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AGENDA REPORT
Consent | Action

November 2, 2026

TO: Chair Becker and Commissioners

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

SUBJECT: Updating Authorized Signatories on LAFCO Credit Card

SUMMARY

This item is for the San Diego County Local Agency Formation Commission (LAFCO) to consider formally updating the authorized signatories on the agency's credit card account with San Diego County Credit Union (SDCCU). The account was opened following Commission authorization in October 2017 and continues to list two former employees as signatories despite their departures in 2020 and 2024, respectively. SDCCU requires formal action by the Commission, as the agency's governing body, to remove these individuals. Staff recommends the Commission adopt a resolution assigning signatory authority by position, specifically the Executive Officer, Assistant Executive Officer, and Commission Clerk, rather than by individual. This removes the former employees and is intended to keep future staffing changes from requiring further Commission action.

BACKGROUND

Commission Authority and May 2002 Credit Line Authorization

State law authorizes LAFCOs to make their own arrangements for staffing, facilities, and services necessary to fulfill their regulatory and planning responsibilities. In step with this authority, San Diego LAFCO adopted a resolution in May 2002 authorizing then Executive Officer Michael D. Ott to establish an independent expenditure account with a federally insured banking institution, along with an associated credit card, to cover relatively minor overhead costs. These costs include routine support services, office supplies, and staff reimbursements. Mr. Ott subsequently opened a checking account and associated credit line with Wells Fargo with a maximum spending balance of \$15,000. The 2002 authorization, however, named Mr. Ott individually, and Wells Fargo declined to transfer signatory authority to his successor without a new action by the Commission. Mr. Ott cancelled the Wells Fargo credit card on August 30, 2017 ahead of his retirement.

October 2017 Reauthorization

The Commission reauthorized a credit line on October 2, 2017 following the appointment of the current Executive Officer the prior month. The adopted resolution authorized the Executive Officer, by position rather than by individual, to establish and maintain a credit line on behalf of the agency with a federally insured banking institution and a maximum spending balance of \$15,000. The resolution also designated the Executive Officer as the principal signatory with authority to authorize co-signers consistent with adopted policies and procedures. The October 2017 agenda report and resolution are attached for reference.

The Executive Officer subsequently opened the current credit card account with SDCCU and, as provided under the 2017 resolution, designated two senior staff members at the time as co-signatories: Robert Barry, then Analyst III, and Tamaron Luckett, then Commission Clerk. Mr. Barry and Ms. Luckett left the agency in 2020 and 2024, respectively.

DISCUSSION

This item is for San Diego LAFCO to consider formal action to update the authorized signatories on the Commission's credit card account with SDCCU by removing two former employees, Mr. Barry and Ms. Luckett, and assigning signatory authority to the current holders of their positions. Although Mr. Barry and Ms. Luckett were both designated as signatories on the account, only Ms. Luckett was issued a credit card, and staff cancelled her card when she left consistent with standard practice. Staff did not realize, however, signatory status on the account is separate from holding a card, and cancelling a card does not remove the cardholder as a signatory. As a result, Mr.

Barry has remained a signatory since 2020 despite never holding a card, and Ms. Luckett has remained a signatory since her card was cancelled in 2024. This came to light in September 2026 when SDCCU issued and mailed a new credit card in Ms. Luckett's name to the LAFCO office. Staff received the card and destroyed it without activating it, and staff has verified that no unauthorized transactions have occurred on the account since Ms. Luckett's departure.

The Executive Officer subsequently contacted SDCCU to remove Mr. Barry and Ms. Luckett from the account. SDCCU has advised it will add or remove signatories only with formal authorization from the agency's governing body. This is the same position Wells Fargo took in 2017 and reflects standard practice among financial institutions. The 2017 resolution resolved the issue for the Executive Officer by assigning authority by position, but co-signers continued to be designated by individual name. As a result, the account records have not kept pace with staffing changes.

ANALYSIS

The credit card account with SDCCU continues to provide value to San Diego LAFCO by giving the agency an efficient way to pay for routine overhead expenses, such as office supplies, support services, and conference and travel costs. It also allows staff to make purchases from vendors that accept only card payments, and it reduces the need for staff to pay out of pocket and seek reimbursement. Updating the Commission's authorization to remove the two former employees and assign signatory authority by position will preserve these benefits. It will also strengthen internal controls over the account, ensure coverage during absences and transitions, and avoid further Commission action as staffing changes occur. This approach is also consistent with SDCCU's direction that changes to account signatories be made through formal action by the Commission as the governing body.

