



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

**4a**

**AGENDA REPORT**  
 Consent | Action

March 15, 2024

**TO:** Special Districts Advisory Committee  
**FROM:** Michaela Peters, Interim Commission Clerk  
**SUBJECT:** Approval of Meeting Minutes for December 15, 2023

**SUMMARY**

The Special Districts Advisory Committee (“Committee”) will receive action minutes prepared for the last meeting held on Friday, December 15, 2023. The minutes are in draft-form and being presented for formal approval with any corrections identified by the Committee.

**BACKGROUND**

The Ralph M. Brown Act was enacted in 1953 and establishes standards for the public to attend and participate in meetings of local government bodies. The “Brown Act” requires – and among other items – public agencies to maintain written minutes for qualifying meetings.

**DISCUSSION**

This item is for the Committee to consider approving action minutes prepared by the Committee Secretary for the December 15, 2023 meeting consistent with the Brown Act.

**ANALYSIS**

The attached action minutes for the December 15, 2023 meeting accurately reflect the Committee’s deliberations as recorded by the Committee Secretary. A video recording of the meeting has also been posted online at [www.sdlafco.org/meetings](http://www.sdlafco.org/meetings).

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

It is recommended the Committee approve the draft action minutes prepared for the December 15, 2023 special meeting as presented and consistent with Alternative One in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to the Committee through a single motion:

Alternative One (recommended):

Approve the draft action minutes prepared for the December 15, 2023 meeting with any desired corrections or clarifications.

Alternative Two:

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

## PROCEDURES

This item has been placed on the Committee'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 Committee.

Respectfully,



Michaela Peters  
Interim Commission Clerk

Attachment: as stated

**DRAFT**  
**SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION**  
**SPECIAL DISTRICTS ADVISORY COMMITTEE**  
**SPECIAL MEETING**  
**December 15, 2023**

San Diego County Administration Center  
1600 Pacific Highway, Room 302  
San Diego, California 92101

**1. 10:00 A.M. – CALL TO ORDER BY CHAIR**

Vice Chair Jack Bebee called the meeting to order at 10:00 a.m.

**Item 1a**  
**ROLL CALL**

Vice Chair Jack Bebee requested a roll call from the Committee Secretary.

Committee Members Present:

Vice Chair Jack Bebee (Fallbrook PUD)  
Paul Bushee (Leucadia WWD)  
James Gordon (Deer Springs FPD)  
Albert Lau (Santa Fe ID)  
Hector Martinez (South Bay ID)  
Dave McQuead (Rancho Santa Fe FPD)  
Mike Sims (Bonita-Sunnyside FPD)  
Oliver Smith (Valley Center MWD)

Committee Members Absent:

Chair Kimberly Thorner (Olivenhain MWD)  
Ann Baldridge (RCD of Greater San Diego County)  
Jeff Egkan (North County FPD)  
Diane Hansen (Palomar Health HCD)  
Marty Miller (Vista ID)  
Mark Robak (Otay WD)  
Joel Scalzitti (Helix WD)

The Committee Secretary confirmed a quorum with eight members present. The following members of San Diego LAFCO staff were present at roll call: Executive Officer Keene Simonds; Legal Counsel Aleks Giragosian; Local Government Analyst II Carolanne Ieromnimon; Local Government Analyst I Michaela Peters; GIS Analyst Dieu Ngu; Consultant Adam Wilson; and Commission Clerk Erica Sellen serving as Committee Secretary.

**Item 1b**  
**PLEDGE OF ALLEGIANCE**

Albert Lau (Santa Fe ID) led the Pledge of Allegiance.

## 2. AGENDA REVIEW

Vice Chair Jack Bebee asked the Executive Officer if there were requests to remove or rearrange items on the agenda. The Executive Officer stated no changes were needed to the agenda.

## 3. OPEN EXPRESSION

Vice Chair Jack Bebee asked if there were any members of the public who wished to address the Committee on a germane topic that is not directly part of the agenda.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

## 4. CONSENT ITEMS

### a) Approval of Meeting Minutes for September 15, 2023 (action)

The Committee considered draft summary minutes prepared for the last meeting held on September 15, 2023. Staff recommends approval as presented.

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On motion by Dave McQuead and seconded by Mike Sims, the Committee unanimously approved the minutes for the September 15, 2023 meeting.

### b) Update on Adopted Workplan (information)

The Committee received an update on LAFCO's adopted workplan for 2023-2024 and status of the 30 calendared projects. Information only.

