



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

5a

AGENDA REPORT
 Consent | Action

August 5, 2024

TO: Commissioners
FROM: Michaela Peters, Interim Commission Clerk
SUBJECT: **Approval of Meeting Minutes |
 Regular Meeting of June 3, 2024**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider draft minutes prepared for the regular meeting held on June 3, 2024. 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 June 3, 2024, regular meeting. The attendance record for the meeting follows.

- All regular Commissioners were present.
- All alternate Commissioners were present except Nora Vargas (County) and Marni von Wilpert (City of San Diego).

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|--|---|--|---|--|--|
| Administration 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 | Joel Anderson County of San Diego Jim Desmond County of San Diego Nora Vargas, Alt. County of San Diego | Kristi Becker City of Solana Beach Dane White City of Escondido John McCann Alt. City of Chula Vista | Chair Stephen Whitburn City of San Diego Marni von Wilpert, Alt. City of San Diego | Vice Chair Barry Willis Alpine Fire Protection Jo MacKenzie Vista Irrigation David Drake, Alt. Rincon del Diablo | Harry Mathis General Public Vacant, Alt. General Public |
|--|---|--|---|--|--|

ANALYSIS

The attached draft minutes for the June 3, 2024, regular meeting accurately reflect San Diego LAFCO's deliberations as recorded by the Commission Clerk. A video recording of the meeting has also been posted on the Commission's website (www.sdlafco.org).

RECOMMENDATION

It is recommended San Diego LAFCO approve the draft minutes prepared for the June 3, 2024, 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 June 3, 2024, regular meeting with any requested corrections or clarifications.

Alternative Two:

Continue the 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,



Michaela Peters
Interim Commission Clerk

Attachment:

- 1) Draft Meeting Minutes for June 3, 2024

**DRAFT MINUTES
SAN DIEGO LAFCO
June 3, 2024 REGULAR MEETING**

1. 8:15 A.M. – CALL TO ORDER BY CHAIR

**Item 1a
ROLL CALL**

The regular meeting was called to order at 8:15 a.m. by Chair Whitburn. The Interim Commission Clerk 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
 Jo MacKenzie, Vista Irrigation District
 Harry Mathis, Public
 Stephen Whitburn, City of San Diego (CHAIR)
 Dane White, City of Escondido
 Barry Willis, Alpine Fire District (VICE CHAIR)

Alternates Present: David Drake, Rincon del Diablo Municipal Water District
 John McCann, City of Chula Vista

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

The Interim Commission Clerk confirmed a quorum with eight voting members present. Also present at the time of roll call were the following LAFCO staff: Executive Officer Keene Simonds; Assistant Executive Officer Priscilla Mumpower; Commission Counsel Holly Whatley; Local Government Analyst II Michaela Peters; and GIS Analyst Dieu Ngu.

* Michaela Peters also concurrently serving as Interim Commission Clerk.

**Item 1b
PLEDGE OF ALLEGIANCE**

Commissioner Becker led the Pledge of Allegiance.

2. STATEMENT (JUST CAUSE) AND/OR CONSIDERATION OF A REQUEST TO PARTICIPATE REMOTELY (EMERGENCY CIRCUMSTANCES) BY A COMMISSIONER, IF APPLICABLE

None.

3. AGENDA REVIEW

Chair Whitburn asked Executive Officer Simonds if there were any requests to remove or rearrange items on the agenda. The Executive Officer responded no changes to the agenda are needed. It was separately noted that there was one item of supplemental correspondence from the Oceanside City Manager regarding Agenda Item 6a. With no changes requested, the Chair confirmed the Commission would proceed as planned.

4. PUBLIC COMMENT AND RELATED ITEMS

Chair Whitburn invited anyone from the public to address the Commission on a matter not directly related to an agenda item. The Interim Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

5. CONSENT ITEMS

Item 5a

Approval of Meeting Minutes for May 6, 2024 (action)

Item presented to approve draft action minutes prepared for the Commission's May 6, 2024 meeting. Recommendation to approve.

Item 5b

Commission Ratification | Recorded Payments for April 2024 (action)

Item presented to ratify recorded payments made and received by the Executive Officer for April 2024. Recommendation to ratify.