RECOMMENDATION

It is recommended the Commission approve Alternative One as identified in the following section. This would adopt the draft resolution provided as Attachment One, which authorizes the Executive Officer, Assistant Executive Officer, and Commission Clerk positions as signatories on the Commission's credit card account with SDCCU and removes all previously designated individuals.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Commission:

1. Alternative One (Recommendation):

Adopt the draft resolution provided as Attachment One authorizing the Executive Officer, Assistant Executive Officer, and Commission Clerk positions as signatories on the Commission's credit card account with SDCCU and removing all previously designated individuals.

2. Alternative Two:

Adopt a modified version of the draft resolution provided as Attachment One in authorizing signatories on the Commission's credit card account with SDCCU as specified, and removing all previously designated individuals.

3. Alternative Three:

Continue consideration of the item to a future 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 provided above unless otherwise specified by the Commission.

Respectfully,



Keene Simonds
Executive Officer

Attachments:

- 1) Draft Resolution
- 2) October 2017 Agenda Materials

RESOLUTION NO.____
SAN DIEGO COUNTY LOCAL AGENCY FORMATION COMMISSION
UPDATING SIGNATORIES ON THE AGENCY CREDIT CARD

WHEREAS, the San Diego County Local Agency Formation Commission (LAFCO) is a State Mandated Government Agency (Taxpayer ID# 95-6000934W) established pursuant to State Law (Government Code Section 56000 et seq.); and

WHEREAS, LAFCO is responsible for appointing an Executive Officer to - and among other purposes - manage and transact the day to day business of the agency under Government Code Section 56384; and

WHEREAS, by resolution dated October 2, 2017, LAFCO authorized the Executive Officer by position to establish and maintain a credit line (i.e., credit card) on behalf of the agency with a maximum spending balance of \$15,000, and to serve as principal signatory with the authority to authorize co-signers; and

WHEREAS, the Executive Officer subsequently established a credit card account on behalf of San Diego LAFCO with San Diego County Credit Union (SDCCU) and designated Robert Barry and Tamaron Lockett as co-signers, both of whom are no longer employed by the agency; and

WHEREAS, SDCCU requires formal action by San Diego LAFCO as the governing body to make changes to the signatories on the account;

NOW, THEREFORE, BE IT RESOLVED, that on November 2, 2026, San Diego LAFCO:

- (a) The positions of Executive Officer, Assistant Executive Officer, and Commission Clerk are authorized as signatories on the San Diego LAFCO credit card account with SDCCU, with the Executive Officer continuing to serve as principal signatory.
- (b) Signatory authority attaches to the position and not the individual and shall end automatically when an individual no longer holds an authorized position.
- (c) Robert Barry and Tamaron Lockett are removed as signatories on the account.
- (d) All other provisions of the October 2, 2017 resolution remain in effect.
- (e) The Executive Officer is delegated authority to update signatories on the account consistent with this resolution, including notifying SDCCU of changes in the individuals holding the authorized positions and executing any documents SDCCU requires.

Passed and adopted by San Diego LAFCO on this 2nd day of November 2026, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

KEENE SIMONDS
Executive Officer

Adopted: November 2, 2026

San Diego, California



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San Diego Local Agency Formation Commission

Website: www.sdlafco.org

Chairman

Sam Abed
Mayor
City of Escondido

October 2, 2017

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Vice Chairwoman

Jo MacKenzie
Vista Irrigation District

TO: Local Agency Formation Commission

Members

Bill Horn
County Board of
Supervisors

FROM: Executive Officer
Executive Assistant

Dianne Jacob
County Board of
Supervisors

SUBJECT: Reauthorization for the Executive Officer to Establish a
Credit Card on behalf of San Diego LAFCO

Andrew Vanderlaan
Public Member

Lorie Zapf
Councilmember
City of San Diego

Catherine Blakespear
Mayor
City of Encinitas

This item is for the San Diego Local Agency Formation Commission (LAFCO) to reauthorize the Executive Officer to establish a credit card for ministerial overhead expenses. Reauthorization is needed to augment a prior approval by the Commission in May 2002 in establishing an independent expenditure fund and associated credit card that named the former Executive Officer and not transferable to successors.

