommended waiver appropriately applies given the affected territory is uninhabited as defined under LAFCO law, the subject agency is the applicant and has not filed an objection to the waiver, and the landowner has provided consent to the proceedings.

### **RECOMMENDATION**

Staff recommends conditional approval of the change of organization proposal as submitted along with conforming sphere of influence amendment as detailed. This recommendation and ancillary actions are consistent with Alternative One in the proceeding section.

### **ALTERNATIVES FOR ACTION**

The following alternative actions are available to San Diego LAFCO:

Alternative One (recommended):

Adopt the attached draft resolution conditionally approving the change of organization proposal as submitted (without modifications) and conforming sphere of influence amendment as detailed along with making required findings under CEQA.

Alternative Two:

Continue consideration to the next regular meeting.

Alternative Three:

Disapprove the change of organization proposal with direction to staff to return at the next regular meeting with a conforming resolution for adoption.

## PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO’s agenda for action as part of a noticed public hearing. The following procedures are suggested.

1. Commissioner disclosures, if any.
2. Receive verbal presentation from staff unless waived.
3. Open the public hearing and invite testimony beginning with the applicant(s).
4. Discuss item and consider the staff recommendation.

On behalf of the Executive Officer,



Carolanne Ieromnimon  
Analyst I

Appendices:

- A) Analysis of Jurisdictional Change Factors

Attachments:

- 1) Map of Affected Territory
- 2) Municipal Service Review Summary: Ramona Region
- 3) Draft Resolution of Approval
- 4) Application Materials
- 5) County EIR for Cumming Ranch Project ([online only](#))

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## APPENDIX A

### Government Code Section 56668 Mandatory Proposal Review Factors

- a) **Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to populated areas; the likelihood of significant growth in the area, and adjacent areas, in the next 10 years.**

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The affected territory as corrected spans approximately 390 acres and is located in east San Diego County in the Ramona region. State Route 67 serves as the local connector within the affected territory via Highland Valley Road. State Route 78 connects the area to the City of Escondido to the west while State Route 67 connects the area to the City of Poway to the southwest. The elevation ranges from 518 feet to 1,394 feet above sea level with the latter point recorded on Ramona Airport. The predominant land uses are low density residential and – albeit at a decreasing level – commercial agriculture. Total assessed value (land) within the affected territory is \$3.6 million.

- b) **The need for municipal services; the present cost and adequacy of municipal services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.**

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The County of San Diego serves as the primary purveyor of general governmental services to the affected territory. These services include community planning, roads, street lighting, and law enforcement. Other pertinent service providers Ramona MWD (water, wastewater, parks and recreation) and San Diego County FPD (fire protection, emergency medical, and ambulance transport). The proposal affects only Ramona MWD’s wastewater service functions is the focus of the following analysis.

- **Wastewater**

Ramona MWD would directly assume wastewater service responsibilities for the affected territory upon the change of organization. Staff’s review of Ramona MWD shows it has sufficient capacity and related resources to readily accommodate demands in the affected territory at its planned uses without expanding public infrastructure. Ramona MWD projects the future demand for the affected territory and its planned uses at a daily average of 0.024 million gallons. This projection translates to approximately 200 gallons per day for each of the proposed 125 residential units. The projected demands equals approximately 6.0% of the available capacity currently available to Ramona MWD at its Santa Maria Reclamation Plant. Actual service to the affected territory from Ramona MWD is accessible from an existing private collection pipeline located on Sawday Street via an approximate 6,000-foot lateral connection.

**c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on local governmental structure.**

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The affected territory recommended for a change of organization would formalize social and economic ties existing between Ramona MWD and the affected territory. These existing ties relate to Ramona MWD’s current role in managing wastewater and related services in surrounding lands to the affected territory. The change of organization would formalize and expand these social and economic ties and clarify Ramona MWD’s expanding role in managing wastewater services in the Ramona area as new moderate to high density uses are proposed.

**d) The conformity of the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies/priorities set forth in G.C. Section 56377.**

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Approval of the recommended change of organization is consistent with the orderly expansion of Ramona MWD’s wastewater service area. Additionally, the proposal would not induce or otherwise facilitate the loss of open-space lands, and as such does not conflict with the provisions of Government Code Section 56377.

**e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by G.C. Section 56016.**

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Portions of the affected territory recommended for change of organization qualify as agricultural land under LAFCO law, although no actual agricultural uses are in operation. The change of organization proposal is specific to establishing wastewater services for an approved development and would not adversely affect the physical or economic well-being of the agricultural lands.

**f) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment, the creation of islands or corridors of unincorporated territory, and other similar matters.**

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LAFCO is in receipt of a draft map and geographic description of the affected territory that details metes and bounds that appears consistent with the standards of the State Board of Equalization and conforming with lines of assessment. LAFCO approval would be conditioned on approval of the map and geographic description by the County Assessor’s Office and address any modifications enacted by the Commission.

**g) A regional transportation plan adopted pursuant to Section 65080.**

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The recommended change of organization would not conflict with San Diego Forward, the regional transportation plan established by the San Diego Association of Governments (SANDAG).



**h) Consistency with the city or county general and specific plans.**

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The affected territory recommended for change of organization is entirely unincorporated and subject to the land use policies of the County of San Diego. The County’s implementing land use policy document for the affected territory is the Ramona Community Plan. This latter document prescribes limiting residential development in its most dense area (Town Center) to no more than 7.3 dwelling units per acre.

**i) The sphere of influence of any local agency affected by the proposal.**

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See agenda report analysis.

**j) The comments of any affected local agency or other public agency.**

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Notice of the submitted change of organization proposal was distributed to all affected and subject agencies as required under LAFCO law. Notices were also provided to all local college and school districts. No written comments on the proposal were received ahead of preparing this agenda report for distribution on April 24, 2023.

**k) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.**

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Should the proposed change of organization be approved Ramona MWD will assume legal responsibility to provide wastewater services to the affected territory and the planned development of the Cumming Ranch project. This service is organized as an enterprise and will be financed using user fees. The staff analysis of Ramona MWD’s last three audited statements show – among other items – the District has been effectively managed and reflected in an average total margin of 0.07%.

**l) Timely availability of adequate water supplies for projected needs as specified in G.C. Section 65352.5.**

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The affected territory lies within Ramona MWD eligible to receive potable water service with all water supplies currently dependent on groundwater. The change of organization does not change these baseline conditions.

**m) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs.**

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The proposed change of organization would not impact any local agencies in accommodating

their regional housing needs.

**n) Any information or comments from the landowners, voters, or residents.**

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No written or formal comments have been submitted to San Diego LAFCO staff as of the date of the posting of the agenda report on April 24, 2023.

**o) Any information relating to existing land use designations.**

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See above analysis for (h).

**p) The extent to which the proposal will promote environmental justice.**

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The change of organization is expected to aid and/or otherwise promote environmental justice by enhancing wastewater services within the affected territory and for any groups that are susceptible to pollution burdens and their effects. This latter category – notably – low-income communities, communities of color, tribal nations, and other disadvantaged groups. Consideration of existing environmental justice factors within the affected territory draw on staff analyzing data available from the California Environmental Protection Agency through its online assessment tool (CalEnviroScreen 4.0). Two composite percentile rankings for the affected territory are generated within this analysis and involves pollution burdens (exposures and environmental effects) and at-risk population characteristics (sensitive populations and socioeconomic factors) relative to all census tracts in California. Key results are summarized below followed by fulling table listings.

- The affected territory’s composite **pollution burdens** ranking falls in the 15 percentile. Four pollution burden measurements exceed the 50 percentile and considered relatively high. These four measurements comprise (a) one exposure involving ozone as well as (b) four environmental effects involving cleanup sites, impaired water, and solid waste sites.
- The affected territory’s composite **at-risk population** ranking falls in the 16 percentile. One at-risk population measurements exceed the 40 percentile and considered moderately high. This one measurement comprises a socioeconomic factor involving educational attainment.

(continued)

Census Tract 6073020801 & 6073020805 Pollution Burdens and At-Risk Population	
Table 2.6a (Source: California Environmental Protection Agency and SD LAFCO)	
Factor	Census Tract 6073020801 & 6073020805
No. of Census Tracts	2
Estimated Population	8,999
Pollution Burden	Weighted Percentile
<b>... Percentile</b>	<b>14.87</b>
Indicator   Air Quality: Ozone	69.08
Indicator   Air Quality: PM 2.5:	11.00
Indicator   Air Quality: Diesel PM:	9.25
Indicator  Pesticides:	37.81
Indicator   Toxic Releases:	10.71
Indicator  Traffic:	17.35
Indicator   Drinking Water Contaminants:	15.59
Indicator   Lead in Housing:	27.97
Effects   Cleanup Sites:	65.42
Effects   Groundwater Threats:	44.36
Effects   Hazardous Waste:	37.76
Effects   Impaired Water:	56.86
Effects   Solid Waste:	57.83
At Risk Population Characteristics	Weighted Percentile
<b>... Percentile</b>	<b>15.95</b>
Sensitive Population   Asthma:	13.85
Sensitive Population   Low Birth Weight:	13.30
Sensitive Population   Cardiovascular Disease:	36.82
Socioeconomic Factor   Education Attainment:	48.74
Socioeconomic Factor   Linguistic Isolation:	2.11
Socioeconomic Factor   Poverty:	31.70
Socioeconomic Factor   Unemployment:	38.71
Socioeconomic Factor   Housing Burden:	33.19

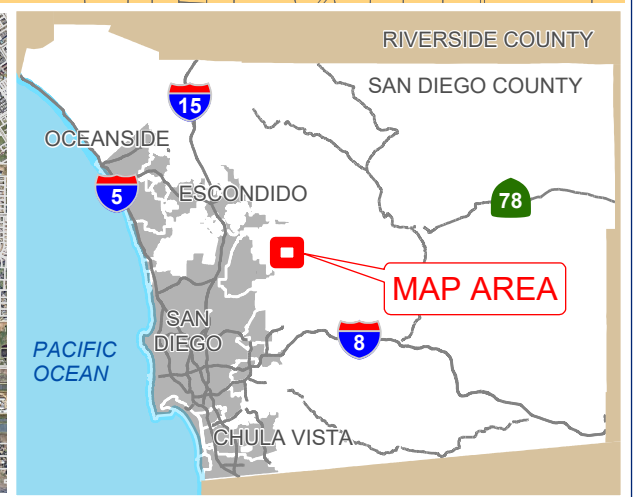
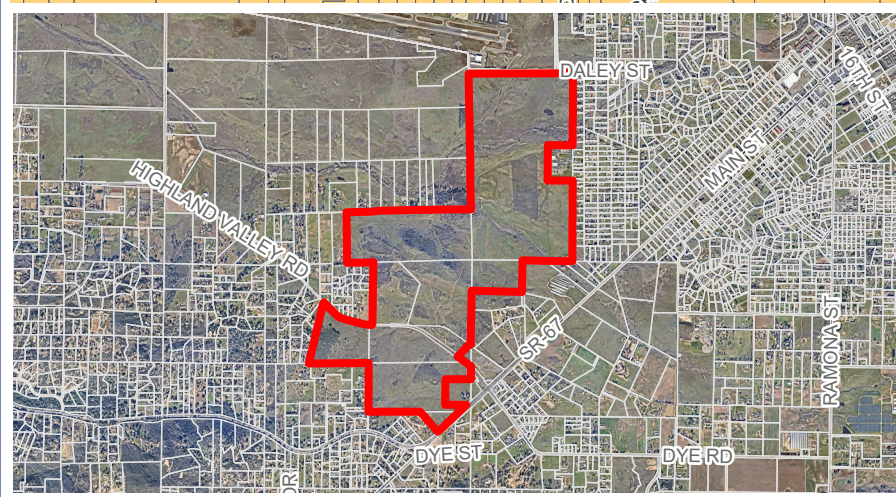
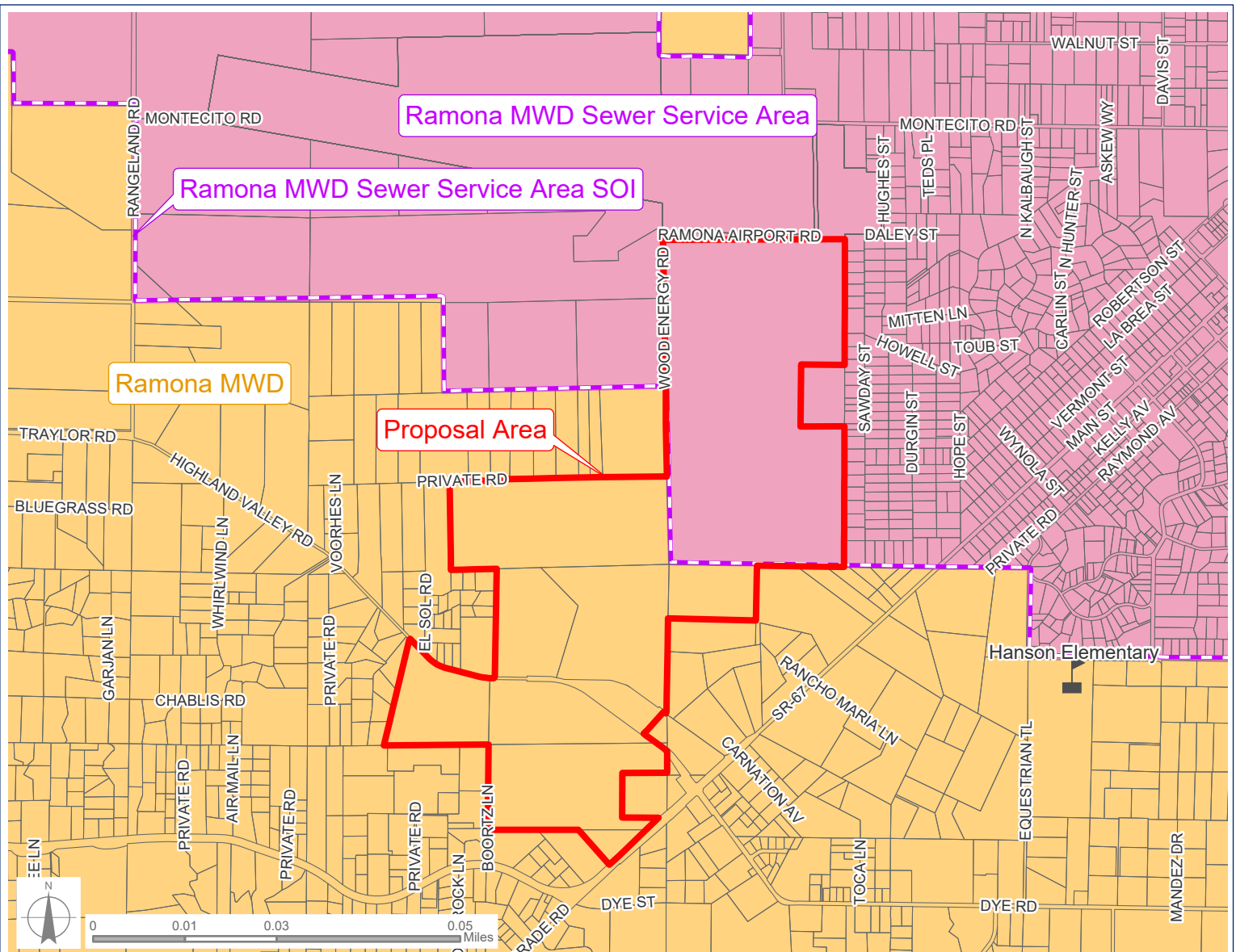
q) Information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone or maps that identify land determined to be in a state responsibility area, if it is determined that such information is relevant to the affected territory.

