



**LOCAL AGENCY FORMATION COMMISSION
OF SANTA CRUZ COUNTY**

ADOPTED MINUTES

LAFCO REGULAR MEETING AGENDA

Wednesday, June 1, 2022

Start Time - 9:00 a.m.

1. ROLL CALL

Vice-Chair Yvette Brooks called the meeting of the Local Agency Formation Commission of Santa Cruz County (LAFCO) to order at 9:00 a.m. and welcomed everyone in attendance. She asked staff to conduct roll call.

The following Commissioners were present:

- Vice-Chair Yvette Brooks
- Commissioner Jim Anderson
- Commissioner Roger Anderson
- Commissioner Ryan Coonerty
- Commissioner Francisco Estrada
- Commissioner Zach Friend
- Alternate Commissioner Donna Lind
- Alternate Commissioner Ed Banks (*voting member due to Rachél Lather's absence*)
- Alternate Commissioner John Hunt

The following LAFCO staff members were present:

- Executive Officer Joe Serrano
- Legal Counsel, Joshua Nelson

2. EXECUTIVE OFFICER'S MESSAGE

2a. Virtual meeting Process

Executive Officer Joe Serrano announced that the Commission Meeting is being conducted virtually through the Zoom Webinar platform and participation by Commissioners and staff are from remote locations. Members of the public will have access to the meeting by phone or online. Mr. Serrano anticipates conducting the next LAFCO meetings remotely in accordance with the Governor's Executive Orders and the newly enacted law under Assembly Bill 361, which allows local agencies to conduct virtual meetings during a State of Emergency.

3. ADOPTION OF MINUTES

Vice-Chair Yvette Brooks requested public comments on the draft minutes. **Executive Officer Joe Serrano** noted no public comments were received. **Vice-Chair Yvette Brooks** closed public comments.

Vice-Chair Yvette Brooks called for the approval of the draft minutes. **Commissioner Jim Anderson** motioned for approval of the May 4th Meeting Minutes and **Commissioner Roger Anderson** seconded the motion.

Alternate Commissioner John Hunt noted that Commissioner Donna Lind's name was misspelled in the minutes. **Commissioner Jim Anderson** indicated that his motion would reflect the correction. **Commissioner Roger Anderson** agreed as the second motion.

Vice-Chair Yvette Brooks called for a roll call vote on the approval of the draft minutes with the correction. **Executive Officer Joe Serrano** conducted a roll call vote on the item.

MOTION: Jim Anderson
SECOND: Roger Anderson
FOR: Jim Anderson, Roger Anderson, Ed Banks, Yvette Brooks, Ryan Coonerty, and Zach Friend.
AGAINST: None
ABSTAIN: Francisco Estrada

MOTION PASSED: 6-0

4. ORAL COMMUNICATIONS

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks moved on to the next agenda item.

5. PUBLIC HEARINGS

Vice-Chair Yvette Brooks noted that there were two public hearing items for Commission consideration today.

5a. Pajaro Valley Rod and Gun Club Annexation

Vice-Chair Yvette Brooks requested staff to provide a presentation on the proposed annexation into the Salsipuedes Sanitary District.

Executive Officer Joe Serrano informed the Commission that staff received an application from the Salsipuedes Sanitary District to annex two parcels located within its sphere of influence and immediately adjacent to their jurisdictional boundary. Mr. Serrano highlighted that the two subject parcels are owned by the same landowner (Pajaro Valley Rod & Gun Club) and they have submitted a letter of support regarding the proposed annexation. If approved, the subject area will discontinue its existing septic tank and receive sewer service from a public agency immediately adjacent to the subject area. He recommended that the Commission approve the annexation since it fulfills the statutory

requirements under LAFCO law and is consistent with the Commission's adopted policies.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks closed public comments and called for Commission comments.

Vice-Chair Yvette Brooks noted no Commission discussion and asked for a motion to approve the proposed annexation. **Commissioner Ed Banks** motioned to approve staff's recommendations. **Commissioner Jim Anderson** seconded the motion.

Vice-Chair Yvette Brooks called for a roll call vote on motion based on staff's recommendation: **Adopt the draft resolution (LAFCO No. 2022-08) approving the two-parcel annexation into the Salsipuedes Sanitary District.**

Executive Officer Joe Serrano conducted a roll call vote on the item.

MOTION: Ed Banks

SECOND: Jim Anderson

FOR: Jim Anderson, Roger Anderson, Ed Banks, Yvette Brooks, Ryan Coonerty, Francisco Estrada, and Zach Friend.

