

## DRAFT MINUTES

### OC LAFCO REGULAR MEETING AND STUDY SESSION

Wednesday, February 14, 2024  
8:15 a.m.

County Administrative North (CAN)  
First Floor Multipurpose Room 101  
400 W. Civic Center Drive, Santa Ana, CA 92701

#### 1. CALL TO ORDER

**Chair Wagner** called the meeting of the Local Agency Formation Commission of Orange County (OC LAFCO) to order at 8:15 a.m.

#### 2. PLEDGE OF ALLEGIANCE

**Commissioner Moore** led the Pledge of Allegiance.

#### 3. ROLL CALL

The following Commissioners were present:

City Members

Wendy Bucknum (**Vice Chair**)  
Bruce Whitaker  
Carol Moore (**Alt.**)

County Member

Donald P. Wagner (**Chair**)

Special District Members

Douglass Davert  
James Fisler  
Kathryn Freshley (**Alt.**)

Public Members

Derek J. McGregor  
Lou Penrose (**Alt.**)

The following staff members and general counsel were present:

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

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

The Commission Clerk noted that no supplemental communication was received.

**5. PUBLIC COMMENT**

**Chair Wagner** requested public comments on any non-agenda items. The Commission Clerk noted that there were no requests to speak from the public.

**Chair Wagner** closed the hearing of public comments.

**6. CONSENT CALENDAR**

**Chair Wagner** called for a motion on the consent calendar. There was no discussion from Commissioners, and the Commission Clerk noted no requests received to speak on the item. **Commissioner McGregor** motioned for approval of the consent calendar, and **Commissioner Whitaker** seconded the motion.

**6a. – January 10, 2024 - Regular Commission Meeting Minutes**

**6b. – Legislative Report (February 2024)**

**MOTION:** Approve the Consent Calendar. (Derek J. McGregor)  
**SECOND:** Bruce Whitaker  
**FOR:** Derek J. McGregor, Bruce Whitaker, Wendy Bucknum, Douglass Davert,  
James Fisler, Donald P. Wagner  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED: 6-0.**

**7. PUBLIC HEARING**

No public hearing items scheduled.

**8. COMMISSION DISCUSSION AND ACTION**

No action items scheduled.

**9. COMMISSIONER COMMENTS**

There were no general comments from Commissioners.

#### **10. EXECUTIVE OFFICER’S REPORT**

The Executive Officer noted that there were no additional items to report.

#### **11. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

No informational items and announcements scheduled.

#### **12. CLOSED SESSION**

No closed session items scheduled.

#### **13. NOTICE OF ADJOURNMENT OF THE REGULAR MEETING TO THE STUDY SESSION ON DRAFT COMMISSIONER HANDBOOK**

**Chair Wagner** adjourned the Regular Commission Meeting to the Commission study session on the draft Commissioner handbook at 8:18 a.m.

#### **14. STUDY SESSION ON DRAFT COMMISSIONER HANDBOOK**

**Chair Wagner** gave opening comments and noted the presence of Consultant Bill Kelly, who will facilitate the study session and introduce the draft Commissioner Handbook.

**Commissioner Penrose** departed meeting at 9:05 a.m.

Commissioners and staff participated in an exercise led by Mr. Kelly involving identifying communication styles. Mr. Kelly noted that the exercise is intended to assist with understanding the varying interpersonal styles of Commissioners and staff.

He then introduced a draft handbook containing tools intended to define the manner for conducting the affairs of the Commission. Mr. Kelly provided an overview of each section of the handbook and requested Commissioners to review the draft and bring comments for discussion at the Commission’s regular April meeting. Commissioners provided general comments. Executive Officer Carolyn Emery provided general comments and noted discussion of the handbook would be scheduled for the April 10 regular meeting.

#### **15. ADJOURNMENT OF STUDY SESSION**

**Chair Wagner** adjourned the Study Session at 9:35 a.m. to the March 13, 2024 Regular Meeting.

Donald P. Wagner, Chair  
Orange County Local Agency Formation Commission

ATTEST:

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