The County of San Diego General Plan contains a hazard mitigation plan for potential fire, flooding, and earthquakes. The affected territory lies in a Very-High Fire Hazard Severity Zone.

r) Section 56668.3(a)(1) Whether the proposed annexation will be for the interest of the landowners or present or future inhabitants within the district and within the territory proposed to be annex to the district.





Approval of the change of organization would be in the best interest of the current and future landowners and/or residents of the affected territory by providing reliable wastewater services going forward.

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CO22-16 "CUMMING RANCH CHANGE OF ORGANIZATION" | RAMONA MWD LATENT POWERS EXPANSION

SOI = Sphere of Influence

-  Ramona MWD Sewer Service Area SOI
-  Proposal Area
-  Ramona MWD Sewer Service Area
-  Ramona MWD

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# Municipal Service Review

## RAMONA REGION

### FINAL

REPORT SUMMARY | October 2021



## Central Themes and Conclusions

The Ramona region represents one of the largest and growing unincorporated communities in San Diego County with a current estimated population of 37,708 – an amount that exceeds 5 of the 18 cities. The region’s status as a prominent unincorporated area dates to the 1840s and the arrival of community patriarchs Joaquin Ortega and Adolpho Stokes and the subsequent establishment of a stagecoach stop and adjoining general store to accommodate travelers going to and from the goldmines to the east in Julian. The region began transitioning to a stand-alone destination at the turn of the century and marked by outside investments and ensuing subdivisions recorded by the Santa Maria Land and Water Company. This transition was headlined by the official naming of the community as “Ramona” with the permanent population reaching approximately 1,000 by 1900 – which at the time made Ramona the largest unincorporated area in all of San Diego County.

The County of San Diego remained the lone source of local government for the Ramona region through the start of the new century until the formation of the Ramona Irrigation District (1925) and its construction of the first community water system. Markedly, the formation of the Ramona Irrigation District paralleled initial community discussions on incorporation and subsequently supplemented by additional special district formations to expand the scope of local government in the region to include the Ramona Fire Protection District (1946), Ramona Sanitation District (1946), Ramona MWD (1958), and Mt. Woodson Ranch Sanitation District (1988). Ramona MWD’s proved most consequential, and through a combination of latent power activations and consolidations it has emerged as the singular provider of potable water, wastewater, fire protection and emergency medical, parks and recreation, and recycled water in the region.





Beautiful  
Lake Ramona  
in San Diego

Today the Ramona region serves as a unique community separator in San Diego County with urban uses to the west and non-urban uses to the east. Ramona itself remains largely rural with the notable exception of the central “village” area located along Main Street, which increasingly includes several financial, retail, and restaurant franchises and serves as the region’s social and economic hub.

A review of the Ramona region relative to San Diego LAFCO’s growth management tasks and interests as prescribed under statute produces eight central themes or conclusions. These conclusions focus – albeit not exclusively – on the availability, need, and adequacy of municipal services by Ramona MWD as the central service provider in the region. The conclusions are independently drawn and largely sourced to information collected and analyzed by the Commission between 2015 and 2019 and further detailed in the agency profile (Chapter Three).

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**Ramona MWD has emerged as the central municipal service provider in the region and its core activities – specifically water, wastewater, fire protection – and adequacies therein are essential in supporting current and future growth.**

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## 1 Evolving Community Character

Ramona's community character continues to evolve and most notably towards a more traditional suburb setting with urban-type landscapes. This transition is reflected in the relatively high population growth rate in the region over the report period at 1.1% annually, which is more than one-fifth above the countywide average. The population is also increasingly more affluent than past generations with the average median household income equaling \$92,543 at the end of the five-year report. This median income is more than two-fifths above the corresponding rate for all of San Diego County and – and among other factors – aided by the 17% increase in four-year college graduates over the 60-month period.



## 2 Expanded and Centralized Role of Ramona MWD

Ramona's evolving community character towards more traditional suburban uses has relatedly generated additional demands and expectations on local government in the region. Ramona MWD has affirmatively responded to these changes over its 60-year plus history and through a combination of consolidations and latent power expansions evolved into a multi-purpose agency and now the centralized provider of water, wastewater, fire protection and emergency medical, parks and recreation, and recycled water in the region. Further expansions – however and irrespective of any merit – is limited under the principal act.

## 3 Adequate Service Capacities at MWD with One Notable Exception

As the principal municipal service provider in the region, Ramona MWD has developed adequate infrastructure capacities and related administrative controls to meet current and projected demands in the timeframe of this report with one exception. This exception involves meeting wastewater demands within the Santa Maria service area, which covers central Ramona and now regularly exceeds permitted capacities during high-rain periods due to excessive inflow (surface) and/or infiltration (groundwater) intrusion.

## 4 Need for Capital Improvement Investments within MWD

Notwithstanding the overall adequacy of current municipal service capacities, Ramona MWD would benefit from additional investment into its capital assets with specific focus on remedying the increasing and varying pipeline ages involving both its water and wastewater systems. Capital planning and investment in parks and recreation is also merited to help advise its contract provider (Ramona Parks and Recreation Association) and includes addressing improvements to the Wellfield Park and its Community Center and Rodeo Arena.

## 5 MWD's Positive Financial Standing

Ramona MWD improved its financial standing during the report period as measured by its audited net position with an overall 12% increase from \$86 to \$105 million. This improvement largely ties to Ramona MWD achieving an average annual bottom line – or total margin – and contributes to an ending unrestricted fund balance sufficient to meet 18 months of operating expenses. Ramona MWD also finished the period with a relatively well-funded employee pension program with a composite funded ratio of 80 percent.

## 6 Advancing Regional Fire Protection Services

Existing fire protection and emergency medical service in the Ramona region are equally divided between two special districts: Ramona MWD and San Diego County FPD. Both special districts choose to contract with CALFIRE for day-to-day field operations. This common arrangement – notably – suggest consolidating fire protection responsibilities under the San Diego County FPD’s economies of scale would advantageously sync and enhance service levels while providing local control.

## 8 The Clearer Case for a Community Services District

Irrespective of the preceding topic on incorporation, the Ramona region has already established itself as an economic and socially distinct community in San Diego County. Ramona MWD has evolved accordingly and expanded its service functions to meet the community’s needs and now operating at the authority limits under the MWD principal act. Reorganization into a community services district (CSD) appears meritorious in providing the region with a local governance model that can provide a complete range of municipal services with LAFCO approval with the lone exception of direct land use control. Reorganizing into CSD – markedly – would also serve as the preferred governance step towards a potential transition into an incorporated community.

## 7 The Curious Case of Incorporation

There has been reoccurring interest in the Ramona region to incorporate and transition local governance from the County of San Diego Board of Supervisors to a newly established city council. Most recently, incorporation proponents approached LAFCO with pre-application submittals as required under policy in 1982 and 2005 before choosing not to proceed with official filings. It is nonetheless reasonable to assume future interest in incorporation will reemerge within Ramona given its size and local resources – including a combination of both property and sales taxes. Accordingly, it would be beneficial for LAFCO to prepare an informational report to advise on current statutory thresholds and associated incorporation opportunities in San Diego County to include – but not limited to – Ramona.

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The Ramona region is one of the largest unincorporated areas in San Diego County with an estimated resident population of 37,708.

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A dirt trail leading up to a hilltop lined with boulders at Ramona Grasslands Preserve in San Diego



Hiker standing on  
Potato Chip Rock,  
San Diego



## Recommendations

The following recommendations call for specific actions either from San Diego LAFCO and/or other local government agencies based on information generated in this report and outlined below in order of their placement in Section 5.0 (Written Determinations). Recommendations for Commission action are dependent on a subsequent directive through the adopted work plan.

1. The Commission should coordinate with SANDAG to identify current buildout estimates relative to existing zoning standards by the County of San Diego for the Ramona region and incorporate the information into the next municipal service review. This should include assessing potential impacts tied to the recent passage of Senate Bill 9 (Weiner) and the allowance for additional lot splitting to accommodate more housing throughout California.
2. The Commission should perform additional analysis with respect to water, wastewater, and fire protection needs for adjacent lands to the Ramona region that qualify as disadvantaged unincorporated communities and incorporate accordingly into future service reviews.
3. Ramona MWD should address excessive inflow and infiltration issues within its Santa Maria wastewater collection system in order to reduce system peaking factor and the elevated threat of raw sewage spills and/or related impacts to the environment.
4. Ramona MWD should develop a facility improvement plan to guide its parks and recreation function and engage constituents in doing so in setting long-term service goals and amenities.
5. The Commission should defer its statutory task to address service levels and related needs of the lone mutual water company in the Ramona region – Rancho Santa Teresa – to a scheduled information report as part of the 2021–2022 workplan.



Main Street  
in Ramona,  
California

6. Ramona MWD should revisit and realign its water service operating costs and user rates to remedy a sizeable structural deficit of nearly nine-fold during the five-year report period.
7. Ramona MWD should expand its existing community outreach efforts by establishing social media uses and live-streaming meetings to affirmatively add to existing efforts in spotlighting its activities and further facilitate opportunities for community input.
8. Ramona MWD should consider the following actions with respect to improving current fire protection and emergency medical services:
  - Ramona MWD should consider adopting response time standards with desired time dependent benchmarks and making these parts of the contract language with CAL FIRE.
  - Ramona MWD should develop a vegetation management plan to mitigate the wildfire risk to the community. Similarly, a comprehensive review of community disaster risk should be completed and submitted to the County Office of Emergency Services for review and inclusion in the County's Multi-Jurisdictional Hazard Mitigation Plan.
9. Ramona MWD and San Diego County FPD should consider a voluntary consolidation under the FPD's greater economies of scale to sync and enhance service levels for the common benefit of the Ramona region and need to vigilantly protect against wildfires.
10. The Commission should address and reconcile Ramona MWD's recycled water service activity as part of a future update to Rule No. 4 with respect to formally identifying the function, class, and authorized location under statute.
11. The Commission should prepare a future informational report to advise on current statutory thresholds and associated incorporation opportunities in San Diego County to include—but not limited to—the Ramona region as the one of the largest unincorporated communities.
12. Reorganization of Ramona MWD into a community services district merits exploration in providing the Ramona region a local governance model that can continue to evolve with the community needs and—pertinently—serves as the preferred transitional vehicle to a potential future incorporation should circumstances warrant.
13. There appears to be sufficient merit to immediately proceed with a limited update and expansion to Ramona MWD's sphere of influence and add approximately 30 unincorporated acres lying immediately outside the current designation along Dos Picos Park Road.
14. Additional amendments to the Ramona MWD sphere of influence may also be warranted subject to a more comprehensive update as part of the next scheduled study.

