



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

ADOPTED MINUTES

LAFCO REGULAR MEETING AGENDA

Wednesday, November 1, 2023

Start Time - 9:00 a.m.

1. ROLL CALL

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 the roll call.

The following Commissioners were present:

- Chair Yvette Brooks
- Commissioner Jim Anderson
- Commissioner Roger Anderson
- Commissioner Rachél Lather
- Commissioner Allan Timms
- Alternate Commissioner Ed Banks
- Alternate Commissioner John Hunt
- Alternate Commissioner Manu Koenig
- Alternate Commissioner Shebreh Kalantari-Johnson

Alternate Commissioner Manu Koenig will be a voting member on behalf of Commissioner Zach Friend (County Representative).

The following LAFCO staff members were present:

- LAFCO Analyst, Francisco Estrada
- Legal Counsel, Joshua Nelson
- Executive Officer, Joe Serrano

2. EXECUTIVE OFFICER'S MESSAGE

2a. Virtual Meeting Process

Executive Officer Joe Serrano has two announcements to make to the Commission. The first was that the meeting is being conducted through a hybrid approach with

Commissioners and staff attending in-person while members of the public have the option to attend virtually or in-person.

2b. California Special Districts Association – Magazine Interview

The second announcement was to inform the Commission that the California Special Districts Association (CSDA) will be featuring an article about Santa Cruz LAFCO in their upcoming magazine. The article will serve to highlight the work of the Commission and will be published sometime in Spring 2024.

3. ADOPTION OF MINUTES

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

Chair Yvette Brooks called for a motion. **Commissioner Roger Anderson** motioned for approval of the October 4th Meeting Minutes and **Commissioner Jim Anderson** seconded the motion.

Chair Yvette Brooks called for a voice vote on the approval of the draft minutes.

MOTION: Roger Anderson

SECOND: Jim Anderson

FOR: Jim Anderson, Roger Anderson, Yvette Brooks, Manu Koenig, Rachél Lather, and Allan Timms.

AGAINST: None

ABSTAIN: None

MOTION PASSES: 6-0

4. ORAL COMMUNICATIONS

Chair Yvette Brooks requested public comments on any non-agenda items. **Executive Officer Joe Serrano** noted no public comments. **Chair Yvette Brooks** closed public comments and moved on to the next agenda item.

5. SPECIAL PRESENTATION

Chair Yvette Brooks requested staff to provide a presentation about the recent CALAFCO annual conference.

Executive Officer Joe Serrano introduced **CALAFCO Executive Director Rene LaRoche**, who provided the Commission with a brief report on this year's conference. Ms. LaRoche noted that a record 270 attendees representing 49 LAFCOs across the state attended the multi-day event, along with representatives from outside agencies such as CSDA, the State Controller's Office, and CalFire. Ms. LaRoche expressed appreciation for Mr. Serrano's substantive contributions, as he spoke in four of the nine sessions. Ms. LaRoche also expressed her appreciation and thanks to all the volunteers, presenters,

and LAFCOs for their partnership, and concluded by noting that Mr. Serrano's presentations received the highest marks from attendees on their evaluation form.

Chair Yvette Brooks requested comments from the Commission. **Commissioner Allan Timms** shared the positive feedback he received about the excellent work of Santa Cruz LAFCO. **Commissioner Shebreh Kalantari-Johnson** also expressed appreciation for Mr. Serrano and praised the information and insights he presented at the conference.

Chair Yvette Brooks thanked Ms. LaRoche and moved on to the next item since no Commission action was required.

6. PUBLIC HEARINGS

Chair Yvette Brooks indicated that there were two public hearing items for Commission consideration today.

6a. "Holohan Road Parcel Annexation"

Chair Yvette Brooks requested staff to provide a presentation on the proposed single parcel annexation to the Salsipuedes Sanitary District.

Executive Officer Joe Serrano informed the Commission that the proposed district annexation was initiated by landowner petition and its purpose is the provision of sewer service to an existing fruit stand. The proposal area is one parcel, totaling four acres, and the District has indicated that it is willing and capable of providing the requested services. Mr. Serrano has found the proposed annexation to be consistent with the District's current sphere boundary, and fulfills both the requirements under LAFCO law and the Commission's approved policies.

Chair Yvette Brooks requested comments from the Commission.

Commissioner Roger Anderson inquired about the number of households in the District. **Executive Officer Joe Serrano** was not aware of the total number of households within the District but indicated that the proposal area was uninhabited.

Commissioner Manu Koenig asked to clarify the role of the District and if it has existing agreements with the City of Watsonville. Mr. Serrano confirmed that the District does have agreements with its neighboring city to collect and treat its wastewater.

Chair Yvette Brooks asked about having in place an explicit policy regarding holding public hearings for applications with 100 percent landowner consent. Mr. Serrano explained that LAFCO law gives the Executive Officer discretion to expediate processes, but his practice has always been, and will continue to be, to bring these items to the Commission for consistency and to promote transparency.

