



## FINAL MINUTES

### OC LAFCO REGULAR MEETING AGENDA

Wednesday, April 8, 2020  
8:15 a.m.

*Due to COVID-19, this meeting was conducted by teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act.*

#### 1. CALL TO ORDER

**Chair Brothers** called the meeting of the Orange County Local Agency Formation Commission (OC LAFCO) to order at 8:17 a.m., announced that the Commission meeting is being conducted by teleconference, and participation by Commissioners and staff are from remote locations.

#### 2. PLEDGE OF ALLEGIANCE

Due to the circumstances, the Pledge of Allegiance was not led during the meeting.

#### 3. ROLL CALL

The following Commissioners and Alternates were present:

- **Chair Cheryl Brothers**
- **Vice Chair Douglass Davert**
- **Commissioner Lisa Bartlett**
- **Commissioner Allan Bernstein**
- **Commissioner James Fisler**
- **Commissioner Derek J. McGregor**
- **Commissioner Donald Wagner**
- **Alternate Commissioner Wendy Bucknum**
- **Alternate Commissioner Kathryn Freshley**
- **Alternate Commissioner Lou Penrose**

The following Commissioner was absent:

- **Alternate Commissioner Michelle Steel**

The following OC LAFCO staff members were present:

- Executive Officer Carolyn Emery
- Assistant Executive Officer Debra Kurita
- Policy Analyst Luis Tapia
- Policy Analyst Gavin Centeno
- Commission Clerk Cheryl Carter-Benjamin
- Legal Counsel Scott Smith

**4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION  
(Received After Agenda Distribution)**

Commission Clerk Cheryl Carter-Benjamin noted that no supplemental correspondence was received.

**5. APPROVAL OF MINUTES**

**5a. – March 11, 2020 - Regular Commission Meeting**

The approval of the March 11, 2020 minutes, Agenda Item 5a was moved to the Consent Calendar – Agenda Item 7.

**6. PUBLIC COMMENT**

**Chair Brothers** requested public comments on any non-agenda items.

Commission Clerk Cheryl Carter-Benjamin read into record comments provided via email by Chris Palmer, Senior Public Affairs Field Coordinator, California Special Districts Association (CSDA) that noted the resources that are available through CSDA’s website to assist special districts and other agencies in addressing the impacts of COVID-19.

**Chair Brothers** closed the public comments.

**7. CONSENT CALENDAR**

**5a. – Approval of Minutes - March 11, 2020 Regular Commission Meeting (moved from Agenda Item 5a)**

**7a. – 2020 Update to the Local Guidelines for Implementing the California Environmental Quality Act (CEQA)**

**7b. – Legislative Report**

**MOTION:** Approve the Consent Calendar. (Douglass Davert)  
**SECOND:** Derek J. McGregor  
**ROLL CALL**

**VOTE:** Douglass Davert, Derek J. McGregor, Lisa Bartlett,  
Allan Bernstein, James Fisler, Donald Wagner,  
Cheryl Brothers

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 7-0.

## 8. PUBLIC HEARING

No public hearing items scheduled.

## 9. COMMISSION DISCUSSION AND ACTION

### 9a. - Professional Services Agreement with Planeteria Media

Policy Analyst Luis Tapia presented the staff report on the professional services agreement to update the OC LAFCO website and acknowledged Tyler Coffin, Principal Consultant for Planeteria Media, who was available to answer any questions.

**MOTION:** Approve the professional services agreement with Planeteria Media. (Douglass Davert)

**SECOND:** Derek J. McGregor

**ROLL CALL**

**VOTE:** Douglass Davert, Derek J. McGregor, Lisa Bartlett,  
Allan Bernstein, James Fisler, Donald Wagner,  
Cheryl Brothers

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 7-0

### 9b. - Communications Assessment

Policy Analyst Gavin Centeno presented the staff report and acknowledged Erin Gilhuly, President of CV Strategies who provided the presentation on the communications assessment. Mr. Centeno noted that both he and Ms. Gilhuly were available to answer any questions.

Following an in-depth discussion by the Commission, **Commissioner Wagner** was asked to forward additional comments to staff and the Executive Committee. **Chair Brothers** asked if there were any public comments for this agenda item. The Commission Clerk Cheryl Carter-Benjamin read into record comments provided via email by Stacy Taylor of Mesa Water District, complimenting the Communications

Assessment and requesting that the Commission consider including improvements to social medial in its outreach efforts.

**MOTION:** Direct the Executive Committee and staff to continue working with Consultant to develop the Communications Plan for consideration by the Commission at a future meeting.  
(Douglass Davert)

**SECOND:** Derek J. McGregor

**ROLL CALL**

**VOTE:** Douglass Davert, Derek J. McGregor, Lisa Bartlett,  
Wendy Bucknum, James Fisler, Donald Wagner,  
Cheryl Brothers

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 7-0.

## 10. COMMISSIONER COMMENTS

General comments were made by Commissioners.

## 11. EXECUTIVE OFFICER'S REPORT

The Executive Officer Carolyn Emery gave oral updates on the following:

- **Federal Leave Act Policy.** The Executive Officer noted that she is currently working with Legal Counsel to develop a policy in response to the federal emergency leave act adopted on April 1, 2020. She added that a proposed policy will be brought to the Commission for consideration in May.
- **OC LAFCO Potential Projects.** The Executive Officer responded to a question from **Commissioner Fisler** regarding the status of some potential projects. She noted that the Commission has multiple annexations anticipated in its work plan, including the City of San Juan Capistrano Water and Wastewater annexation to the Santa Margarita Water District, special district annexations, and a reorganization between the cities of Laguna Woods and Laguna Hills. She stated that although the COVID-19 environment may have contributed to the slowing of the submittal of these anticipated projects, OC LAFCO staff will move forward in processing the applications as soon as they are received. She added that the Commission will also consider the final budget and the MOU with CDR at the May 13 regular meeting.

**12. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

**12a. – CALAFCO Annual 2020 Calendar of Events**

**Chair Brothers** announced some recent amendments to CALAFCO's annual calendar and noted the cancellation of various previously scheduled events.

**13. CLOSED SESSION**

The **Chair** stated that there were no closed session items for discussion.

**14. NOTICE OF ADJOURNMENT OF THE REGULAR COMMISSION MEETING**

**Chair Brothers** adjourned the Regular Commission Meeting at 9:30 a.m. to the next regular OC LAFCO meeting scheduled for Wednesday, May 13, 2020 at 8:15 a.m. to a location to be determined.

Cheryl Brothers, Chair  
Orange County Local Agency Formation Commission

By:   
Cheryl Carter-Benjamin  
Commission Clerk