**RESOLUTION NO. \_\_\_\_\_**

**SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION**

**MAKING DETERMINATIONS, APPROVING, AND ORDERING A CHANGE OF ORGANIZATION**

**“CUMMING RANCH CHANGE OF ORGANIZATION”  
EXPANSION OF RAMONG MUNICIPAL WATER DISTRICT’S  
ACTIVATED WASTEWATER SERVICE AREA & RELATED SPHERE OF INFLUENCE ACTION  
LAFCO FILE NO. CO22-16**

**WHEREAS**, on December 8, 2022, the Ramona Municipal Water District (MWD) filed a resolution of application to initiate proceedings with the San Diego County Local Agency Formation Commission, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

**WHEREAS**, the application seeks approval of a change of organization to expand Ramona MWD’s activated wastewater service area by approximately 683 acres of unincorporated territory within the County of San Diego; and

**WHEREAS**, the affected territory as proposed comprises one contiguous area consisting of eight parcels identified by the County of San Diego Assessor’s Office as 282-010-30; 282-010-43; 283-011-06; 283-021-01; 283-021-02; 283-041-25; 283-041-26; and 283-051-01.

**WHEREAS**, the Commission has confirmed an applicable master property tax transfer agreement applies to the proposed change of organization dated December 14, 1982; and

**WHEREAS**, the Commission’s Executive Officer has reviewed the proposed change of organization and prepared a report with recommendations; and

**WHEREAS**, the Executive Officer’s report and recommendations on the proposal have been presented to the Commission in the manner provided by law; and

**WHEREAS**, the Commission heard and fully considered all the evidence presented at a noticed public meeting on the proposal on May 1, 2023; and

**WHEREAS**, the Commission considered all the factors required by law under Government Code Sections 56425 and 56668 and adopted local policies and procedures.

**NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER** as follows:

1. The public meeting was held on the date set therefore, and due notice of said meeting was given in the manner required by law.

2. At the public meeting, the Commission considered the Executive Officer's report.
3. The Commission is responsible under the California Environmental Quality Act (CEQA) in considering the two distinct "projects" associated with the proposed change of organization and as detailed in the Executive Officer's report: (a) the change of organization and (b) the related conforming sphere of influence action. The Commission's findings follow.
  - San Diego LAFCO serves as lead agency under CEQA for the conforming amendment to Ramona MWD's secondary sphere of influence specific to wastewater services to accommodate the proposed change of organization. It is recommended the Commission find this action is a project under CEQA but exempt from further review under State Guidelines 15061(b)(3). This exemption appropriately applies given it can be seen with certainty that spheres are planning policies and any associated actions (establishment, update, or amendment) in and of itself does not change the environment or authorize any new uses or services.
  - The County of San Diego serves as lead agency under CEQA for considering the change of organization and the expansion of Ramona MWD's activated wastewater service area as part of its discretion to approve the underlying development project. In this role as lead agency, on January 30, 2013, the County certified and adopted a Notice of Determination and certified Cumming Ranch Environmental Impact Report (EIR) and made findings that – and among other items – wastewater service by Ramona MWD could be adequately provided. LAFCO has independently reviewed the EIR and concurs and incorporates herein the County's findings as a responsible agency.
4. The Commission CONDITIONALLY APPROVES an amendment to Ramona MWD's secondary sphere of influence specific to its wastewater service area to accommodate and otherwise match the change of organization as shown in Exhibit A.
  - a) Approval of the above-stated sphere of influence amendment is contingent upon the approval and related issuance of a Certificate of Completion.
5. The Commission's written statement of determinations addressing the mandatory factors required for consideration any time spheres of influence are adopted, amended, or updated under Government Code Section 56425 are addressed in the Executive Officer's written report and incorporated herein.
6. The Commission APPROVES the change of organization without modifications and subject to conditions as provided. Approval involves all of the follow:
  - a) Expansion of the Ramona MWD's activated wastewater service area to the affected territory is shown in "Exhibit A" and described in "Exhibit B."

7. The Commission CONDITIONS all approvals on the following terms being satisfied by May 1, 2024 unless an extension is requested and approved by the Executive Officer:
  - a) Completion of the 30-day reconsideration period provided under Government Code Section 56895.
  - b) Submittal to the Commission of final map and geographic description of the affected territory as approved by the Commission conforming to the requirements of the State Board of Equalization – Tax Services Division.
  - c) Submittal to the Commission of the following payments:
    - A check made payable to LAFCO in the amount of \$100.00 for the County of San Diego-Clerk Recorder to reimburse for filing two CEQA notices consistent with the findings in the resolution.
    - A check made payable to the State Board of Equalization for processing fees in the amount of \$2,500.00.
    - A check made payable to San Diego to reimburse the public hearing notice published in the San Diego Union Tribune.
  - d) Submittal of confirmation to the Executive Officer from Ramona MWD that all respective annexation terms and conditions have been satisfied by the landowner.
8. The Commission assigns the proposal the following short-term designation:

“Cumming Ranch Change of Organization”
9. The affected territory as designated by the Commission is uninhabited as defined in Government Code Section 56046.
10. The Commission waives conducting authority proceedings under Government Code Section 56662.
11. The Ramona MWD is a registered-voter district.
12. The Ramona MWD utilizes the County of San Diego assessment roll.
13. The affected territory will be liable for any existing bonds, contracts, and/or obligations of the Ramona MWD as provided under Section 57328.

14. The effective date of the approval shall be the date of recordation but not before the completion of a 30-day reconsideration period and only after all terms have been completed as attested by the Executive Officer.
15. As allowed under Government Code Section 56107, the Commission authorizes the Executive Officer to make non-substantive corrections to this resolution to address any technical defects, errors, irregularities, or omissions.
16. The Executive Officer is hereby authorized and directed to mail copies of this resolution as provided in Sections 56880-56882 of the Government Code.
17. The Executive Officer is further authorized and directed to prepare, execute, and record a Certificate of Completion, make the required filings with the County Assessor, County Auditor, and the State Board of Equalization as required by Section 57200, et seq., of the Government Code.

\*\*

PASSED AND ADOPTED by the Commission on May 1, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\*\*

Attest:

\_\_\_\_\_  
KEENE SIMONDS  
Executive Officer



**EXHIBIT A**  
**MAP OF THE AFFECTED TERRITORY**

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**EXHIBIT B**  
**GEOGRAPHIC DESCRIPTION OF THE AFFECTED TERRITORY**

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# RAMONA MUNICIPAL WATER DISTRICT

105 Earlham Street  
Ramona, CA 92065-1599

Telephone: 760-789-1330  
Facsimile: 760-788-2202

## Certified Copy of Resolution

I, Kellie C. Barclay, Board Secretary of the Board of Directors of the Ramona Municipal Water District, do hereby certify that the attached document is an accurate copy of Resolution 22-1584, as passed and adopted by the Board of Directors at a meeting on November 8, 2022.

Signed this 8<sup>th</sup> day of December, 2022:

Kellie C. Barclay  
Board Secretary  
Ramona Municipal Water District

A handwritten signature in blue ink that reads "Kellie C. Barclay". The signature is fluid and cursive, with a long tail on the final letter.

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Signature

**RESOLUTION NO. 22-1584**

**RESOLUTION APPROVING APPLICATION TO LAFCO  
BY THE RAMONA MUNICIPAL WATER DISTRICT BOARD OF DIRECTORS  
FOR EXPANSION OF ITS LATENT SEWER POWERS AREA  
FOR THE CUMMING RANCH DEVELOPMENT**

**WHEREAS**, 805 Properties, a California General Partnership, a property owner, has requested that the land described in the legal description and plat, which is attached hereto as **Exhibit “A”** (“Subject Property”) and by this reference made a part hereof, be annexed to the Santa Maria Sewer Service Area (SMSSA);

**WHEREAS**, the property owner understands and agrees that the annexation requested shall be subject to the terms and conditions set forth in Ramona Municipal Water District’s (“RMWD”) Legislative Code Section 7.60, Sewer Annexation and Inclusion Fees and must comply with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Gov. Code Sec 56000, et seq.);

**WHEREAS**, the latent powers of the RMWD to provide sewer services, have been exercised as authorized by LAFCO, for a geographically limited area within the boundaries of the SMSSA, the RMWD’s Activated Sewer Powers Area;

**WHEREAS**, the Subject Property is located within the Ramona Municipal Water District’s boundaries and is located outside the SMSSA, the RMWD’s Activated Sewer Powers Area;

**WHEREAS**, the SMSSA Latent Sewer Powers Area must be expanded to include the Subject Property before the Subject Property can be annexed into the SMSSA as requested by property owner;

**WHEREAS**, the Board of Directors of the RMWD desires to consider the annexation of said property to the SMSSA;

**WHEREAS**, the Board of Directors of the RMWD desires that the Latent Sewer Powers Area of the SMSSA be expanded to include the Subject Property such that sewer services provided by the RMWD may be provided for the proposed development on the Subject Property;

**WHEREAS**, the plan for service for the expanded area is set forth in the Sewer System Improvements Agreement, included hereto as **Exhibit “B”**;

**WHEREAS**, a map of the boundary of the Santa Maria Sewer Service Area to be expanded to include the Subject Property is attached as **Exhibit “C”**;

**WHEREAS**, 805 Properties has executed a Petition for Annexation and a Pre-Annexation

and Pre-Latent Powers Expansion Agreement, committing to pay for all applicable fees and other expenses incurred by the RMWD, and the Board of Directors of RMWD will subsequently consider a resolution approving the annexation, and further finding the annexation exempt from the California Environmental Quality Act pursuant to CEQA Guideline 15319;

**WHEREAS**, Government Code Sections 56650 and 56654 require that the RMWD approve a Resolution of Application and submit the Resolution to the Local Agency Formation Commission (“LAFCO”) for approval of the request to expand its SMSSA Latent Sewer Powers Area; and

**WHEREAS**, all other legal prerequisites to the adoption of this Resolution have been met.

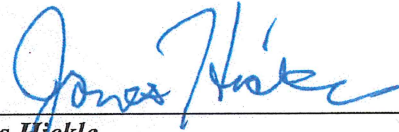
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the RAMONA MUNICIPAL WATER DISTRICT as follows:

- 1) All of the Recitals set forth above are true.
- 2) The proposed annexation is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15319(b), which includes annexations of individual small parcels of the minimum size for facilities exempted by Section 15303, New Construction or Conversion of Small Structures. The Owner proposes to construct a Project on the Property consisting of 125 single-family residential homes or equivalent dwelling units (EDU’s). Single family residences and sewer services to those residences are exempt from environmental review pursuant to Section 15303 of the CEQA Guidelines. Other aspects of the project will be reviewed for CEQA compliance upon submission of the applicable permit applications.
- 3) The proposal to expand the Latent Sewer Powers Area of the SMSSA to include the Subject Property is consistent with the RMWD’s Sphere of Influence.
- 4) An application is hereby made to LAFCO to amend the Latent Sewer Powers Area of the Santa Maria Sewer Service Area to include the territory of the Subject Property.
- 5) The RMWD requests that proceedings be taken for this proposal pursuant to Part 3 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- 6) The property owner of the Subject Property must execute and abide by the terms and conditions of the Pre-Annexation and Pre-Latent Powers Expansion Agreement for Sewer Service Between Ramona Municipal Water District and 805 Properties (**Exhibit "D"**), including but not limited to:
  - i) Petitioner shall pay for all expenses incurred by the Ramona Municipal Water District in processing the application, petition and in making the filings required by law, including, but not limited to, all filing fees, attorneys’ fees, staff time, and any

changes in processing/filing fee schedules of the involved agencies that may occur during the time the actions are being processed.

- 7) The General Manager, or her designee, is hereby authorized and directed to file a certified copy of this Resolution with the Executive Officer of the LAFCO.
- 8) The General Manager, or her designee, is hereby authorized and directed to prepare the necessary LAFCO Application documents, conduct investigations, and take any action necessary to process the application.

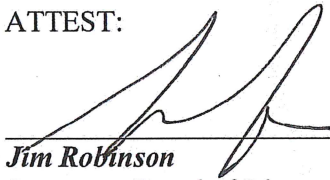
**PASSED, APPROVED AND ADOPTED** at a regular Board meeting of the Board of Directors of the Ramona Municipal Water District held on the 8th day of November 2022.



