



PROCEEDINGS OF THE
LOCAL AGENCY FORMATION COMMISSION
OF SANTA CRUZ COUNTY

Wednesday
March 4, 2020
9:00 a.m.

Supervisors Chambers, Room 525
701 Ocean Street
Santa Cruz, CA 95060

.....

The March 4, 2020 Santa Cruz LAFCO meeting is called to order by declaration of Chairperson Roger Anderson.

ROLL CALL

Present and Voting:	Commissioners Jim Anderson, Cummings, Estrada, Lather and Chairperson Roger Anderson
Absent:	Friend, Leopold
Alternates Present:	Brooks, Hunt
Alternates Absent:	Banks, Coonerty
Staff:	Joe A. Serrano, Executive Officer Daniel H. Zazueta, LAFCO Counsel Debra Means, Secretary-Clerk

MINUTES

MOTION

Motion: Cummings	To approve February 5 th minutes.
Second: Lather	Motion carries with a unanimous voice vote.

ORAL COMMUNICATIONS

No comments from the public.

PUBLIC HEARINGS

MEETING RULES AND RECORDS MANAGEMENT POLICIES – PROPOSED UPDATES

Mr. Serrano reports that this is an ongoing effort to review and update LAFCO's policies. The Meeting Rules Policy was reviewed last October and the proposed edits include only minor updates. Specifically, the format will be standardized to conform with the other recently-updated policies. Descriptions have also been added to the agenda items listed in the policy.

The Records Management Policy has remained unchanged since its original adoption back in 2000. The policy only addresses audio retention. Audio retention is important but the policy should cover all types of LAFCO files. The revisions to the policy identify all the LAFCO files, how long they should be kept, and what the process will be to purge any files while following all state and federal regulations. The revised policy includes two attachments: a spreadsheet listing all LAFCO files with its retention schedule and a destruction form to complete if it is determined that a LAFCO file can be removed.

Chairperson Roger Anderson thinks the destruction form should clearly indicate the type of file being considered for purging and the legislative statute justifying the removal. He asks whether staff will be digitizing records.

Mr. Serrano adds that the form should include categories such as what is being destroyed or recycled, what criteria it meets, and what the state and federal regulations are. Staff's intent is to establish a thorough policy and then digitize all the hard copies of LAFCO files.

Commissioner Jim Anderson asks how many boxes of LAFCO files are in storage.

Mr. Serrano answers that LAFCO has a massive number of boxes in storage and the filing system is outdated.

Alternate Hunt hopes the digital files will be searchable.

Mr. Serrano says that one of his first projects as a LAFCO intern in 2008 was to digitize LAFCO documents. They used a platform called Laserfiche that made digitized documents easily searchable. Such software will help this office easily track and find documents.

Commissioner Estrada asks whether the public will be receiving any notice when any documents get deleted or archived.

Mr. Serrano answers that if any documents are being considered for purging, the Commission will be informed in a public setting and the public can have an opportunity to provide any comments.

Commissioner Roger Anderson asks if there will be any budgetary impact to digitize these documents.

Mr. Serrano will cover this topic when the draft budget is presented to the Commission in April. It will be an item identified as a potential cost. It should be a one-time cost and it would be handled in-house.

MOTION AND ACTION

Motion: J. Anderson Second: Cummings	To adopt Resolution No. 2020-04 and 2020-05 approving the proposed edits to the Meeting Rules and Records Management Policies, as recommended by staff. Motion passes with a unanimous voice vote.
---	---

SERVICE AND SPHERE REVIEW FOR COUNTY SERVICE AREA 60

Mr. Serrano reports that CSA 60 is located just off Highway 9 in Brookdale and encompasses the unincorporated community of Huckleberry Island. CSA 60 was formed in 2015 to help fund the construction of a new bridge. Based on staff's analysis and confirmation from Public Works, CSA 60 has remained inactive since it was formed.

State law now requires a mandatory dissolution of inactive districts. The State Controller's Office identifies those inactive districts on an annual list. Staff anticipates seeing CSA 60 on State Controller's list which is scheduled to be published in November 2020.

Mr. Serrano took pictures of a brand-new bridge within CSA 60 two weeks ago. He confirmed with Public Works that the bridge was not funded or constructed by the County. He has posed the question to the County and the community whether CSA 60 is needed. If no action is taken, the State Controller's Office will direct this LAFCO to dissolve CSA 60. This staff report was sent to all the registered voters and landowners in Huckleberry Island and no comments have been received from them. Public Works says they will support whatever the community decides to do.

Commissioner Jim Anderson asks if an assessment was adopted to pay for the bridge.

Mr. Serrano answers yes. One of the conditions when CSA 60 was formed was that the Board of Supervisors adopt a benefit assessment which occurred in 2017. It was never implemented or charged to the residents. The CSA has been inactive since 2015. There are no assessments being collected and they have no adopted budgets, audits or scheduled capital improvement projects. There has not been one governance meeting by the Board of Supervisors on behalf of CSA 60. All of this meets the statutory criteria of an inactive district under SB 448.