Ed Sprague
Olivenhain Municipal
Water District

Alternate Members

Greg Cox
County Board of
Supervisors

Chris Cate
Councilmember
City of San Diego

Racquel Vasquez
Mayor
City of Lemon Grove

Harry Mathis
Public Member

Judy Hanson
Leucadia Wastewater
District

Background

State law authorizes Local Agency Formation Commissions (LAFCOs) to enter into agreements or contracts with public and private parties for services necessary to meet their regulatory and planning responsibilities. Towards this end, San Diego LAFCO ("Commission") approved a series of related actions by resolution in May 2002 and marked by authorizing then Executive Officer, Michael D. Ott, to establish an independent expenditure fund on behalf of the agency with a federally insured banking institution. This approval preceded the establishment of a checking account and associated credit line with Wells Fargo to cover relatively minor overhead costs, such as routine support services, office supplies, and staff reimbursements. (Per Commission approval the account balance shall not exceed the adopted expense line dedicated for special department expenses, which totals \$0.045 million in FY 2018).

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

Discussion

As detailed in the preceding section the Commission authorized the previous Executive Officer Michael D. Ott to establish – and among other items – a credit card to cover routine overhead expenses at San Diego LAFCO in May 2002. The subsequent credit card opened with Wells Fargo provided the Commission with a maximum spending balance of \$15,000 with payments made out of one of two general checking accounts also opened with Wells Fargo. The credit card, however and after several attempts to remedy, was cancelled by Executive Officer Ott on August 30, 2017 given Wells Fargo would not transfer signatory authority to the incoming appointee. Wells Fargo stated any signatory changes would require a formal action request by the Commission as the governing body. Outreach to other banking institutions with respect to establishing a new credit card indicated the same formal approval by the Commission would be needed.

Analysis

The proposed reauthorization serves as a needed update to the Commission's earlier approval from May 2002 for the new Executive Officer to establish and administer a credit card on behalf of San Diego LAFCO to cover routine overhead expenses. This would involve the Commission adopting a new resolution that assigns authorization to the Executive Officer by position rather than by specific appointee to open a new credit card account with a banking institution. All existing procurement policies and safeguards established by the Commission would remain unchanged.

Recommendation

It is recommended the Commission adopt the attached draft resolution authorizing the Executive Officer to establish and administer a credit card on behalf of San Diego LAFCO with a selected banking institution.

Respectfully submitted,

KEENE SIMONDS
Executive Officer

TAMARON LUCKETT
Executive Assistant

KS:tl:ra

Attachment:

A) Draft Resolution

**RESOLUTION OF THE
SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
AUTHORIZING THE ESTABLISHMENT OF A CREDIT CARD**

WHEREAS, the San Diego Local Agency Formation Commission (LAFCO) is a State Mandated Government Agency (Taxpayer ID# 95-6000934W) established pursuant to State Law (Government Code Section 56000 et seq.); and

WHEREAS, San Diego LAFCO is responsible for appointing an Executive Officer to – and among other purposes – manage and transact the day to day business of the agency under Government Code Section 56038; and

WHEREAS, and by resolution dated May 6, 2002, San Diego LAFCO authorized the Executive Officer (Michael D. Ott) to establish a federally insured interest-bearing checking and market rate account or other similar type of account(s) with a banking institution for the purpose of minor claims payment; and

WHEREAS, the prior approval made by San Diego LAFCO on May 6, 2002, included authorization for the then Executive Officer to establish a credit card for general overhead expenses and subject to all other procurement policies;

NOW, THEREFORE, BE IT RESOLVED, that on October 2, 2017, San Diego LAFCO:

- (a) The Executive Officer by position is authorized to establish and maintain a credit line (i.e., credit card) on behalf of San Diego LAFCO with a federally insured banking institution with a maximum spending balance of \$15,000.
- (b) The Executive Officer shall serve as the principal signatory for any credit line established on behalf of San Diego LAFCO with the authority to authorize co-signers consistent with adopted policies and procedures.

Passed and adopted by San Diego LAFCO on this 2nd day of October 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

KEENE SIMONDS, Executive Officer

Adopted: October 2, 2017

San Diego, California

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