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*James Hickle*  
President, Board of Directors  
Ramona Municipal Water District

ATTEST:



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*Jim Robinson*  
Secretary, Board of Directors  
Ramona Municipal Water District





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

# 6b

**AGENDA REPORT**  
 Public Hearing

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer

**SUBJECT:** **Proposed Final Workplan and Budget for 2023-2024 and Related Actions**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider recommendations in adopting a final workplan and budget for 2023-2024. Both items return following their draft adoption in March and subsequent public review. The workplan remains substantively unchanged in outlining 30 specific projects in priority order. Noteworthy revisions involve adding four projects from the current year that were initially expected to be completed by June 30th and include a white paper on governance options to enhance public recreation opportunities involving local reservoirs, policy establishment on out-of-agency services, and municipal service reviews on the Carlsbad and Oceanside regions. The budget is unchanged and continues to total \$2.750 million. More than four-fifths of total expenses – \$2.261 million – covers operating costs and represents an increase of 12.6% and primarily tied to funding an additional staff position. Agency apportionments continue to represent nine-tenths of all operating revenues and set to increase by 13.0% via the combination of additional operating expenses plus reduction in budgeted use of reserves.

**BACKGROUND**

San Diego LAFCO is responsible under State law to adopt a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. A mandatory review by all local funding agencies is required between the two adoption periods. State law also specifies the proposed and final budgets

<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>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, 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>Vice Chair Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David A. Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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shall be equal to the budget adopted for the previous fiscal year unless LAFCO formally finds any reduced costs will allow the membership to meet its regulatory and planning duties.

## DISCUSSION

This agenda item is for San Diego LAFCO to consider recommendations from the Executive Officer in adopting a final (a) workplan and (b) budget for the upcoming fiscal year. Both items return to the Commission from their initial presentation and adoption in draft-form on March 6<sup>th</sup> and subsequent 45-day public review period. This included providing direct notice to all 77 local funding agencies as required under statute as well as presenting to both the Cities and Special Districts Advisory Committees. Comments received during the public review are attached. A summary discussion of the main components underlying both items and key revisions made since the March 6<sup>th</sup> follows.

### Summary | Proposed Final Workplan in 2023-2024

The proposed final workplan remains mostly intact from the draft adopted in March. This includes continuing to outline 30 specific projects for the upcoming fiscal year listed in priority order and divided between high (Nos. 1-10), moderate (Nos. 11-20), and low (Nos. 21-30). Revisions have been incorporated to account for four existing projects that were initially expected to be completed by June 30<sup>th</sup> but now expected to substantively extend into the new fiscal year. These four added projects are a white paper on governance options to enhance public recreation opportunities involving local reservoirs, policy establishment on out-of-agency services, and municipal service reviews on the Carlsbad and Oceanside regions. In accommodating these additions, four projects have been removed from the workplan since March. These involve a policy update on Rule No. 4 (district function and class designations), governance study on the Escondido region, and bylaw updates for the Cities and Special Districts Advisory Committees. Notably, while all four of these latter projects remain pertinent, their removal does not pose any concerns given the likelihood they can be readily and timely addressed in future workplans.

A summary of the revisions to the workplan follows.

Revisions to Workplan Changes Made Since March 6 <sup>th</sup>	
Added	Removed
Oceanside Regional Municipal Service Review (6)	Governance Study on Escondido Region (12)
Carlsbad Regional Municipal Service Review (7)	Policy Update on Commission Rule No. 4 (26)
Policy Update on Out-of-Agency Services (11)	Bylaw Update for Cities Advisory Committee (27)
Paper on Governance Options: Reservoir Recreation (15)	Bylaw Update for Districts Advisory Committee (28)

## Summary | Proposed Final Budget in 2023-2024

The proposed final budget remains entirely intact from the draft adopted in March and sets total matching expenses and revenues at \$2.750 million. More than four-fifths of total expenses tie to operating costs and equal \$2.260 million, which represent a net change of 12.6% – or \$253,211 – over the current fiscal year. This increase accommodates baseline operating expenses plus increasing staff from 8.0 to 9.0 fulltime employees with the reestablishment of the Assistant Executive Officer position. Previously approved cost-of-living adjustments for all employees paired with a biennial per diem adjustment and providing additional funding for communication services (translation, multi-media, and community engagement) largely account for the other increases in operating expenses. The remaining one-fifth portion of total expenses involve non-operating costs at \$0.489 million and tied to transacting a State planning grant plus debt service. Similar to expenses, four-fifths of total revenues tie to operating units and equal \$2.254 million. This amount represents a net change of 13.3% – or \$264,386 – over the current fiscal year and mostly attributed to increases in local agency apportionments. Remainder of total budgeted revenues at \$0.495 million involve non-operating units and tie to transacting a State planning grant plus unassigned reserves.

### ANALYSIS

San Diego LAFCO’s proposed final workplan and budget for 2023-2024 reflects a measured true-up to better align activities with available resources. The true-up ties to continuing the Commission’s practice to set a full and otherwise proactive workplan with the aid of increasing staff through the re-budgeting of a full-time Assistant Executive Officer position. Re-budgeting the position accounts for three-fifths of the total increase in operating expenses – or \$0.190 of the \$0.264 million – and would advantageously expand LAFCO’s organizational capacities and in doing so, keep up with the workplan and proposal activities. A user-friendly guide on the proposed final workplan and budget is available as Attachment One. The guide will be updated to reflect any changes approved by the Commission at the May 1<sup>st</sup> meeting and will be circulated to all funding agencies.

### RECOMMENDATION

It is recommended San Diego LAFCO approve the proposed final workplan and budget as presented with any desired changes. This recommendation is consistent with taking the actions identified in the proceeding section as Alternate One.

### ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

- (a) Adopt the attached resolution provided as Attachment Two approving the final workplan (Exhibit A) and budget (Exhibit B) for 2023-2024 with any changes.
- (b) Direct the Executive Officer to coordinate with the County of San Diego Auditor's Office to invoice all local agencies consistent with the calculation provided under Government Code Section 56381 for the total amount of \$2,038,651.
- (c) Amend policies – Rule No. 2 subsection 10 – to increase the per diem to \$275.00.

Alternative Two:

Continue consideration of the item to its next regular meeting.

**PROCEDURES FOR CONSIDERATION**

This item has been placed on the agenda for action as part of a noticed public hearing. The following procedures, accordingly, are recommended in the Commission's consideration.

- 1) Disclose any ex-parte communications.
- 2) Receive verbal report from staff unless waived.
- 3) Open the hearing and invite comments from the public.
- 4) Close the public hearing, discuss item, and consider recommendation.

Respectfully,



Keene Simonds  
Executive Officer

Attachments:

- 1) Guide to the Proposed Final Workplan and Budget for FY2024
- 2) Draft Resolution Approving a Proposed Workplan and Budget for FY2024
  - Exhibit A: Proposed Workplan
  - Exhibit B: Proposed Budget
- 3) Comments Received on the Proposed Workplan and Budget





PROPOSED FINAL

# Workplan & Budget Guide

FOR 2023-2024

## About Us

Local Agency Formation Commissions – or LAFCOs – are boundary makers that oversee the creation and expansion of cities and special districts in all 58 counties of California. LAFCOs exercise regulatory and planning powers to coordinate publicly provided services, such as water or fire protection, and match them with community needs.

**The goal of every LAFCO is to facilitate smart growth while avoiding urban sprawl.**

San Diego LAFCO operates within the second largest county in California as measured by population and currently tasked with overseeing over 100 local governmental agencies.

A summary of San Diego LAFCO's proposed final workplan and budget for 2023-2024 follows.

[sdlafco.org](http://sdlafco.org)

# 2023-2024 Workplan Guide

The proposed final workplan list 30 targeted projects for 2023–2024 comprising both new and continued activities. The targeted projects complement LAFCO’s baseline commitment to process jurisdictional proposals and related service requests in a timely manner and are divided between three priority categories – high, medium, and low. An outline of all 30 projects with additional details on the “Top 10” follows.



## No. 1

**Recruit, Hire + Support  
Budgeted Staff**  
Fill Analysts + AEO Positions



## No. 2

**Commissioner Onboarding**  
Create User-Friendly Guide and  
Reference Resource



## No. 3

**Transition Accounting**  
QuickBooks Change from Desktop  
to Cloud Platform



## No. 4

**Personnel Policies Part I**  
Work with RGS in Scope of Work  
to Guide Comprehensive Redo



## No. 5

**Personnel Policies Part II**  
Begin Implementing Scope of  
Work on the Comprehensive Redo



## No. 6

**Oceanside MSR**  
Inform Sphere Updates for  
Oceanside, Oceanside Harbor  
District, and Morro Hills CSD



## No. 7

**Carlsbad MSR**  
Inform Sphere Updates for Carlsbad,  
Carlsbad MSR, and Leucadia WWD



## No. 8

**Healthcare Districts MSR**  
Inform Sphere Updates for Tri-City,  
Palomar, Grossmont + Fallbrook



## No. 9

**SALC Planning Grant 2.0**  
Begin Two Year Grant to Analyze  
ROI Opportunities for Small Ag



## No. 10

**RCDs’ Ad Hoc Committee**

## Medium Priorities

- No. 11** | Policy Update on Out-of-Agency Services
- No. 12** | MSR on San Marcos Region
- No. 13** | MSR on Vista Region
- No. 14** | MSR on County Water Authority + MET
- No. 15** | White Paper: Public Recreation + Reservoirs
- No. 16** | White Paper: Growth Management + Housing
- No. 17** | Special Districts Advisory Committee
- No. 18** | Cities Advisory Committee
- No. 19** | Website Content Expansion
- No. 20** | 2022–2023 Outside Audit

## Lower Priorities

- No. 21** | Legislative Proposal to G.C. 56133
- No. 22** | Policy Update on Applicant Processing
- No. 23** | MSR on Encinitas Region
- No. 24** | MSR on Del Mar + Solana Beach Region
- No. 25** | Legislative Proposal to G.C. 56430
- No. 26** | White Paper: School Districts
- No. 27** | Website Tool: Service + Fiscal Indicators
- No. 28** | Liaison with Local Tribes
- No. 29** | Annual Local Agency Directory
- No. 30** | White Paper: Community Choice Aggregations

For a complete listing of the draft workplan, please visit: [sdlafco.org](https://sdlafco.org)

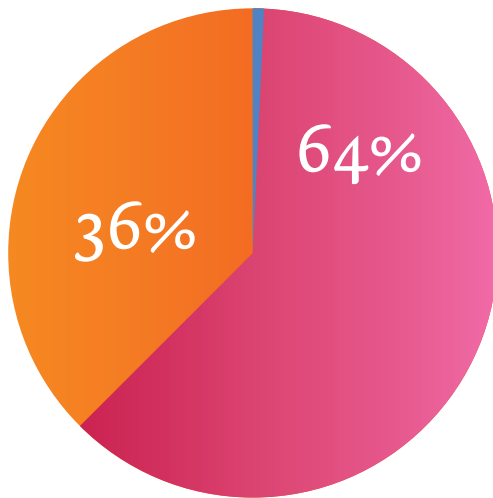


# 2023-2024 Budget Guide

San Diego LAFCO’s proposed final budget for 2023–2024 ties directly to funding the associated workplan and sets total matching expenses and revenues at \$2.750 million. More than four-fifths of total budgeted expenses and revenues tie to operating units. Operating expenses total \$2.261 million, which represent a net change of 12.6% – or \$253, 211 – over the current fiscal year. The remaining portion of the total budget involves non-operating units and largely transacting revenues and expenses tied to a State planning grant and debt service.

Key budgeted operating expenses and revenues follow.