### c) Report on Active Proposals and Related Activities (information)

The Committee received an update on LAFCO's adopted workplan for 2023-2024 and status of the 30 calendared projects. Information only.

Mike Sims requested to pull Item 4c for discussion. Mr. Sims referenced #4 of the item's attachment, "Crestlake Estates Reorganization" (RO08-15) and noted County Service Area (CSA) No. 69 is no longer active. He said it is now called Santee-Lakeside Emergency Medical Services Authority (SLEMSA).

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On motion by Paul Bushee and seconded by James Gordon, the Committee unanimously approved Item 4c with changing CSA No. 69 to SLEMSA.

## 5. BUSINESS ITEMS

### a) Draft Policy on Out-of-Agency Services (discussion)

The Committee reviewed the newest version of a draft policy to govern out-of-agency service activities in San Diego County. The newest version is the fourth overall and builds on feedback provided by the Committee in September 2023 (second version) and Commission in October 2023 (third version), respectively. The preparation of the draft policy itself ties to the adopted workplan and premised on providing clear rules of engagement between local agencies and LAFCO with respect to the former complying...

## **BUSINESS ITEMS CONTINUED...**

### **Item 5a Continued...**

with Government Code Section 56133 and receiving LAFCO approval before providing contract out-of-agency services. Staff anticipates drawing on the Committee feedback in presenting a final draft version to the Commission for action in February 2024. Discussion and feedback.

The Committee Secretary confirmed there was one registered speaker. Vice Chair Jack Bebee invited comments from the following speaker:

- Brian Onley, Helix Water District

Staff presentation provided by Local Government Analyst II Carolanne Ieromnimon.

Committee discussion followed.

The Committee Secretary confirmed there were no other registered speakers and no live email comments.

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On motion by Hector Martinez and seconded by James Gordon, the Committee unanimously approved to make a formal recommendation to offer its qualified support for the proposed draft policy with Paul Bushee adding an amendment to change from 6 months to 12 months.

### **b) Establishing a Fee Waiver and/or Fee Reduction for Funding Agencies (discussion)**

The Committee reviewed LAFCO's existing policies involving applicant fee waivers and reductions and potential merits therein to establish a new provision specific to funding agencies. The topic was recently discussed by LAFCO and done so at the request by Commissioner Willis to explore options to establish dedicated fee relief for funding agencies in filing applications with LAFCO. The Committee's discussion and feedback – which will include screening preliminary options identified by staff – will help inform potential recommendations to the Commission for future consideration. Discussion and feedback.

Staff presentation provided by Local Government Analyst II Carolanne Ieromnimon.

Committee discussion followed.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

### **c) Pending Determination |**

#### **Commission's Oversight Duties and the San Diego Unified Port District (information)**

The Committee received an update on a pending determination regarding LAFCO's oversight duties as they relate to the Port of San Diego – formally the San Diego Unified Port District. This includes reviewing a preliminary assessment performed by staff that tentatively concludes – and based on available information – the Port is a special district...

## **BUSINESS ITEMS CONTINUED...**

### **Item 5c Continued...**

subject to LAFCO oversight. It similarly concludes the Port qualifies as an “independent” special district, and accordingly eligible to seat members on the Commission and responsible for proportionally paying part of the special districts’ share of the LAFCO budget. Staff’s preliminary assessment is qualified pending additional discussion with the Port. The preliminary assessment is being shared with the Committee for information with an invitation to provide feedback as staff proceeds with finalizing a determination for future presentation to the Commission.

Staff presentation provided by Local Government Analyst I Michaela Peters.

Committee discussion followed.

The Committee Secretary confirmed there were no pre-registered speakers and no live email comments.

## **6. COMMITTEE MEMBER REPORTS**

Al Lau wished the Committee Happy Holidays.

## **7. LAFCO EXECUTIVE OFFICER REPORT**

Executive Officer Keene Simonds noted the following items:

- Discussed Expired Committee Terms and would like to update bylaws in March 2024
- Commission Clerk Tamaron Luckett retired as of December 2023
- Executive Assistant Erica Sellen has been promoted to Commission Clerk
- Assistant Executive Officer Priscilla Mumpower will be returning from maternity leave in February 2024
- Nine budgeted positions at LAFCO, but due to various vacancies and leaves, there are five staff members
- LAFCO Holiday Party will be held on December 18<sup>th</sup>

## **8. ADJOURNMENT**

With no further business, the Special Districts Advisory Committee meeting was adjourned at 11:13 a.m.

Attest:

Erica Sellen  
Committee Secretary