AGAINST: None

ABSTAIN: None

MOTION PASSED: 7-0

5b. Final Budget for Fiscal Year 2022-23

Vice-Chair Yvette Brooks requested staff to provide a presentation on the final budget for the upcoming fiscal year.

Executive Officer Joe Serrano noted that the Commission adopted the draft budget in April with the direction to bring back the final budget with more information about the anticipated pension obligations and insurance costs. Mr. Serrano explained that LAFCO has been a member of the California Public Employees' Retirement System (CalPERS) since August 16, 1972. Each year, the Commission provides an annual contribution towards the retirement system for coverage over current and retired LAFCO employees. Since 2019, LAFCO has experienced the retirements of two long-term staff members. These retirements will affect LAFCO's overall pension obligations. The anticipated pension obligation for FY 2022-23 will be \$90,231. He also explained that LAFCO staff has budgeted \$40,000 for insurance expenses as part of the upcoming fiscal year. This amount provides for health insurance through CalPERS and for dental, eye care, life insurance, and limited disability insurance through the County's program. The employees also pay a portion of the costs. He recommended that the Commission approve the final budget for Fiscal Year 2022-23 and direct staff to distribute the adopted budget to the funding agencies.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks closed public comments and called for Commission comments.

Commissioner Zach Friend appreciated the work by staff.

Commissioner Roger Anderson appreciated the pension obligation information and encouraged staff to include additional budgetary line items regarding pension costs in the next budget.

Vice-Chair Yvette Brooks noted no further Commission discussion and asked for a motion to approve the draft report. **Commissioner Jim Anderson** motioned to approve staff's recommendations. **Commissioner Roger Anderson** seconded the motion.

Vice-Chair Yvette Brooks called for a roll call vote on motion based on staff's recommendation: **(1) Adopt the draft resolution (LAFCO No. 2022-09) approving the final budget for Fiscal Year 2022-23; and (2) Authorize the Executive Officer to request the Auditor-Controller's Office to distribute the final budget and apportionment amount to the funding agencies by July 2022.**

Executive Officer Joe Serrano conducted a roll call vote on the item.

MOTION: Jim Anderson
SECOND: Roger Anderson
FOR: Jim Anderson, Roger Anderson, Ed Banks, Yvette Brooks, Ryan Coonerty, Francisco Estrada, and Zach Friend.
AGAINST: None
ABSTAIN: None

MOTION PASSED: 7-0

6. OTHER BUSINESS

Vice-Chair Yvette Brooks indicated that there were three business items for Commission consideration.

6a. Continuation of Remote Meetings

Vice-Chair Yvette Brooks requested staff to provide a presentation on the requirements to continue remote meetings under Assembly Bill 361.

Executive Officer Joe Serrano noted that the Commission adopted a resolution in November 2021 to continue remote meetings in accordance with the guidelines under AB 361, which acts as a temporary waiver of the Brown Act's in-person attendance requirements. Mr. Serrano explained that to continue to qualify for AB 361's waiver of in-person meeting requirements, the Commission is required to renew the findings outlined in the resolution adopted back in November. Staff recommended that the Commission continue conducting remote meetings under AB 361 and allow the Executive Officer to determine whether a hybrid model can be implemented for future LAFCO meetings.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks closed public comments and called for Commission comments.

Commissioner Roger Anderson motioned to approve staff's recommendations. **Commissioner Jim Anderson** seconded the motion.

Vice-Chair Yvette Brooks called for a roll call vote on motion based on staff's recommendation: **Ratify the existing resolution (No. 2021-19) approving the continuation of remote meetings under AB 361 with the option of implementing a hybrid model at the next LAFCO meeting, if possible.**

Executive Officer Joe Serrano conducted a roll call vote on the item.

MOTION: Roger Anderson

SECOND: Jim Anderson

FOR: Jim Anderson, Roger Anderson, Ed Banks, Yvette Brooks, Ryan Coonerty, Francisco Estrada, and Zach Friend.

AGAINST: None

ABSTAIN: None

MOTION PASSED: 7-0

6b. New Office Lease

Vice-Chair Yvette Brooks requested staff to provide a presentation on the proposed four-year lease agreement between LAFCO and the County of Santa Cruz.