## Operating Expenses: \$2.261 Million



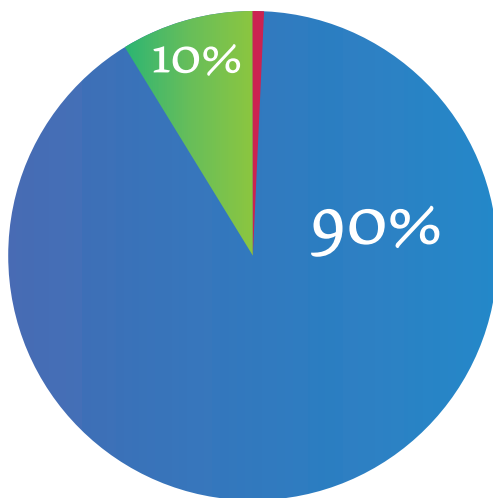
### Salaries and Benefits Cost

- \$1.436 million; an increase of (14.5%) over prior year
- Amount equals 64% of all operating expenses
- Increases staffing from 8.0 to 9.0 fulltime employees
  - Addition involves re-establishing the Assistant Executive Officer position
- Accommodates previously approved cost-of-living adjustments for all employees

### Services and Supplies Cost

- \$0.825 million; an increase of 9.5% over prior year
- Amount equals 36% of all operating expenses
- Three largest group costs:
  - 1 Professional services: \$0.296 million
  - 2 Office space: \$0.145 million
  - 3 County Information Technology: \$0.125 million

## Operating Revenues: \$2.254 Million



### Application Fees

- \$0.200 million; 17.6% change over prior year
- Amount equals 8.9% of all operating revenues

### Local Agency Contributions

- \$2.039 million; an increase of 13.0% over prior year
- Amount equals 90% of all operating revenues
- Allocation set by State law as follows:
  - 1 County of San Diego covers \$0.582 million
  - 2 Cities less City of San Diego covers \$0.582 million
  - 3 Districts covers \$0.582 million
  - 4 City of San Diego \$0.291 million



### PROJECTED 2023–2024 FUND BALANCE

Committed Stabilization:	250,000
Committed Opportunity:	500,000
Assigned:	62,500
Unassigned:	788,242
<b>TOTAL:</b>	<b>1,600,742</b>

### TOP CITY ALLOCATION

1. San Diego
2. Carlsbad
3. Oceanside
4. Escondido
5. El Cajon

### TOP DISTRICT ALLOCATIONS

1. Otay Water
2. Helix Water
3. Padre Dam Municipal
4. Vallecitos Water
5. Olivenhain Municipal



Mission Trails  
Regional Park

# San Diego LAFCO’s Commission

San Diego LAFCO is governed by a 13-member “Commission” comprising county, city, special district, and public members. All Commissioners are appointed elected officials with the exception of the two public members. Commissioners serve four-year terms and divided between “regulars” and “alternates” and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. Commissioners are subject to standard disclosure requirements and must file annual statements of economic interests. The Commission has sole authority in administering its legislative responsibilities and decisions therein are not subject to an outside appeal process.



**Jim Desmond**  
Chair  
County of San Diego



**Stephen Whitburn**  
Vice Chair  
City of San Diego



**Joel Anderson**  
Commissioner  
County of San Diego



**Kristi Becker**  
Commissioner  
City of Solana Beach



**Jo MacKenzie**  
Commissioner  
Vista Irrigation



**Andrew Vanderlaan**  
Commissioner  
Public Member



**Dane White**  
Commissioner  
City of Escondido



**Baron Willis**  
Commissioner  
Alpine Fire Protection



**David Drake**  
Alternate  
Special District Member



**Harry Mathis**  
Alternate  
Public Member



**John McCann**  
Alternate  
City of Chula Vista



**Nora Vargas**  
Alternate  
County of San Diego



**Marni von Wilpert**  
Alternate  
City of San Diego



**RESOLUTION No. \_\_\_\_**

**SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION**

**ADOPTING A FINAL WORKPLAN AND BUDGET  
FISCAL YEAR 2023-2024**

**WHEREAS**, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the San Diego County Local Agency Formation Commission (“Commission”) to perform certain regulatory and planning duties in facilitating efficient and accountable local government; and

**WHEREAS**, the Commission is required to annually adopt proposed and final budgets by May 1<sup>st</sup> and June 15<sup>th</sup>, respectively; and

**WHEREAS**, the Executive Officer prepared a written report and recommendations on a proposed workplan and budget for 2023-2024, which was subsequently considered and adopted by the Commission at a noticed hearing held on March 6, 2023; and

**WHEREAS**, the adopted proposed workplan and budget for 2023-2024 was circulated for public review and comment in a manner provided under law – including notices to all funding agencies; and

**WHEREAS**, the Executive Officer has prepared a written report and recommendations on a final workplan and budget for 2023-2024; and

**WHEREAS**, the Commission has heard and fully considered all the evidence on a final workplan and budget for 2023-2024 presented at a public hearing held on May 1, 2023;

**WHEREAS**, the adoption of a workplan and budget are not projects under the California Environmental Quality Act.

**NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER** as follows:

1. The final workplan for 2023-2024 shown as Exhibit A is APPROVED.
2. The final budget for 2023-2024 shown as Exhibit B is APPROVED.
3. The Executive Officer is directed to work with the County of San Diego Auditor’s Office in invoicing all funding agencies in the collective amount of \$2,033,861.

The foregoing resolution was duly and regularly adopted by the Commission at a public hearing held on May 1, 2023 by the following vote:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Keene Simonds  
Executive Officer

**PROPOSED FINAL WORKPLAN FOR FY2023-2024**

Priority	Level	Type	Project	Description
Ongoing	...	Statutory	Applicant Proposals and Requests	Prioritize resources to address all applicant proposals and related requests
Ongoing	...	Administrative	Targeted LAFCO Presentations	Coordinate timely public outreach; emphasis on informing stakeholders ahead of MSR work
Ongoing	...	Statutory	Workplan and Budget Management	Actively manage the workplan and budget resources with quarterly updates to the Commission
1	High	Administrative	Recruiting, Hiring + Supporting Staff	Ensure all budgeted positions are filled in a timely manner with appropriate resource support
2	High	Administrative	Commissioner Onboarding	Create onboarding resources and related training for new and continuing Commissioners
3	High	Administrative	Online Accounting	Transition QuickBooks accounting from desktop to online platform + make use of public-facing features
4	High	Administrative	Policy   Personnel: Part I	Coordinate with RGS a multi-phased scope of work to update personnel policies to reflect best practices
5	High	Administrative	Policy   Personnel: Part II	Implement first phase of scope of work in updating personnel policies
6	High	Statutory	MSR   Oceanside Region	Complete the scheduled reviews of the City of Oceanside, Oceanside SC Harbor District, and Moreno Hills CSD
7	High	Statutory	MSR   Carlsbad Region	Complete the scheduled reviews of the City of Carlsbad, Carlsbad MWD, and Leucadia WWD
8	High	Statutory	MSR   Healthcare Districts	Initiate a comprehensive study of the four healthcare districts in San Diego County
9	High	Administrative	SALC Planning Grant 2.0	Initiate two-year grant to expand SALC 1.0 to establish ag costs/revenues for existing and emerging crops with gap analysis
10	High	Administrative	RCD Ad Hoc Committee: Year Two	Complete approved scope of work and present recommendations to the Commission as merited
11	Medium	Statutory	Policy   Out-of-Agency Services	Complete policy establishment involving the review-approval process for out-of-agency services (Section 56133)
12	Medium	Statutory	MSR   San Marcos Region	Complete the scheduled reviews of the City of San Marcos, San Marcos FPD, & Vallecitos WD
13	Medium	Statutory	MSR   Vista Region	Complete the scheduled reviews of the City of Vista, Vista ID, Vista FPD, & Buena SD
14	Medium	Statutory	MSR   CWA-MET	Initiate scheduled review of wholesale water suppliers – CWA (comprehensive) and MET (abbreviated)
15	Medium	Administrative	White Paper   Public Recreation Opportunities	Evaluate potential governance models involving San Diego-owned reservoirs in unincorporated areas
16	Medium	Administrative	White Paper   Growth Management + Housing	Evaluate growth management policies and tools between LAFCO, County, and SANDAG (spheres, VMT, hubs, etc.)
17	Medium	Administrative	Special Districts Advisory Committee	Provide administrative support to the Special Districts Advisory Committee and hold no less than three formal meetings in FY
18	Medium	Administrative	Cities Advisory Committee	Provide administrative support to the Cities Advisory Committee and hold no less than two formal meetings in FY
19	Medium	Administrative	Website Content Expansion	Proceed with content expansion for newly redesigned LAFCO website with multi-media enhancements
20	Medium	Administrative	2022-2023 Audit	Complete outside audit of financial statements for 2022-2023 and ensure consistency with accounting standards

Priority	Level	Type	Project	Description
21	Low	Statutory	Legislative Proposal   G.C. 56133	Continue work to sponsor amendment clarifying LAFCOs' authority to determine out-of-agency service exemptions
22	Medium	Statutory	Policy   Applicant Procedures	Update and streamline application materials and establish protocols in suspending and terminating proposals
23	Medium	Statutory	MSR   Encinitas Region	Initiate a regional study covering the City of Encinitas + San Dieguito WD et al.
24	Low	Statutory	MSR   Del Mar-Solana Beach Region	Initiate a regional study covering the Cities of Del Mar and Solana Beach + Santa Fe ID et al.
25	Low	Statutory	Legislative Proposal   G.C. 56430	Sponsor and/or facilitate amendment establishing community engagement enhancements in MSR statute
26	Low	Administrative	Service + Fiscal Indicators	Develop online browser feature to depict service + fiscal indicators among local agencies in San Diego County
27	Low	Administrative	White Paper   School Districts	Evaluate scope and scale of school districts and their baseline capacities for reference in municipal service reviews
28	Low	Administrative	Liaison with Local Tribes	Establish communication protocols with local tribes with respect to shared interests in regional services
29	Low	Administrative	Annual Local Agency Directory	Update and publish an annual local agency directory subject to LAFCO oversight
30	Low	Administrative	White Paper   Community Choice Aggregations	Evaluate scope and scale of CCAs and their operations in San Diego County and connectivity to LAFCO
	Bullpen	Statutory	Policy Review   Island Annexations	Consider options to define "substantially surrounded" and provide related mapping services
	Bullpen	Administrative	White Paper   Garbage Services	Evaluate the scope and scale of garbage collection services and possible governance alternatives
	Bullpen	Administrative	White Paper   Homeless Services	Evaluate the scope and scale of homeless services and possible governance alternatives
	Bullpen	Administrative	LAFCO Workshop	Organize a Commission Workshop to discuss core responsibilities + powers and implementing preferences
	Bullpen	Administrative	Public Access Television	Broadcast LAFCO meetings on local government channels
	Bullpen	Statutory	MSR   Pauma Valley Region	Initiate a regional study covering the north county special districts in the Pauma/Rincon communities
	Bullpen	Administrative	SOI/MSR Annual Report	Update and publish an annual report documenting all recorded municipal service review and sphere of influence actions
	Bullpen	Statutory	Policy   Fee Schedule	Review and update fee schedule to sync with current costs and related considerations
	Bullpen	Statutory	Policy   CEQA Guidelines	Review and update existing implementing guidelines relative to current statute and best practices
	Bullpen	Administrative	County Planning Groups	Monitor regular meetings of the County's 28 Planning and or Sponsor Groups and directly engage as appropriate
	Bullpen	Statutory	Disadvantaged Unincorporated Communities	Update DUC mapping designations (DUC) in San Diego County based on current census information
	Bullpen	Administrative	Local Agency Finder Tool	Develop online feature for users to enter address to identify all overlapping local jurisdictions (cities and districts)
	Bullpen	Administrative	Southern California LAFCOs	Participate in quarterly meetings with other Southern California LAFCOs and related projects and/or trainings
	Bullpen	Administrative	CALAFCO	Participate in CALAFCO sponsored programs and related trainings (conferences, workshops, committees, etc.)
	Bullpen	Statutory	Policy   Commission Rule No. 4	Modernize Rule No. 4 and its provisions to regulate special districts' service functions and classes
	Bullpen	Statutory	Escondido Region Governance Study	Study options to consolidate (functional and political) the City of Escondido and Rincon del Diablo MWD
	Bullpen	Administrative	White Paper   JPAs	Evaluate the status of JPA filings in San Diego County relative to LAFCO's task in SB 1261
	Bullpen	Statutory	Policy   Cities Advisory Committee	Coordinate with CAD in updating bylaws and related procedures to sync with current member interests/priorities
	Bullpen	Statutory	Policy   Special Districts Advisory Committee	Coordinate with SDAC in updating bylaws and related procedures to sync with current member interests/priorities