Commissioner Lather asks if a CEQA document was completed.

Mr. Serrano replies that there were CEQA determinations and LAFCO was the lead agency for the formation of CSA 60. It was either an initial study or an exemption.

Commissioner Jim Anderson adds that most of the homes in CSA 60 are not occupied full time. The reason they came to LAFCO was that the fire department and the garbage company would not respond and drive over the bridge due to the weight of their trucks. He heard of litigation threats but has not heard of anything since. They must have found a way to fund the bridge some other way.

Mr. Serrano says CSA 60 is considered a district at this time but with this new law, the State will request that the CSA be dissolved unless some action takes place. The community and the County have been given enough time to figure out what to do.

Commissioner Roger Anderson says it is a mystery who paid for the bridge.

Mr. Serrano hopes to hear from some residents and coordinate with the County to figure out the best option.

Sonia Lykins, Public Works' Administrative Services Manager, says they support what the residents want. Their intention to use the CSA did not happen. Public Works has not been providing any services or collecting any fees.

Chairperson Roger Anderson asks Ms. Lykins if she knows how the bridge was built.

Ms. Lykins did not know the bridge was actually built until she saw the pictures provided by LAFCO.

Counsel Zazueta will follow up with this and any CEQA related documents.

MOTION AND ACTION

Motion: Cummings Second: Lather	<p>To approve staff's recommendations:</p> <ul style="list-style-type: none">• To find this service review to be exempt from CEQA and it meets the requirements under LAFCO law.• To adopt Resolution No. 2020-06 with certain conditions:<ul style="list-style-type: none">➤ Deter action on the sphere boundary until August 2020 and direct the Executive Officer to coordinate with the community and the County to develop an action plan. The goal of that plan is to begin funding and services for CSA 60.➤ If an action plan is developed by the community and the County, the Commission may consider reaffirming the sphere and sending that information to the State Controller's Office to prevent it from being included on the inactive list in November.➤ If an action plan is not developed, the Commission may consider adopting a zero sphere as a precursor to a mandatory dissolution. <p>Motion passes with a unanimous voice vote.</p>
------------------------------------	--

OTHER BUSINESS

EMPLOYEE PERFORMANCE EVALUATIONS

Mr. Serrano reports that the Commission reviewed staff's 2019 performance during a closed session at the last meeting. After reconvening, the Chair indicated that staff may be subject to a salary increase.

MOTION AND ACTION

Motion: Lather Second: J. Anderson	<p>To adopt Resolution No. 2020-07 approving a 2.75% salary increase for the Secretary-Clerk and a 3% increase for the Executive Officer, effective March 4, 2020.</p> <p>Motion passes with a unanimous voice vote.</p>
---------------------------------------	--

RECRUITMENT PROCESS FOR A NEW STAFF MEMBER

Mr. Serrano reports that Debra Means, LAFCO's Secretary-Clerk, will be retiring next year. Staff has developed a recruitment process that includes searching for potential candidates, conducting interviews, going through the hiring process and having a 3-month overlap transition period for the new hire.

The recruitment process will begin in early April. Applications will be reviewed in July and interviews will be conducted during the months of August and September. By April of next year, the new hire should be trained before Ms. Means officially retires.

Ms. Means could be rehired as an annuitant to help digitize all of LAFCO's stored files. This option may be discussed next year as part of a formal review and consideration by the Commission.

MOTION AND ACTION

Motion: J. Anderson Second: Lather	To approve the recruitment process, as recommended by staff. Motion passes with a unanimous voice vote.
---------------------------------------	--

LEGISLATIVE UPDATE

Mr. Serrano reports that the legislation has reconvened. There are about 20 LAFCO-related bills and most of them are bills from last year. If any of these bills get any future traction, the Commission may consider adopting official positions on such bills on a future date.

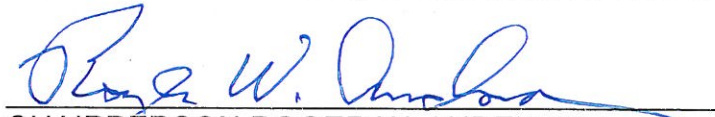
The bill he is most interested in is the grant-funding attempt to help other LAFCOs conduct special studies. CALAFCO has been advocating for this bill for several years.

COMMISSIONERS' BUSINESS


Mr. Serrano says that he has been selected to participate in this year's Focus Agriculture Program. The first meeting will be held in March.

ADJOURNMENT

The next LAFCO meeting is scheduled for 9:00 a.m. Wednesday, April 1, 2020.


CHAIRPERSON ROGER W. ANDERSON

Attest:


Joe A. Serrano, Executive Officer