Chair Yvette Brooks requested public comments on the item. **Becky Steinbruner**, a member of the public, asked why the parcel had not previously been included as part of the District, and if the parcel has been considered in the Santa Cruz County Housing Element update process as a potential "Area of Opportunity." **Commissioner Manu Koenig** explained that information regarding the Housing Element can be found in the

County's website. **Executive Officer Joe Serrano** confirmed that the parcel is currently zoned for agriculture, and land use designations are under the purview of the County Board of Supervisors.

Chair Yvette Brooks closed public comments and called for a motion. **Commissioner Rachél Lather** motioned for approval of staff recommendation and **Commissioner Manu Koenig** seconded the motion.

Chair Yvette Brooks called for a voice vote on the motion based on the staff's recommendation: **Adopt the draft resolution (No. 2023-24) approving the single parcel annexation into the Salsipuedes Sanitary District.**

MOTION: Rachél Lather

SECOND: Manu Koenig

FOR: Jim Anderson, Roger Anderson, Yvette Brooks, Manu Koenig, Rachél Lather, and Allan Timms.

AGAINST: None

ABSTAIN: None

MOTION PASSES: 6-0

6b. "Branciforte Drive / Michael Greenspon Extraterritorial Service Agreement"

Chair Yvette Brooks requested staff to provide a presentation on the proposed extraterritorial service agreement (ESA) involving the City of Santa Cruz.

Executive Officer Joe Serrano informed the Commission that the proposed extraterritorial service agreement, which was initiated by landowner petition, involves a single parcel of approximately 10 acres in size. The purpose of the agreement is for the provision of water services to a future housing unit. The parcel is located outside the city limits and current sphere boundary but is within the city's water service area. The City of Santa Cruz has indicated that they are willing and capable of providing the proposed water services. The Executive Officer confirmed that the proposal fulfills both LAFCO law and the Commission's adopted policies.

Chair Yvette Brooks requested comments from the Commission.

Commissioner Roger Anderson inquired about existing wells on the parcel. **Michael Greenspon**, the applicant, and **Sarah Easley Perez**, from the City of Santa Cruz, clarified that there were no wells currently on the parcel.

Chair Yvette Brooks requested public comments on the item. **Becky Steinbruner**, a member of the public, asked why this parcel had been previously excluded for service. **Executive Officer Joe Serrano** noted that although he does not know why the parcel was not included in the water service area, the current landowners are following proper LAFCO procedures and protocols.

Commissioner Manu Koenig stated that it made sense to approve the proposed action since the parcel was surrounded on three sides by the City's water service area and the proposal supports the County's goal to add housing.

Commissioner Jim Anderson asked if the parcel will be served by a septic system or by the City. **Executive Officer Joe Serrano** mentioned that he would need to gather and confirm that information.

Chair Yvette Brooks closed public comments and called for a motion. **Commissioner Manu Koenig** motioned for approval of staff recommendation and **Commissioner Jim Anderson** seconded the motion.

Chair Yvette Brooks called for a voice vote on the motion based on staff recommendation: **Adopt the draft resolution (No. 2023-25) approving the extraterritorial service agreement with the City of Santa Cruz.**

MOTION: Manu Koenig
SECOND: Jim Anderson
FOR: Jim Anderson, Roger Anderson, Yvette Brooks, Manu Koenig, Rachél Lather, and Allan Timms.
AGAINST: None
ABSTAIN: None

MOTION PASSES: 6-0

7. OTHER BUSINESS

Chair Yvette Brooks indicated that there are three business items for Commission consideration today.

7a. “Multi-Year Work Program Update”

Chair Yvette Brooks requested staff to provide a presentation on the scheduled projects, tasks, and service reviews for the 2024 calendar year.

LAFCO Analyst Francisco Estrada informed the Commission that for 2024, the Commission is scheduled to consider a total of seven reports to evaluate 15 local agencies. Additionally, 2024 is the last year of a five-year work plan cycle originally approved by the Commission in 2019.

Chair Yvette Brooks requested comments from the Commission.

Commissioner Roger Anderson inquired about a potential application from UC Santa Cruz. **Executive Officer Joe Serrano** indicated that he was not aware of any upcoming applications from the university.

Chair Yvette Brooks requested public comments on the item. **Executive Officer Joe Serrano** noted no public comments. **Chair Yvette Brooks** closed public comments and called for a motion. **Commissioner Rachél Lather** motioned for approval of staff recommendation and **Commissioner Jim Anderson** seconded the motion.

Chair Yvette Brooks called for a voice vote on the motion based on staff recommendation: **Approve the scheduled projects and reports for the 2024 calendar year.**

MOTION: Rachél Lather

SECOND: Jim Anderson

FOR: Jim Anderson, Roger Anderson, Yvette Brooks, Manu Koenig, Rachél Lather, and Allan Timms.

AGAINST: None

ABSTAIN: None

MOTION PASSES: 6-0

7b. "LAFCO Meeting Schedule (2024 Calendar Year)"

Chair Yvette Brooks requested staff to provide a presentation on the proposed LAFCO meeting schedule for the 2024 calendar year.