EXPENSES	FY2021-2022			FY2022-2023			FY2023-2024			
	Adopted	Amended	Actuals	Adopted	Amended	Projected Actuals	Proposed Final	Difference \$	Difference %	
<b>Salaries and Benefits Unit</b>										
<u>Account No.</u>	<u>Description</u>									
51110-51310	Salaries and Per Diems	756,365	701,365	710,875	786,510	786,510	715,968	891,455	104,945	13.3%
51410	Retirement - SDCERA	301,077	241,077	238,521	275,694	275,694	255,990	318,295	42,600	15.5%
51415	Retirement - OPEB	9,164	9,164	7,744	9,030	9,030	8,155	10,273	1,243	13.8%
51421	Retirement - OPEB Bonds	37,655	37,655	31,780	-	-	-	-	-	0.0%
51450	Payroll Taxes	55,934	55,934	50,568	55,537	55,537	49,377	64,840	9,302	16.7%
51510-51550	Group Insurance	130,169	110,169	104,715	125,476	125,476	102,010	150,033	24,557	19.6%
51560	Unemployment Insurance	2,000	2,000	406	2,000	2,000	1,000	1,000	(1,000)	-50.0%
		<b>1,292,364</b>	<b>1,157,365</b>	<b>1,144,609</b>	<b>1,254,248</b>	<b>1,254,248</b>	<b>1,132,500</b>	<b>1,435,895</b>	<b>181,648</b>	<b>14.5%</b>
<b>Services and Supplies Unit</b>										
<u>Account No.</u>	<u>Description</u>									
52074	Communications	6,336	6,336	7,562	12,961	12,961	6,327	43,824	30,863	238.1%
52138	General Liability Insurance	10,788	10,788	12,402	12,402	12,402	12,737	12,737	335	2.7%
52178	Vehicle - Maintenance	980	980	1,251	980	980	1,051	980	-	0.0%
52182	Vehicle - Fuel	500	500	128	500	500	497	500	-	0.0%
52270	Memberships	25,510	25,510	21,989	30,248	30,248	27,037	28,994	(1,254)	-4.1%
52304	Miscellaneous	50	50	146	50	50	50	50	-	0.0%
52330	Office: General Support	6,420	6,420	13,519	8,211	8,211	11,461	8,211	-	0.0%
52332	Office: Postage USPS	250	250	219	250	250	200	250	-	0.0%
52334	Office: Design + Printing	8,000	8,000	20,124	15,000	15,000	15,000	22,500	7,500	50.0%
52336	Office: Books and Guidelines	2,000	2,000	-	2,000	2,000	42	-	(2,000)	-100.0%
52338	Office: Drafting/Engineering	50	50	-	50	50	-	-	(50)	-100.0%
52344	Office: Supplies and Furnishings	14,300	69,300	59,726	14,600	14,600	11,318	14,600	-	0.0%
52354	Office: County Mail Services	10,000	10,000	8,095	10,000	10,000	9,201	10,000	-	0.0%
52370	Professional Services	199,740	321,740	326,659	270,960	270,960	379,047	296,170	25,210	9.3%
52490	Publications and Legal Notices	4,650	4,650	17,437	4,650	4,650	12,500	8,150	3,500	75.3%
52504	Leases: Equipment	6,600	6,600	6,520	6,600	6,600	6,600	6,600	-	0.0%
52530	Leases: Office Space	89,764	89,764	100,303	137,868	137,868	142,239	144,743	6,875	5.0%
52550	Special Expenses: County Overhead	75,346	75,346	36,865	72,466	72,466	30,624	40,000	(32,466)	-44.8%
52562	Special Expenses: New Hire Checks	-	-	49	-	-	469	-	-	0.0%
52566	Special Expenses: Minor Equipment	500	500	1,485	500	500	-	-	(500)	-100.0%
52602	Computer Training	500	500	-	500	500	-	-	(500)	-100.0%
52610	Travel and Training   In County	3,000	3,000	4,502	2,700	2,700	4,500	2,700	-	0.0%
52612	Employee Auto	8,700	8,700	7,766	8,700	8,700	7,890	8,700	-	0.0%
52622	Travel and Training   Out of County	5,000	5,000	-	16,050	16,050	13,436	15,050	(1,000)	-6.2%
52721	IT Reimbursements: Network	30,000	30,000	36,411	26,553	26,553	16,748	20,000	(6,553)	-24.7%
52723	IT Reimbursements: Data Center	40,000	40,000	27,761	29,015	29,015	26,621	33,000	3,985	13.7%
52725+28	IT Reimbursements: Financial Systems	20,000	20,000	18,973	40,146	40,146	23,881	35,000	(5,146)	-12.8%
52732	IT Reimbursements: Desktop Computing	25,000	25,000	71,257	21,488	21,488	24,382	28,000	6,512	30.3%
52734	IT Reimbursements: Help Desk	3,000	3,000	2,218	2,331	2,331	2,002	2,331	-	0.0%
52750	IT Reimbursements: Catalog Equipment	45,000	45,000	13,938	3,748	3,748	25,937	40,000	36,252	967.3%
52758	Fleet Reimbursements: Vehicle Lease	2,000	2,000	1,986	2,000	2,000	2,000	2,000	-	0.0%
		<b>643,984</b>	<b>820,983</b>	<b>819,291</b>	<b>753,528</b>	<b>753,528</b>	<b>813,798</b>	<b>825,091</b>	<b>71,563</b>	<b>9.5%</b>
	OPERATING EXPENSE TOTAL	<b>1,936,348</b>	<b>1,978,348</b>	<b>1,963,900</b>	<b>2,007,776</b>	<b>2,007,776</b>	<b>1,946,298</b>	<b>2,260,986</b>	<b>253,211</b>	<b>12.6%</b>

**EXPENSES CONTINUED...**

		FY2021-2022			FY2022-2023			FY2023-2024		
		Final	Amended	Actuals	Adopted	Amended	Projected Actuals	Proposed Final	Difference \$	Difference %
<b>Non Operating Unit</b>										
<u>Account No.</u>	<u>Description</u>									
51421	Debt Service: OPEB Obligation Bonds	-	-	-	37,388	37,388	32,781	34,092	(3,296)	-8.8%
53585	Equipment Depreciation	2,500	2,500	-	-	-	-	-	-	0.0%
TBD	Grant Award Payments	-	34,768	34,768	-	215,500	215,500	450,000	450,000	n/a
54955-54961	Fixed Assets	2,500	2,500	-	-	-	-	-	-	0.0%
		<u>5,000</u>	<u>39,768</u>	<u>34,768</u>	<u>37,388</u>	<u>252,888</u>	<u>248,281</u>	<u>484,092</u>	<u>446,704</u>	<u>1194.8%</u>
	EXPENSE TOTALS	1,941,348	2,018,116	1,998,668	2,045,163	2,260,664	2,194,579	2,745,079	699,915	34.2%

**REVENUES**

		FY2021-2022			FY2022-2023			FY2023-2024		
		Final	Amended	Actuals	Adopted	Amended	Projected Actuals	Proposed Final	Difference \$	Difference %
<b>Intergovernmental Unit</b>										
<u>Account No.</u>	<u>Description</u>									
45918.1	Apportionments   County	483,914	483,914	483,914	515,479	515,479	515,479	581,074	65,595	12.7%
45918.2	Apportionments   Cities (less SD)	483,914	483,914	483,914	515,479	515,479	515,479	581,074	65,595	12.7%
45918.3	Apportionments   City of San Diego	241,957	241,957	241,957	257,830	257,830	257,830	290,639	32,809	12.7%
45918.4	Apportionments   Special Districts	483,914	483,914	483,914	515,479	515,479	515,479	581,074	65,595	12.7%
		<u>1,693,700</u>	<u>1,693,700</u>	<u>1,693,700</u>	<u>1,804,265</u>	<u>1,804,266</u>	<u>1,804,266</u>	<u>2,033,861</u>	<u>229,595</u>	<u>12.7%</u>
<b>Service Charges Unit</b>										
<u>Account No.</u>	<u>Description</u>									
46234	Application Fees	150,000	150,000	222,221	170,000	170,000	250,000	200,000	30,000	17.6%
		<u>150,000</u>	<u>150,000</u>	<u>222,221</u>	<u>170,000</u>	<u>170,000</u>	<u>250,000</u>	<u>200,000</u>	<u>30,000</u>	<u>17.6%</u>
<b>Earnings Unit</b>										
<u>Account No.</u>	<u>Description</u>									
44105	Interest and Dividends	15,000	15,000	5,205	15,000	15,000	5,000	15,000	-	0.0%
		<u>15,000</u>	<u>15,000</u>	<u>5,205</u>	<u>15,000</u>	<u>15,000</u>	<u>5,000</u>	<u>15,000</u>	<u>-</u>	<u>0.0%</u>
	OPERATING REVENUE TOTAL	1,858,700	1,858,700	1,921,126	1,989,265	1,989,266	2,059,266	2,248,861	259,595	13.0%
<b>Non-Operating Unit</b>										
<u>Account No.</u>	<u>Description</u>									
TBD	Grant Awards	-	19,011	19,011	-	215,500	215,500	450,000	450,000	n/a
47540	Transfer from Fund Balance	82,648	82,648	82,648	55,898	55,898	55,898	46,218	(9,680)	-17.3%
		<u>82,648</u>	<u>101,659</u>	<u>101,659</u>	<u>55,898</u>	<u>271,398</u>	<u>271,398</u>	<u>496,218</u>	<u>440,320</u>	<u>787.7%</u>
	REVENUE TOTALS	1,941,348	1,960,359	2,022,785	2,045,163	2,260,664	2,330,664	2,745,079	699,915	34.2%
<b>TOTAL NET</b>				<b>24,117</b>	<b>-</b>	<b>-</b>	<b>136,085</b>	<b>-</b>		

**FUND BALANCE**

(unrestricted)	Start of Year	End of Year	Start of Year	End of Year	Start of Year
Committed					
... Stabilization	250,000	250,000	250,000	250,000	250,000
... Opportunity	500,000	500,000	500,000	500,000	500,000
Assigned by EO	125,000	100,437	62,500	62,500	62,500
Unassigned	<u>704,086</u>	<u>670,118</u>	<u>708,055</u>	<u>788,242</u>	<u>788,242</u>
	<u>1,579,086</u>	<u>1,520,555</u>	<u>1,520,555</u>	<u>1,600,742</u>	<u>1,600,742</u>
% of unassigned balance to operating expenses:	36.4%	34.1%	35.3%	40.5%	34.9%

**Simonds,Keene**

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**From:** Tom Kennedy <tkennedy@rainbowmwd.com>  
**Sent:** Monday, March 20, 2023 3:00 PM  
**To:** Sellen, Erica A <Erica.Sellen@sdcounty.ca.gov>; Simonds,Keene <Keene.Simonds@sdcounty.ca.gov>  
**Subject:** [External] RE: LAFCO Advisory Committee | Proposed Workplan and Budget for FY2024

Thanks Erica – it was a shame not to have time the other day to go through these. I offer the following:

- The optics of having the top 5 priorities be internally focused rather than working on MSRs, etc. may be a challenge for some. Please note that I am not among those, but I could see some pushback there. May I suggest re-ordering the top 10 to avoid any misconceptions?
- The abbreviation “RGS” is used in #4 without an explanation of what that means.
- Both the SDAC and the CAC are described as medium priorities in #14 and #15 – I am not sure what the inclusion of these committees means in terms of priorities. Is there some change coming to those committees? I see the bylaws reappear in 27 and 28.

Tom Kennedy | General Manager | Rainbow Municipal Water District  
3707 Old Highway 395, Fallbrook, CA 92028 | 760-728-1178 | [www.rainbowmwd.com](http://www.rainbowmwd.com)

*NOTICE: All e-mails to and from the Rainbow Municipal Water District may be considered public records and are subject to public disclosure pursuant to the California Public Records Act.*

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**From:** Sellen, Erica A <Erica.Sellen@sdcounty.ca.gov>  
**Sent:** Monday, March 20, 2023 12:47 PM  
**To:** Simonds,Keene <Keene.Simonds@sdcounty.ca.gov>  
**Subject:** LAFCO Advisory Committee | Proposed Workplan and Budget for FY2024

**EXTERNAL EMAIL – USE CAUTION WHEN OPENING ATTACHMENTS OR HYPERLINKS.**

Good afternoon Advisory Committee Members,

Due to time constraints, LAFCO staff was unable to present the proposed workplan and budget for FY2024 at last week’s advisory committee meeting. The Executive Officer – nonetheless – invites all members to review the attached notice and guide and provide comments on behalf of your home agency. Comments received by **April 20<sup>th</sup>** will be incorporated into final versions of both documents for their adoption by the Commission on May 1<sup>st</sup>.

Should you have any questions, please contact Executive Officer Keene Simonds at (619) 321-3380 or [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov).

Thank you,



*Erica A. Sellen*

Executive Assistant  
San Diego County LAFCO  
2550 Fifth Avenue, Suite 725  
San Diego, CA 92103



Main Line: (619) 321-3380  
Fax: (619) 404-6508

## Simonds,Keene

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**From:** Smith, Oliver <oliver.smith@philips.com>  
**Sent:** Monday, March 20, 2023 6:05 PM  
**To:** Sellen, Erica A; Simonds,Keene  
**Cc:** Kim Thorner; Gary Arant  
**Subject:** [External] RE: LAFCO Advisory Committee | Proposed Workplan and Budget for FY2024

**Categories:** Green Category

Erica,

First, I would like to commend LAFCO for a very thorough evaluation of the FPU and RMWD detachment impacts, and especially to Priscilla Mumpower's excellent presentation. Other than the presentation having Consideration Items 1 to 18 and the document having them (a) through (r), information was well presented in both forms.

I would also like to reiterate SDAC Chair Thorner's request that, in the next version of the staff report, LAFCO show the "net impact" on each SDCWA member agency after an imposition of a specified exit fee and taking into account any credits back.

As far as the LAFCO Proposed Workplan and Budget For FY2024, I would like to state that, in my view, it is unreasonable for LAFCO planned expenses to exceed their designated budget. LAFCO should be expected to maintain fiscal responsibility and "stay in the black", just like is required of every agency it oversees. If that means you can't do all of what you want to do, so be it.