Executive Officer Joe Serrano noted LAFCO has been leasing 425 square feet of office space in the legislative wing of the County Governmental Center for almost 20 years. The lease agreement has been renewed and extended over the past decade under an ongoing partnership between the County and LAFCO. Mr. Serrano indicated that the current lease agreement is set to expire on June 30, 2022. Following discussions between LAFCO and the County General Services Department, the County has agreed to offer a new four-year lease agreement whereby LAFCO will continue to use the same office space until June 30, 2026. The new agreement also includes a two-year extension option (July 1, 2026 to June 30, 2028). The proposed lease agreement maintains the same terms under the existing contract but does include an increase of 5% to the rent rate during FY 2022 to 2024 (\$1.83/square foot) and another 5% increase during FY 2024 to 2026 (\$1.93/square foot). There are no additional costs. He recommended that the Commission approve the new four-year lease agreement.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks closed public comments and called for Commission comments.

Commissioner Roger Anderson motioned to approve staff's recommendations. **Commissioner Ed Banks** seconded the motion.

Vice-Chair Yvette Brooks called for a roll call vote on motion based on staff's recommendation: **Approve the new four-year lease agreement.**

Executive Officer Joe Serrano conducted a roll call vote on the item.

MOTION: Roger Anderson

SECOND: Ed Banks

FOR: Jim Anderson, Roger Anderson, Ed Banks, Yvette Brooks, Ryan Coonerty, Francisco Estrada, and Zach Friend.

AGAINST: None

ABSTAIN: None

MOTION PASSED: 7-0

6c. New LAFCO Website

Vice-Chair Yvette Brooks requested staff to provide a presentation on the launch of LAFCO's new website.

Executive Officer Joe Serrano noted that the new LAFCO website is up and running. The new website addresses all the statutory requirements found under Senate Bill 929 which requires all independent special districts to maintain a transparent website. Mr. Serrano explained that while LAFCO is not required by law to fulfill the SB 929 requirements, it was important for staff to operate a website that reflects its encouragement of public agencies to have more transparency. He also explained how the new website has a simpler functionality in the administrative side, making it easier for staff to update and maintain the site. He extends his appreciation to Chase Designs, Inc. for completing this important task ahead of schedule and within the estimated amount.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks closed public comments and called for Commission comments.

Commissioner Roger Anderson asked if the links throughout the website were tested. **Executive Officer Joe Serrano** noted that the web team and LAFCO checked each webpage extensively for any broken links or outdated information.

Commissioner Francisco Estrada asked if the new website is compatible to smartphones. **Executive Officer Joe Serrano** noted that the website is not only compatible to any smartphone, but is also compatible to any web browser.

Vice-Chair Yvette Brooks asked if the new website has the ability to translate the information to different languages. **Executive Officer Joe Serrano** noted that the website doesn't have that function at this time. *(Following the June 1st meeting, LAFCO staff installed the Google Translate feature on the new website at no additional cost).*

Vice-Chair Yvette Brooks moved to the next item since no Commission action was required.

7. WRITTEN CORRESPONDENCE

Vice-Chair Yvette Brooks inquired whether there was any written correspondence submitted to LAFCO. **Executive Officer Joe Serrano** indicated that LAFCO received comments letters from the Pajaro Dunes Association, Central Fire District, and the County of Santa Cruz. All three correspondences were related to the proposed “Pajaro Valley Fire Protection District Reorganization.” Mr. Serrano noted that staff is coordinating with each party to address their comments and concerns about the proposed reorganization. He reminded the Commission that no action was required. **Vice-Chair Yvette Brooks** moved to the next item since no Commission action was required.

8. PRESS ARTICLES

Vice-Chair Yvette Brooks requested staff to provide a presentation on the press articles. **Executive Officer Joe Serrano** indicated that this item highlights LAFCO-related articles recently circulated in local newspapers.

Vice-Chair Yvette Brooks requested public comments on this item. **Executive Officer Joe Serrano** indicated that there was no request to address the Commission.

Vice-Chair Yvette Brooks moved to the next item since no Commission action was required.

9. COMMISSIONERS’ BUSINESS

Vice-Chair Yvette Brooks inquired whether any Commissioner would like to share any information. There were no comments. **Vice-Chair Yvette Brooks** moved to the next item since no Commission action was required.

10. ADJOURNMENT

Vice-Chair Yvette Brooks adjourned the Regular Commission Meeting at 9:41 a.m. to the next regular LAFCO meeting scheduled for Wednesday, August 3, 2022 at 9:00 a.m.

C



RACHÉL LATHER, CHAIRPERSON

Attest:



JOE A. SERRANO, EXECUTIVE OFFICER