

## DRAFT MINUTES

### OC LAFCO REGULAR MEETING

Wednesday, January 8, 2025  
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 8:16 a.m.

#### 2. PLEDGE OF ALLEGIANCE

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

#### 3. COMMISSION APPOINTMENT

**Chair Wagner** noted the recent Commission appointment and the Oath of Office was administered by Commission Clerk Cheryl Carter-Benjamin.

#### 4. ROLL CALL

The following Commissioners were present:

City Members

Wendy Bucknum (**Vice Chair**)

Peggy Huang

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:

- Assistant Executive Officer Luis Tapia
- Policy Analyst I Aimee Diaz
- Commission Clerk Cheryl Carter-Benjamin
- General Counsel Scott Smith

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

The Commission Clerk noted that no supplemental communication was received.

#### **6. 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.

#### **7. CONSENT CALENDAR**

**Chair Wagner** called for requests to pull any of the consent calendar items for discussion. There were no requests from Commissioners, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Commissioner Davert** motioned for approval of the consent calendar, and **Vice Chair Bucknum** seconded the motion.

**7a. – November 13, 2024 - Regular Commission Meeting Minutes**

**7b. – Appointment Processes for OC LAFCO Expiring Terms and Vacancies**

**7c. – Fiscal Year 2024-25 Quarterly Financial Report (Second Quarter)**

**MOTION:** Approve the Consent Calendar. (Douglass Davert)  
**SECOND:** Wendy Bucknum  
**FOR:** Douglass Davert, Wendy Bucknum, James Fisler,  
Peggy Huang, Derek J. McGregor, Donald P. Wagner  
**AGAINST:** None  
**ABSTAIN:** None  
**MOTION PASSED: 6-0.**

#### **8. PUBLIC HEARING**

**Chair Wagner** noted that there were no public hearing items scheduled for consideration by the Commission.

## 9. COMMISSION DISCUSSION AND ACTION

### **9a. – OC LAFCO Professional Services Agreement Update and One-Year Extension of Agreement with Davis Farr LLP**

Assistant Executive Officer Luis Tapia presented the staff report and recommended actions for Commission consideration and noted that Jenniffer Farr from Davis Farr LLP was available to answer questions.

**Chair Wagner** called for Commission discussion and public comments. Commissioners made general comments, and the Commission Clerk noted that there were no requests from the public to speak on the item.

**Chair Wagner** called for a motion on the item. **Commissioner Davert** motioned to approve the staff recommended actions, and **Vice Chair Bucknum** seconded the motion.

**MOTION:** Receive and file the annual update on the professional services agreements; Approve the one-year extension with Davis Farr LLP and authorize the Executive Officer to execute the extension. (Douglass Davert)

**SECOND:** Wendy Bucknum

**FOR:** Douglass Davert, Wendy Bucknum, James Fisler, Peggy Huang, Derek J. McGregor, Donald P. Wagner

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED: 6-0.**

### **9b. – Fiscal Year 2023-24 OC LAFCO Audited Financial Statements**

Assistant Executive Officer Luis Tapia introduced Jennifer Farr, Partner with Davis Farr LLP, who presented an overview of the agency's audited financial statements for Fiscal Year ending June 30, 2024. Ms. Farr stated that an unqualified opinion was issued for the FY 2024-25 OC LAFCO audit dated November 15, 2024, which is the highest level of opinion financial statements can receive.

**Chair Wagner** called for Commission discussion and public comments. Commissioners made general comments, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Chair Wagner** noted this is a receive and file report and requires no action by the Commission.

**9c. – Fiscal Year 2024-25 Mid-Year Work Plan Update**

Assistant Executive Officer Luis Tapia presented the staff report and recommended action for Commission consideration.

**Chair Wagner** called for Commission discussion and public comments. Commissioners made general comments, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Chair Wagner** noted this is a receive and file report and requires no action by the Commission.

**9d. – Agreement with Kelly Associates Management Group for an Employee Classification and Compensation Assessment**

Assistant Executive Officer Luis Tapia presented the staff report and recommended action for Commission consideration and noted that William “Bill” Kelly, President of Kelly Associates Management Group LLC was available to answer questions.

**Chair Wagner** called for Commission discussion and public comments. There was no noted discussion from Commissioners, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Chair Wagner** called for a motion on the item. **Vice Chair Bucknum** motioned to approve the staff recommended action, and **Commissioner Davert** seconded the motion.

**MOTION:** Approve the professional services agreement with Kelly Associates Management Group LLC for services referenced in the attached agreement and authorize the Executive Officer to execute the agreement. (Wendy Bucknum)

**SECOND:** Douglass Davert

**FOR:** Wendy Bucknum, James Fisler, Douglass Davert, Peggy Huang, Derek J. McGregor, Donald P. Wagner

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED: 6-0.**

**9e. – Appointment of 2025 OC LAFCO Officers**

**Chair Wagner** called for nominations for the LAFCO Chair and Vice Chair for 2025.

**Commissioner Davert** nominated **Chair Wagner** and **Vice Chair Bucknum** to serve another term as Chair and Vice Chair. **Chair Wagner** called for any other nominations. There were no additional nominations, and the motion was seconded by **Commissioner Huang**.

**MOTION:** Appoint Commissioner Wagner to serve as OC LAFCO Chair for 2025 and Commissioner Bucknum as OC LAFCO Vice Chair for 2025. (Douglass Davert)

**SECOND:** Peggy Huang

**FOR:** Douglass Davert, Peggy Huang, Wendy Bucknum, James Fidler, Derek J. McGregor, Donald P. Wagner

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED: 6-0.**

#### **10. COMMISSIONER COMMENTS**

Commissioners made general comments. **Commissioner McGregor** stated that the CALAFCO Board is meeting on Friday, January 10, to discuss the letters of concern submitted by numerous LAFCOs to the Board. He noted that an update would be provided during the next regular Commission meeting.

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

Assistant Executive Officer Luis Tapia provided an update on the teleconferencing capabilities of the Commission’s regular meetings. He noted that the Commission’s February regular meeting will be accessible to the public via live audio streaming on YouTube.

#### **12. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

**Chair Wagner** noted that there were no informational items or announcements.

#### **13. CLOSED SESSION**

**Chair Wagner** and General Counsel Scott Smith noted that no closed session items scheduled for discussion by the Commission.

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

**Chair Wagner** adjourned the Regular Commission Meeting at 8:45 a.m. to February 19, 2025.

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

ATTEST:

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