Regards,

Oliver Smith  
Member, LAFCO Special Districts Advisory Committee.

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**From:** Sellen, Erica A <Erica.Sellen@sdcounty.ca.gov>  
**Sent:** Monday, March 20, 2023 12:47 PM  
**To:** Simonds,Keene <Keene.Simonds@sdcounty.ca.gov>  
**Subject:** LAFCO Advisory Committee | Proposed Workplan and Budget for FY2024

**Caution:** This e-mail originated from outside of Philips, be careful for phishing.

Good afternoon Advisory Committee Members,

Due to time constraints, LAFCO staff was unable to present the proposed workplan and budget for FY2024 at last week's advisory committee meeting. The Executive Officer – nonetheless – invites all members to review the attached notice and guide and provide comments on behalf of your home agency. Comments received by **April 20<sup>th</sup>** will be incorporated into final versions of both documents for their adoption by the Commission on May 1<sup>st</sup>.

Should you have any questions, please contact Executive Officer Keene Simonds at (619) 321-3380 or [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov).

Thank you,

*Erica A. Sellen*  
Executive Assistant

San Diego County LAFCO  
2550 Fifth Avenue, Suite 725  
San Diego, CA 92103



Main Line: (619) 321-3380  
Fax: (619) 404-6508

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

**7a**

**AGENDA REPORT**  
 Business | Action

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Priscilla Mumpower, Analyst II

**SUBJECT: CONTINUED |**  
**Proposed Policy Update on Municipal Service Reviews**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving a policy update guiding municipal service review activities. The proposed update has been continued from the February 6<sup>th</sup> meeting and returns to the Commission substantively intact. The exception involves requested revisions to a proposed general rule requiring new municipal service reviews before considering proposals necessitating one or more sphere of influence amendments where the subject agencies have not been evaluated over the preceding 60-month period. The revision includes redirecting the waiver approval to the Commission as well as listing specific justifying conditions. The balance of the policy remains and represents a comprehensive revision to reflect current and best practices.

**BACKGROUND**

**Current Policy on Municipal Service Reviews**

San Diego LAFCO’s “Strategy for Conducting and Using Municipal Service Reviews” policy (Legislative Policy No. 6 or “L-106”) was adopted by the Commission in April 2003 with technical revisions subsequently approved in August 2008 and June 2015. The existing policy focuses on outlining procedures and related process expectations in the preparation of

<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	<b>Chair Jim Desmond</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Nora Vargas, 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>Vice Chair Stephen Whitburn</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>David A. Drake, Alt.</b> Rincon del Diablo	<b>Andy Vanderlaan</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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municipal service reviews. This includes provisions outlining criteria in developing scopes of work, deferral procedures, and prescribing levels of inquiry.

A copy of the current policy is provided as Attachment One.

### Current Workplan & Direction to Prepare Policy Update

San Diego LAFCO's current workplan was adopted at a noticed public hearing in June 2022 and includes 30 specific projects for the fiscal year. One of the workplan projects involves an update to the Commission's policies governing municipal service reviews with related direction to staff to incorporate current and best practices. The Commission also directed staff to consider community engagement measures as part of the update.

### DISCUSSION

This item is for San Diego LAFCO to continue consideration in approving a formal update to policy L-106 to guide the scheduling, preparation, and approval of municipal service reviews. The proposed update return largely intact from its presentation at the February 6<sup>th</sup> meeting revisions entirely tied to further substantiating the proposed waiver process. These changes are detailed below as part of the summary of all key features of the proposed policy update.

### Key Policy Features

- Make explicit the role of municipal service reviews in informing other regulatory and planning activities. Specific citations include:
  - Guide the scope of any subsequent sphere of influence updates.
  - Guide consideration jurisdictional changes over next 60-month period.
  - Serve as the document of record in regulating district service functions and classes.
- Require new municipal service reviews to be prepared before considering proposals requiring conforming sphere of influence amendments if the subject agencies have not been evaluated over preceding 60-month period unless waived by the Commission. Specific justifications for waivers include one or more of the following:
  - The amendments are minor and involves less than 10.0 acres.
  - The amendments address a documented public health or safety threat involving only water or wastewater services.
  - The affected property is currently split by a sphere of influence.
  - The affected territory already is within a special study area assigned to the subject agency's sphere of influence.

- The County of San Diego and one or more subject cities present a joint-agreement supporting amendments to accommodate – among other possibilities – an exchange in assigned regional housing need assignments.
- Maintain a five-year study schedule calendaring municipal service reviews and draw on this document in initiating specific studies through the annual workplan process.
- Delegate full responsibility to preparing municipal service reviews – including establishing scopes of work – to the Executive Officer.
- Establish baseline community engagement standards marked by LAFCO staff attending no less than one public meeting for each subject agency to directly advise the council/board and their constituents of the municipal service review project.
- Encourage additional community engagement measures to be taken on a case-by-case basis – including, but not limited to – holding workshops, surveys, etc.

A copy of the proposed update with track changes reflecting the revisions made after the February 6<sup>th</sup> meeting is provided as Attachment Two.

## **ANALYSIS**

The proposed update before San Diego LAFCO represents a comprehensive revision to the existing policy on municipal service reviews that has remained substantively intact since its adoption in 2003. The proposed update draws on 20 years of subsequent LAFCO practice and appropriately transitions the focus of the policy from outlining processes and procedures to prescribing goals and outcomes with the latter highlighted by directly informing subsequently sphere of influence changes. (This highlighted provision is opposite the earlier practice developed from the current policy where proposed sphere amendments have informed the need and scope of municipal service reviews.) Processes and procedures – including establishing scope of work on individual municipal service reviews – are relatedly delegated to the Executive Officer as part of the proposed update. Establishing community engagement standards also marks the update and serves as entry points to an otherwise overlooked detail with the goal of improving LAFCO’s assessment of resident service needs in real time.

## **RECOMMENDATION**

It is recommended San Diego LAFCO approve the proposed update to the Commission’s policies on municipal service reviews for reasons detailed in the preceding section. This recommendation is consistent with Alternative One outlined in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO:

Alternative One (recommended):

Approve the proposed policy update to L-106 as provided as Attachment Two with any desired changes and set the effective date for 90-days.

Alternative Two:

Continue consideration of the item to a future meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

## PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures are recommended in the consideration of this item:

- 1) Receive verbal presentation from staff unless waived.
- 2) Commission discussion.
- 3) Consideration of the staff recommendation.

On behalf of the Executive Officer,



Priscilla Mumpower  
Analyst II

Attachments:

- 1) Current Policy on Municipal Service Reviews:  
"Strategy for Conducting and Using Municipal Service Reviews" (L-106)
- 2) Proposed Update on Municipal Service Reviews with Track Changes to Show Revisions Post February 6<sup>th</sup>:  
"Municipal Service Reviews" (L-106)



LEGISLATIVE POLICY L-106

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**Subject:**

STRATEGY FOR CONDUCTING AND USING MUNICIPAL SERVICE REVIEWS

**Purpose**

To establish a framework that will assist the Local Agency Formation Commission in the timing, funding, and preparation of municipal service reviews, while maintaining a focus on the service review determinations specified in State Law (GC 56430).

**Background**

AB 2838 (Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000) requires Local Agency Formation Commissions to conduct countywide, regional, or sub-regional municipal service reviews either before, or in conjunction with the establishment or updates of spheres to help ensure the efficient provision of local governmental services. The process of information collection, data analysis, and development of the service review determinations requires a high level of participation and cooperation between San Diego LAFCO and local agencies.

**Policy**

It is the policy of the San Diego Local Agency Formation Commission to use the following six strategies to assist in the planning and preparation of municipal service reviews:

1. *Scope of Work:* In order to successfully manage the data collection and analysis processes and guide service reviews toward timely completion, each service review should have a well-defined scope of work that incorporates the following:
  - a. Develop and adhere to a realistic and manageable scope of work.
  - b. Define the services to be reviewed.
  - c. Identify unambiguous geographic boundaries for study areas.
  - d. Define the time period under review.
2. Defer review of services or service providers, which are marginally related to the pending service review, to subsequent service reviews, if necessary and appropriate. *Requests for Information:* Collection of data is dependent on the

cooperation and voluntary participation of local agencies. Requests for information should not represent an undue burden to local agencies and should be conducted in the following manner to maximize cooperation and participation levels:

- a. Discourage multiple requests for information unless there are compelling reasons.
  - b. Limit requests for information to matters that are essential to conduct the service review and relevant to the nine determinations required by Government Code § 56430.
3. *Service Review Time Frame:* Service reviews provide a snapshot view of service delivery issues and are not meant to be ongoing studies. The following approaches will enable service reviews to be conducted in the shortest amount of time:
- a. Develop a task and time schedule for each service review and adhere to it.
  - b. Confine data collection to the time period established under the scope of work unless there are compelling reasons to expand the time frame.
4. *Regional View:* Service reviews represent programmatic or macro-level information reports. The following approaches will reinforce the programmatic focus of service reviews:
- a. Adhere to the seven service review determinations in maintaining a programmatic view of service delivery.
  - b. Focus on service delivery programs, procedures, policies and rules, rather than individuals who may be involved in the service delivery programs.
  - c. Collect micro-level data only if necessary and if associated with programmatic aspects of service delivery.
5. *Level of Inquiry:* Multiple agencies may be involved with a service review. Individual agencies may be subject to different levels of review and inquiry based on the following:

- a. Allow for variation within the type and amount of information requested for each service review and from each local agency based on unique circumstances. Utilize the judgment of staff, commissioners, advisory committees, stakeholders, public and agencies, etc., to establish an appropriate level of inquiry and data collection.
  - b. Defer the collection of data that is marginally related to the pending service review to subsequent service reviews.
6. *Data Accuracy:* Accurate data is essential for making meaningful conclusions and determinations. In some cases, LAFCO staff may not be qualified to ascertain accuracy of data and will need to obtain outside assistance. In other instances, either raw data, or conclusions of service review may not be germane to LAFCO's purview of the service review determinations required by State Law. In order to maintain focus on accuracy and relevancy of data:
- a. Utilize LAFCO staff, the Commission's advisory committees, local service agencies, or other appropriate organizations to determine data accuracy and relevancy.
  - b. Refer service reviews to other regulatory agencies if data is determined to pertain to areas outside of LAFCO's purview or is not relevant to a pending service review.
  - c. Draft Municipal Service Reviews (MSR's) shall be provided to the affected agencies and public through direct mail or posting on the Commission website ([www.sdlafco.org](http://www.sdlafco.org)) for comment.

Adopted: April 7, 2003  
 Technically  
 Updated: August 25, 2008  
 June 23, 2015

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**Subject:**

MUNICIPAL SERVICE REVIEWS

**Purpose:**

Serve as a framework to the Commission in conducting municipal service reviews with a commitment to community engagement.

**Background:**

The Commission is responsible under State law to inform all regular sphere of influence updates by conducting comprehensive studies on the availability, demand, and performance of local municipal services within the county, region, or subregion (Government Code Section 56430).

**Policy:**

It is the policy of the Commission:

1. Goals and Objectives:

- a) The Commission will use municipal service reviews as a principal resource to proactively inform future planning and regulatory actions under its purview and mission to facilitate orderly growth and development.
- b) The Commission will draw on the municipal service reviews to directly inform the appropriate scope and scale of sphere of influence updates performed for all local agencies under State law (Section 56425).
- d) The Commission will draw on the municipal service reviews to help inform proposed jurisdictional changes involving the affected agencies and/or territories over the proceeding 60-month period.
- e) The Commission will draw on recommendations in the municipal service reviews to initiate any related jurisdictional changes as allowed under State law (Section 56375).
- f) The Commission will use municipal service reviews in consultation with Rule No. 4 to establish, amend, and regulate the nature, location, and extent of any functions or class of services provided by individual special districts.
- g) As a general rule, the Commission will require a new municipal service review to be prepared before considering a proposal that necessitates one or more sphere of influence amendments where the subject agencies have not been evaluated in a study over the preceding 60-month period. Waivers may be considered by the Commission- based on

recommendations of the Executive Officer should any one or more of the following contemplated examples exist:

- If the proposed amendment is minor and involves less than 10.0 acres.
- The proposed amendment is tied to addressing a documented public health or safety threat involving only water or wastewater services.
- The affected property is currently split by a sphere of influence.
- The affected territory already is within a special study area assigned to the subject agency's sphere of influence.
- If the County of San Diego and one or more affected cities present a joint-agreement supporting amendments to spheres of influence to accommodate – among other possibilities – an exchange in assigned regional housing need assignments.

h) If the Commission deems a waiver inappropriate under (g), it may consider preparing an addendum to a municipal service review ahead of the 60-month schedule and based on recommendations of the Executive Officer.