Item 5c

Progress Report on Adopted Workplan (action)

Item presented to Commission to receive a progress report on accomplishing the 30 projects included in the adopted workplan for 2023-2024. Recommendation to receive and file with the opportunity to identify potential amendments for future consideration.

Item 5d

Report on Active Proposals and Related Activities (information)

Item presented to receive a status report on the 26 active proposals currently on file as well as anticipated filings based on ongoing discussions with proponents. Information only.

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Roll call requested:

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|-------------|---|
| AYES: | Anderson, Becker, Desmond, MacKenzie, Mathis, Whitburn, White, and Willis |
| NOES: | None |
| ABSENT: | Vargas and von Wilpert |
| ABSTAINING: | None |

The Interim Commission Clerk confirmed the motion was approved 8-0.

6. PUBLIC HEARING ITEMS | COMMISSIONER DISCLOSURE OF EX PARTE COMMUNICATIONS

Item 6a

Municipal Service Review |

Draft Report on Municipal Service Review on the Oceanside Region (action)

Item presented to the Commission to receive a draft report prepared as part of the scheduled municipal service review on the Oceanside region. The item was prepared as part of the adopted workplan to address the Commission's task in statute to independently evaluate public services in the region with a specific focus on the principal local government agencies subject to its oversight – City of Oceanside, Oceanside Small Craft Harbor District, and Morro Hills Community Service District. The staff presentation detailed the draft report's tentative conclusions and recommendations. Staff sought feedback from the Commission and other interested members of the public – including the affected agencies – on the draft ahead of formally initiating a 45-day review and comment period and returning with a final document for formal action at a future meeting.

Chair Whitburn invited any disclosures from Commissioners on material ex parte communications. Disclosures from Commissioner Becker, Desmond, White, and Whitburn were announced.

Local Government Analyst II Peters provided the staff presentation followed by observations by Executive Officer Simonds detailing the reasons for the recommendations.

Executive Officer Simonds addressed supplemental correspondence from Oceanside City Manager, Jonathan Borrego, expressing interest in a 4-week pause to allow the City to further review the document and provide comments on the MSR before the formal 45-day comment period.

Chair Whitburn opened the hearing and invited public comments on the topic with the following persons addressing the Commission in person:

- Oceanside Mayor, Esther Sanchez
- Oceanside City Manager, Jonathan Borrego
- Fallbrook Community Planning Group Committee Chair, Eileen Delaney

The Interim Commission Clerk confirmed there were no requests to speak online or any live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. A discussion followed on the dais with general agreement to accommodate the request by Oceanside. The Chair proceeded to close the hearing and invited a motion.

Commissioner Desmond motioned with a second from Commissioner Becker to continue the item (Alternative Two) and request staff return in August with the draft subject to any revisions made in step with providing Oceanside additional time to comment.

Item 6a Continued...

Roll call requested:

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

The Interim Commission Clerk confirmed the motion was approved 8-0.

7. BUSINESS ITEMS

Item 7a

White Paper on Regional Growth Management |

“The Contours of Regional Growth: How Different Agencies Shape Development and Transportation Patterns in the San Diego Region” (action)

Item presented to the Commission to receive a white paper evaluating the San Diego region’s growth management policies and practices consistent with the adopted workplan. The William Fulton Group had prepared the white paper. It explores the historical and emerging roles among the principal regional growth management agencies in San Diego County – LAFCO, the County of San Diego, and the San Diego Association of Governments (SANDAG). Staff recommends the Commission formally accept and file the white paper with any related requests for additional information.

LAFCO Consultant Chris Cate introduced Bill Fulton with the William Fulton Group who gave the presentation to the Commission.

At the request of Chair Whitburn, the Interim Commission Clerk confirmed there were no registered speakers (audience or remote) or live e-mail comments.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. A brief discussion followed on the dais. The Chair proceeded to close the hearing, thanked Mr. Fulton for the excellent report and presentation.

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

Roll call requested:

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

The Interim Commission Clerk confirmed the motion was approved 8-0.

BUSINESS ITEMS CONTINUED...