LAFCO Analyst Francisco Estrada informed the Commission that LAFCO will hold seven regular meetings on the first Wednesday of the month, except for July and December when the Commission will go dark, and in January and February, which will need to be hosted at another location or held on a different date due to scheduling conflicts with the Board of Supervisors' chambers. **Executive Officer Joe Serrano** presented to the Commission three meeting options to consider and advised the Commission to move forward with approval of the other proposed meeting dates for the 2024 calendar year.

Chair Yvette Brooks requested comments from the Commission.

Commissioner John Hunt commented that he supported the idea of hosting LAFCO regular meetings in south county, particularly in the City of Watsonville.

Commissioner Rachél Lather inquired if staff had already reached out to neighboring jurisdictions for support. **Executive Officer Joe Serrano** informed the Commission that this was a last-minute update, and that staff will reach out once direction was provided by the Commission.

Commissioner Allan Timms informed staff that the chambers at the City of Scotts Valley were available if needed.

Chair Yvette Brooks requested public comments on the item. **Executive Officer Joe Serrano** noted no public comments. **Chair Yvette Brooks** closed public comments.

Commissioner Rachél Lather asked when the item would return for Commission consideration. **Executive Officer Joe Serrano** indicated that meeting coordination would take place via e-mail correspondence.

Chair Yvette Brooks made a recommendation to staff to keep the January 10th meeting and find a different location to host. Additionally, details about the February 7th meeting will be discussed at the January 10th Regular Meeting.

Chair Yvette Brooks called for a motion. **Commissioner Manu Koenig** motioned to adopt the meeting schedule for the 2024 calendar year and directed staff to find an alternative location for the January and February 2024 regular meetings. **Commissioner Allan Timms** seconded the motion.

Chair Yvette Brooks called for a voice vote on the motion: **Adopt the meeting schedule for the 2024 calendar year with direction from the Commission to find an alternative meeting location for the January and February 2024 regular meetings.**

MOTION: Manu Koenig

SECOND: Allan Timms

FOR: Jim Anderson, Roger Anderson, Yvette Brooks, Manu Koenig, Rachél Lather, and Allan Timms.

AGAINST: None

ABSTAIN: None

MOTION PASSES: 6-0

7c. “Comprehensive Quarterly Report – First Quarter (FY 2023-24)”

Chair Yvette Brooks requested staff to provide a presentation on the active proposals, scheduled service reviews, budgetary performance, and other LAFCO activities during the first quarter of Fiscal Year 2023-24.

LAFCO Analyst Francisco Estrada noted that this report is meant to keep the Commission informed about all LAFCO-related activities. Mr. Estrada covered various areas and indicated that the first quarter of FY 2023-24 ended with over 100% of the anticipated revenues received and only approximately 26% of anticipated expenses spent.

Chair Yvette Brooks requested public comments on the item. **Executive Officer Joe Serrano** indicated that there was one request to address the Commission.

Becky Steinbruner, a member of the public, asked why the AP Triton fire feasibility study had not been released. Ms. Steinbruner also asked why Ms. Piret Harmon was not listed as a consultant in the report. **Executive Officer Joe Serrano** indicated that AP Triton is finalizing the fire master plan with the County, and LAFCO’s feasibility study cannot move forward until the County’s report is completed. Additionally, Mr. Serrano informed the Commission that the services of Ms. Harmon were not listed in the report because LAFCO has yet to utilize her professional services in 2023. **Chair Yvette Brooks** closed public comments.

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

8. WRITTEN CORRESPONDENCE

Chair Yvette Brooks inquired whether there was any written correspondence submitted to LAFCO. **Executive Officer Joe Serrano** informed the Commission that Santa Cruz

County LAFCO had been given an award for its efforts to mitigate worker accidents in the workplace by the Special District Risk Management Authority (SDRMA). Mr. Serrano also informed the Commission that Reclamation District No. 2049 was not included in the State Controller's list of inactive districts. Due to the omission, staff has met with members of the State Controller's Office to discuss the matter, and will continue working with the Pajaro Valley Water Management Agency and the legal counsel for the reclamation district to identify the next steps for dissolution.

Chair Yvette Brooks requested public comments on the item. **Executive Officer Joe Serrano** indicated that there was one request to address the Commission.

Becky Steinbruner, a member of the public, inquired about the remaining fund balance for the Reclamation District No. 2049. **Executive Officer Joe Serrano** indicated that the successor agency would assume all revenues and liabilities once the dissolution occurs, including the remaining funds. Mr. Serrano will continue to work with the affected agencies on the proposed dissolution effort.

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

9. PRESS ARTICLES

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

10. COMMISSIONERS' BUSINESS

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

11. ADJOURNMENT

Chair Yvette Brooks adjourned the Regular Commission Meeting at 9:45 a.m. to the next regular LAFCO meeting scheduled for Wednesday, January 10, 2024, at 9:00 a.m.



YVETTE BROOKS, CHAIRPERSON

Attest:



JOE A. SERRANO, EXECUTIVE OFFICER