



## DRAFT MINUTES

5a

## OC LAFCO REGULAR MEETING AGENDA

Wednesday, February 10, 2021  
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 Davert** 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. BOARD APPOINTMENT - COMMISSIONER HUANG**

**Chair Davert** announced the appointment of **Commissioner Huang** by the City Selection Committee to the Alternate City Member seat on January 14, 2021 and that the respective oath was completed electronically.

**3. ROLL CALL**

The following Commissioners and Alternates were present:

- **Chair Douglass Davert**
- **Vice Chair Donald Wagner (arrived at 8:25 a.m.)**
- **Commissioner Lisa Bartlett**
- **Commissioner Wendy Bucknum**
- **Commissioner James Fisler**
- **Commissioner Derek J. McGregor**
- **Commissioner Mike Posey**
- **Alternate Commissioner Kathryn Freshley**
- **Alternate Commissioner Peggy Huang**
- **Alternate Commissioner Lou Penrose**

The following OC LAFCO staff members were present:

- Executive Officer Carolyn Emery
- 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 communication was received.

**5. PUBLIC COMMENT**

**Chair Davert** requested public comments on any non-agenda items. Commission Clerk Cheryl Carter-Benjamin noted no public comments were received. **Chair Davert** closed the public comments.

**6. CONSENT CALENDAR**

**Chair Davert** called for the approval of the consent calendar. **Commissioner McGregor** motioned for approval of the consent calendar and **Commissioner Posey** seconded the motion.

**Chair Davert** called for a roll call vote on the approval of the consent calendar. The Commission Clerk conducted a roll call vote on the item.

**6a. - Approval of Minutes - January 13, 2021 Regular Commission Meeting**

**6b. - Comprehensive Quarterly Report - Second Quarter**

**MOTION:** Approve the consent calendar. (Derek J. McGregor)

**SECOND:** Mike Posey

**FOR:** Derek J. McGregor, Mike Posey, Lisa Bartlett,  
Wendy Bucknum, James Fisler, Douglass Davert

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED: 6-0.**

**7. PUBLIC HEARING**

No public hearing items scheduled.

## 8. COMMISSION DISCUSSION AND ACTION

### 8a. - OC LAFCO Personnel Policies and Procedures

**Chair Davert** noted that there was no staff presentation on the item and called for any Commission discussion or questions. There was no discussion or questions from the Commission. **Chair Davert** called for a motion on approval of the staff recommendation. **Commissioner Posey** motioned to approve the staff recommendation and **Commissioner Bucknum** seconded the motion.

**Chair Davert** called for a roll call vote on the approval of the staff recommendation. The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Adopt the OC LAFCO Personnel Policies and Procedures, as amended. (Mike Posey)

**SECOND:** Wendy Bucknum

**FOR:** Mike Posey, Wendy Bucknum, Lisa Bartlett,  
James Fisler, Derek J. McGregor, Douglass Davert

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 6-0.

### 8b. - OC LAFCO Records Retention and Destruction Policy

**Chair Davert** noted that there was no staff presentation on the item and called for any Commission discussion or questions. There was no discussion or questions from the Commission. **Chair Davert** called for a motion on the approval of the staff recommendation. **Commissioner Posey** motioned to approve the staff recommendation and **Commissioner McGregor** seconded the motion.

**Chair Davert** called for a roll call vote on the approval of the staff recommendation. The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Adopt the OC LAFCO Records Retention and Destruction Policy, as amended. (Mike Posey)

**SECOND:** Derek J. McGregor

**FOR:** Mike Posey, Derek J. McGregor, Lisa Bartlett,  
Wendy Bucknum, James Fisler, Douglass Davert

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED:** 6-0.

### 8c. - OC LAFCO Extended Emergency Paid Sick Leave Policy (Coronavirus)

**Chair Davert** asked Executive Officer Carolyn Emery if there were any additional comments to the report provided on the item. Executive Officer responded that

there were no additional comments and thanked legal counsel for working with staff to bring a proposed policy before the Commission.

**Chair Davert** called for a motion on the approval of the staff recommendation. **Commissioner Posey** motioned to approve the staff recommendation and **Commissioner Bartlett** seconded the motion.

**Chair Davert** called for a roll call vote on the approval of the staff recommendation. The Commission Clerk conducted a roll call vote on the item.

**MOTION: Approve the OC LAFCO Extended Emergency Paid Sick Leave Policy (Coronavirus). (Mike Posey)**  
**SECOND: Lisa Bartlett**  
**FOR: Mike Posey, Lisa Bartlett, Wendy Bucknum, James Fisler, Derek J. McGregor, Douglass Davert**  
**AGAINST: None**  
**ABSTAIN: None**

**MOTION PASSED: 6-0.**

**8d. - Amendment to Bob Aldrich and Associates Professional Services Agreement**

Executive Officer Carolyn Emery provided a summary of the recommendation to approve an amendment to the professional services agreement with Robert Aldrich and Associates. She noted that services provided by Mr. Aldrich would be on an as-needed basis to assist with current work plan projects.

**Chair Davert** called for the approval of the staff recommendation. **Commissioner Bucknum** motioned to approve the staff recommendation and **Commissioner Posey** seconded the motion.

**Chair Davert** called for a roll call vote on the approval of the staff recommendation. The Commission Clerk conducted a roll call vote on the item.

**MOTION: Approve Amendment No. 1 to the professional services agreement for Robert Aldrich and Associates and authorize the Executive Officer to execute the amendment. (Wendy Bucknum)**  
**SECOND: Mike Posey**  
**FOR: Wendy Bucknum, Mike Posey, Donald Wagner, Lisa Bartlett, James Fisler, Derek J. McGregor, Douglass Davert**  
**AGAINST: None**  
**ABSTAIN: None**

**MOTION PASSED: 7-0.**

## 9. COMMISSIONER COMMENTS

**Commissioner McGregor** provided a summary of the items discussed during the February 8 quarterly meeting of the southern region LAFCOs and noted that he was elected to serve as Treasurer for the group.

## 10. EXECUTIVE OFFICER'S REPORT

The Executive Officer gave an oral update on the following:

- **Staff Recruitment**  
The new Assistant Executive Officer, Raymond Barragan will begin employment on March 15.
- **CALAFCO Staff Workshop and Annual Conference**  
The 2021 CALAFCO Staff Workshop has been postponed to 2022. Orange and Imperial LAFCOs have once again committed to co-hosting of the event that will take place in Newport Beach.

CALAFCO Annual Conference scheduled to take place October 6-8 in Newport Beach. Staff will keep the Commission informed of any changes to the status of the Conference.

## 11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

### **11a. - Annual Filing of Form 700**

**Chair Davert** reminded the Commissioners to complete the Form 700 by April 1, 2021 and provide a copy to the Commission Clerk.

## 12. CLOSED SESSION

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

## 13. NOTICE OF ADJOURNMENT OF THE REGULAR COMMISSION MEETING

**Chair Davert** adjourned the Regular Commission Meeting at 8:44 a.m. to the next regular OC LAFCO meeting scheduled for Wednesday, March 10, 2021, at 8:15 a.m.

*February 10, 2021*

*DRAFT Minutes*

*Page 6 of 6*

Douglass Davert, Chair  
Orange County Local Agency Formation Commission

By: \_\_\_\_\_  
Cheryl Carter-Benjamin  
Commission Clerk