Item 7b

Establishing a Communications Associate Position and Related Actions (action)

The Commission will consider approving a new job classification – Communications Associate – along with related staffing actions. The proposed new job classification has been prepared in consultation with the Commission’s contract human resources advisor – Regional Government Services – in line with the conclusion that a new non-management position is needed to provide specified functions that are otherwise displaced among three existing classifications (Administrative Assistant, Executive Assistant, and Analyst I). The responsibilities of the Communications Associate would primarily focus on performing outreach-based tasks and serving as a front-line liaison between the public and the balance of LAFCO staff. The proposed wage and benefit package aligns with that of Analyst I, offering an approximate annual salary range of \$55,228 to \$86,807. It is similarly recommended the Commission modify the approved budgeted staffing allocation for FY 2025 by replacing one of the three open and budgeted Analyst I position with the Communications Associate. No financial impacts are associated with the staff recommendations.

LAFCO Assistant Executive Officer Priscilla Mumpower provided the staff presentation.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. A brief discussion followed with clarifications sought on the role of the new position.

At the request of Chair Whitburn, the Commission Clerk confirmed there were no requests from audience members to speak. It was also confirmed no requests to speak were online or any live e-mail comments.

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Commissioner MacKenzie motioned with a second from Commissioner Willis to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

| | |
|-------------|---|
| AYES: | Anderson, Becker, Desmond, MacKenzie, Mathis, Whitburn, White, and Willis |
| NOES: | None |
| ABSENT: | Vargas and von Wilpert |
| ABSTAINING: | None |

The Interim Commission Clerk confirmed the motion was approved 8-0.

BUSINESS ITEMS CONTINUED...

Item 7c

Outside Audit Report on Fiscal Year 2023-2024 (action)

Item presented for the Commission to receive an outside audit report on the financial statements issued for 2022-2023. The outside audit concludes all tested transactions were accompanied by sufficient documentation and no material weaknesses were identified. The audited fund balance finished at \$1.613 million and reflects a year-end change of \$0.108 million or 7.2% from the prior fiscal year and ties to an operating surplus. It is recommended the Commission accept and file the audit report.

LAFCO Executive Officer Simonds provided the staff presentation.

Chair Whitburn proceeded to invite questions and comments from the Commissioners. A brief discussion on the dais followed.

At the request of Chair Whitburn, the Interim Commission Clerk confirmed there were no requests from audience members to speak. It was also confirmed no requests to speak were online or any live e-mail comments.

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Commissioner Anderson motioned with a second from Commissioner Willis to approve the staff recommendation (Alternative One) as listed in the agenda report.

Roll call requested:

| | |
|-------------|---|
| AYES: | Anderson, Becker, Desmond, MacKenzie, Mathis, Whitburn, White, and Willis |
| NOES: | None |
| ABSENT: | Vargas and von Wilpert |
| ABSTAINING: | None |

The Interim Commission Clerk confirmed the motion was approved 8-0.

8. EXECUTIVE OFFICER REPORT

Executive Officer Keene Simonds noted the following items:

- Congratulated Michaela Peters on her promotion from Analyst I to Analyst II.
- Priscilla Mumpower gave an update on the Alternate Public Member Recruitment Committee and the approaching deadline to submit letters of interest by June 10th.
- LAFCO received notice from proponents in La Jolla to circulate a petition for incorporation and in doing so starting a six-month window to secure no less than 25% of registered voters' signatures in order to proceed with an actual filing.

9. COMMISSIONER ANNOUNCEMENTS | REQUESTS FOR FUTURE ITEMS

Vice Chair Willis expressed interest in the Commission providing a letter of support on behalf of Valley Center Fire Protection District to receive a portion of property tax to help stabilize services. Commissioner Desmond commented that his staff is working on a related topic for future presentation to the Board of Supervisors and suggested Commissioner Willis and the Commission hold off on any related actions by LAFCO.

Commissioner MacKenzie expressed gratitude to the Commission Counsel's Office for Michael Colantuono's excellent presentation at the California Special Districts Legislative Days.

10. ADJOURNMENT TO NEXT MEETING

With no further business, Chair Whitburn adjourned the meeting at 10:01 a.m.

I hereby attest the minutes above accurately reflect the deliberations of the Commission at its June 3, 2024 meeting.

ATTEST,



Michaela Peters
Interim Commission Clerk

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