## 2. Timing:

- a) The Commission will endeavor to maintain and regularly update a five-year study schedule for municipal service reviews to provide advance notice of timing to local agencies, the public, and other stakeholders as well as encourage project syncing whenever practical.
- b) The Commission will consult the five-year study schedule in initiating specific municipal service reviews through the annual workplan process.

## 3. Funding:

- a) The Commission will be responsible for funding municipal service reviews calendared in the five-year study schedule and subsequently added to adopted annual workplans.
- b) The Commission will collect maintenance fees on applicant proposals to proportionally contribute to the funding of future municipal service reviews.
- c) The applicants will be responsible for funding municipal service reviews undertaken outside the five-year study schedule and necessitated to accommodate proposed spheres of influence amendments.

## 4. Preparing:

- a) The Commission delegates responsibility to the Executive Officer to prepare municipal service reviews. This includes approving scopes of work and associated timelines in consultation with the subject agencies.
- b) The Executive Officer should consult with the Cities and Special Districts' Advisory Committees in establishing appropriate performance measures within the municipal service reviews.
- c) The Executive Officer shall prepare a written report on the municipal service review with recommendations and related determinative statements that address the factors required for consideration in statute (Section 56430(a)).

#### 5. Community Engagement:

- a) The Commission will prioritize budgeting resources to accommodate proactive community engagement as part of the municipal service review process and as a direct means to identify community needs.
- b) The Commission tasks the Executive Officer to ensure the following baseline measures for community engagement are practiced in preparing municipal service reviews:
  - Staff shall establish a dedicated page on the LAFCO website to serve as an ongoing repository for key project materials in step with initiating new municipal service reviews.
  - Staff shall attend regularly scheduled public meetings for each subject agency to directly advise the council/board and their constituents of the initiation of municipal service reviews.
  - Staff shall regularly utilize social media accounts to timely disseminate information on municipal service reviews, and this includes translating posts as appropriate under the Commission's translation policy.
  - Staff will provide formal public review and comment periods of no less than 45 days between the draft and final presentations of municipal service reviews to the Commission.
- b) As appropriate, and as an enhancement to the above baseline measures, the Executive Officer should consider taking any of the following additional outreach efforts for initiated municipal service reviews:

- Hold public workshops – especially with respect to engaging any disadvantaged and/or historically marginalized communities.
- Conduct surveys within the affected communities to – and among other topics – help identify community needs.
- Solicit opportunities to make staff presentations to subject agencies and other organized stakeholders on the municipal service reviews to highlight and receive community input on key topics.

6. Commission Action:

- a) The Commission will consider all final municipal service reviews as part of scheduled public hearings that are noticed consistent with sphere of influence actions under State law (Section 56427).
- b) The Commission's consideration of final municipal service reviews will culminate with the following two completing actions:
  - Receive and file the written report on the municipal service review and in doing so attest the document provides sufficient information for the Commission to make informed decisions under statute.
  - Adopt a resolution making determinative statements that draw from the final municipal service review on all prescribed factors required under statute and local policy (Section 56430).

7. Post Commission Action:

- a) The Executive Officer will provide prompt written notice of completed municipal service reviews to all subject agencies with a request that the document be forwarded to the full council/board.
- b) The Executive Officer shall ensure posting of all completed municipal service views online as well as provide bounded or digital copies to local libraries with a request they be added to the circulation catalog.





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

**7b**

**AGENDA REPORT**  
 Business | Action

May 1, 2023

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer

**SUBJECT:** **Proposed Policy Amendments | Amending Rule No. 2 and Votes Need to Carry a Motion**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving two related amendments to its adopted policies governing the conducting of meetings – Rule No. 2. The proposed amendments have been agendized at the request of the Chair and specific to subsections 6.2 and 6.7 and the existing language requiring five affirmative votes to carry any motion. The amendments would change the threshold to a majority of the quorum present. No other changes are proposed.

**BACKGROUND**

**Current Policy on Votes Need to Carry a Motion**

San Diego LAFCO’s Rule No. 2 subsections 6.2 and 6.7 collectively require no less than five affirmative votes from Commissions to approve any motion. This threshold applies irrespective of whether all eight voting members on the Commission are present. If a quorum of only five Commissioners are present, a successful action requires unanimous approval. LAFCO records show the policy has been part of Rule No. 2 since at least December 2000.

<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>Chair <b>Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, 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>Vice Chair <b>Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David A. Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## DISCUSSION

This item is for San Diego LAFCO to consider amendments to Rule No. 2 and its provisions in subsections 6.2 and 6.7 to change the threshold for successful votes from five to a majority of the quorum present. The proposed amendments have been requested by the Chair to allow the Commission to take actions consistent with the majority of the quorum when only six or five members are present and/or eligible to vote.

The proposed amendments to Rule No. 2 are shown in track-change as Attachment One.

## ANALYSIS

The proposed amendments purposefully align with the County of San Diego and its provisions to allow the Board of Supervisors to take actions consistent with the majority of the quorum present. The timing of the proposal follows the events leading up to the March 2023 meeting when it was uncertain whether more than five Commissioners were going to be present and able to act on an otherwise controversial item. The Executive Officer supports the proposed amendments.

## RECOMMENDATION

It is recommended San Diego LAFCO consider the proposed amendments to Rule No. 2.6 as requested by the Chair and approve.

## ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO:

Alternative One (recommended):

Approve the proposed amendments to Rule No. 2 as shown in Attachment One with an immediate effective date.

Alternative Two:

Continue consideration of the item to a future meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

## PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures are recommended in the consideration of this item:

- 1) Receive verbal presentation from staff unless waived.
- 2) Commission discussion.
- 3) Consideration of the staff recommendation.

Respectfully,

Keene Simonds  
Executive Officer

Attachment:

1. Proposed Amendments to Rule No. 2 (Track-Changes)

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**RULES  
SAN DIEGO  
LOCAL AGENCY FORMATION COMMISSION**

**ARTICLE II  
MEETINGS**

- 2.1 Public Meetings
- 2.2 Regular Meetings
- 2.3 Adjourned Meetings
- 2.4 Special Meetings
- 2.5 Agendas of Regular Meetings
- 2.6 Quorum; Votes Needed to Carry a Motion; Effect of Failure to Approve a Matter
- 2.7 Matters Considered
- 2.8 Attendance at Meetings
- 2.9 Disqualification
- 2.10 Per Diems
- 2.11 Reimbursements
- 2.12 Electronic Tablet Use

**2.1 PUBLIC MEETINGS -**

All meetings and activities of the Commission shall be subject to the Ralph M. Brown Act.

**2.2 REGULAR MEETINGS -**

Regular meetings of the Commission shall be held on the first Monday of each month unless that Monday is a holiday, in which case that meeting will be held the following Monday. Meetings will commence at 8:00 a.m., in Room 302, County Administration Center, 1600 Pacific Highway, San Diego.

**2.3 ADJOURNED MEETINGS -**

Any meeting may be adjourned to a specific date, time, and place. The chairperson shall announce the date, time, and place of the adjourned regular meeting. A notice shall be posted at the Commission's regular place of posting specifying the date, time, and place of the adjourned regular meeting. Less than a quorum may adjourn a meeting. If all members are absent, the Commission clerk may adjourn the meeting to a specified date, time, and place, and post the required notice.

**2.4 SPECIAL MEETINGS -**

A special meeting may be called at any time by the chairperson, or by a majority of the members of the Commission, by delivering personally or by any other means, notice to each member of the Commission and to each local newspaper of general circulation, radio, or television station requesting notice in writing. The notice must be received at least 24 hours

before the time of the meeting as specified in the notice. The call and notice shall specify the date, time, and place of the special meeting and business to be transacted.

No other business shall be considered at such meetings by the Commission. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes, files with the clerk of the Commission a written waiver of notice. Such waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The call and notice shall be posted at least 24 hours prior to the special meeting at the Commission's regular place of posting.

## **2.5 AGENDAS OF REGULAR MEETINGS -**

At least 72 hours before a regular meeting, an agenda shall be posted at the Commission's regular place of posting that will contain a brief description of each item of business to be transacted or discussed at the meeting. The agenda shall also be posted on the Commission's website: [sdlafco.org](http://sdlafco.org). However, failure to post on the Commission's website will not invalidate any action of the Commission. Any person may speak to any item on the agenda. In addition, the agenda will include an item entitled "Public Comment" during which members of public may speak to any matter within the Commission's jurisdiction, but not on the agenda. The Commission will not make a final determination on any issue raised during the Public Comment period that is not included on the agenda. The Commission will have the option of referring the matter to staff or scheduling action for a future agenda. Each speaker shall be limited to no more than three minutes on any item unless extended by permission of the Chairperson.

## **2.6 QUORUM; VOTES NEEDED TO CARRY A MOTION; EFFECT OF FAILURE TO APPROVE A MATTER -**

1. Five members of the Commission constitute a quorum for the transaction of business.
2. An affirmative vote of the quorum of the Commission present is required to adopt any motion.
3. If a proposal for a change of organization or reorganization is wholly disapproved by the Commission, no further proceedings shall be taken on the proposal and no similar proposal involving the same or substantially the same territory, shall be initiated for one year after the date of adoption of the resolution terminating proceedings. The Commission may waive these requirements if it finds it to be in the public interest to do so.
4. If a proposal for a change of organization, reorganization or amendment of a sphere of influence is neither denied, continued nor approved at the meeting at which it is considered, it is deemed denied without prejudice to refiling a petition or resolution of application for the proposal at any time.
5. If a recommendation to adopt an original sphere of influence is neither approved nor continued at the meeting at which it is considered it is deemed automatically continued to the next meeting of the Commission.
6. If an application pursuant to Government Code Section 56895 to amend, modify or revise a resolution of the Commission is not approved or continued at the meeting at which it is considered, it is deemed denied and no further action shall be taken thereon.

and no further application for the same or a substantially similar amendment, recodification or revision shall be accepted.

7. Any other recommendation before the Commission is deemed denied if it does not receive affirmative votes of the quorum present or is not continued to another meeting.

## **2.7 MATTERS CONSIDERED -**

No matter requiring a determination by the Commission pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000 shall be brought before the Commission unless it is first filed by the Executive Officer.

## **2.8 ATTENDANCE AT MEETINGS -**

1. Regular members of the Commission shall attend all meetings of the Commission. Alternate members are urged to attend all Commission meetings;
2. If a regular Commissioner cannot attend, s/he shall notify the Executive Officer one working day prior to the Commission meeting;
3. Each Commissioner is expected to remain for each entire meeting. Early departure is considered an absence for the purposes of these policies;
4. The Chairperson may excuse the absence of a Commissioner if s/he determines that the absence is due to sickness, personal emergency or attendance at another governmental function. All excused absences and the reasons for them shall be announced by the Chairperson at a regular meeting of the Commission; and
5. Inadequate attendance by a regular member of the Commission shall be considered non-performance of duties and shall result in the Chairperson notifying the appointing authority of the member's attendance record. Inadequate attendance shall consist of two unexcused absences, or three consecutive absences, for any reason, in any fiscal year.

## **2.9 DISQUALIFICATION -**

By law, the Commission must hold hearings on certain actions, including certain changes of organization and reorganization proposals, adoption of spheres of influence, city protests under the Williamson Act, and other matters. Because of the Commission's concern for the fair and orderly conduct of its hearings, the Commission adopts the following rules, pursuant to Government Code Section 56300:

1. From time to time, any commission member may determine to disqualify him or herself from participating in consideration of a proposal. The member should make every effort to announce his or her disqualification for any reason at the beginning of the Commission's consideration of the item. In those instances where the commission member does not become aware of the reason for disqualification until after the item is

before the Commission, the Commission member should disqualify him or herself as soon as s/he becomes aware of the reason for disqualification.

2. A Commission member who is absent from a hearing or a material portion of a hearing on a particular matter is disqualified from participation in the discussion and from voting on that matter unless the member:
  - (a) Listens to the tape recording made of the hearing or the portion of the hearing from which the member was absent;
  - (b) Examines the documentary material received by the Commission during the hearing or portion of the hearing from which the member was absent; and
  - (c) States in public session for the record that s/he has done both of the above.
3. When a member of the Commission is disqualified or determines to disqualify him or herself, the designated alternate member shall serve and vote in his or her place (Government Code Sections 56325, 56325(a), 56331, 56331.3, 56332, 56332(d), 56335 and 56336).

## **2.10 PER DIEMS –**

Pursuant to Government Code Section 56334, which permits LAFCOs to authorize payment of per diems to commissioners for attending meetings and in performing the duties of their office, the Commission has established a per diem rate of \$250. Per diems shall be provided to Commissioners (regulars and alternates) for each day in attendance at regular and special meetings. Per diems shall also be provided for each day in attendance at standing or ad hoc committee meetings as well as official meetings, conferences, and trainings organized by the California Association of LAFCOs or the Southern Region of LAFCOs. No Commissioner shall receive more than five per diems per month. All requested per diems shall be listed on the LAFCO reimbursement form no later than 30 days after the event.