

**2023**

**Commissioners**

**Chair**

Mary Ann Leffel  
*Special District Member*

**Vice Chair**

Matt Gourley  
*Public Member*

Mary Adams

*County Member, Alternate*

Wendy Root Askew  
*County Member*

Glenn Church  
*County Member*

Kimbley Craig  
*City Member*

David Kong  
*Special District Member, Alternate*

Ian Oglesby  
*City Member*

Warren Poitras  
*Special District Member*

Steve Snodgrass  
*Public Member, Alternate*

Anna Velazquez  
*City Member, Alternate*

**Counsel**

Kelly L. Donlon  
*General Counsel*

**Executive Officer**

Kate McKenna, AICP

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## Regular Meeting MINUTES LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Adopted April 24, 2023

Monday, March 27, 2023

All Commissioners and public participated in the meeting on Monday, March 27, 2023 in person or by Zoom video conference or telephone.

### Call to Order

The Local Agency Formation Commission was called to order by Chair Leffel at 4:00 p.m.

### Roll Call

Commissioner Adams  
Commissioner Root Askew  
Commissioner Church  
Commissioner Craig  
Commissioner Kong  
Commissioner Poitras  
Commissioner Snodgrass  
Vice Chair Gourley  
Chair Leffel

\*Arrived at 4:03 p.m.

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\*Attending remotely – Just Cause #1

### Members Absent (Excused Absence)

Commissioner Oglesby  
Commissioner Velazquez

### Staff Present

Kate McKenna, Executive Officer  
Darren McBain, Principal Analyst  
Jonathan Brinkmann, Senior Analyst  
Safarina Maluki, Clerk to the Commission/Office Administrator

### Also Present

Kelly L. Donlon, General Counsel

### Pledge of Allegiance

Commissioner Kong led the Pledge of Allegiance.

### General Public Comments

*Anyone may address the Commission briefly about items not already on the Agenda.*

There were no public comments.

### Public Comments on Closed Session Items

There were no comments from members of the public.

### The Commission Recesses for Closed Session Agenda Items

*Closed Session may be held at the conclusion of the Commission's Regular Agenda, or at any other time during the course of the meeting, before or after the scheduled time, announced by the Chairperson of the Commission. The public may comment on Closed Session items prior to the Board's recess to Closed Session.*

The Commission ADJOURNED to Closed Session at 4:04 p.m.

### Closed Session

1. Pursuant to Government Code Section 554957.6, the Commission will confer regarding labor negotiations for the position of Executive Officer of LAFCO of Monterey County.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378)

### Reconvene on Public Agenda Items

The Commission RECONVENED to Open Session at 4:16 p.m.

### Roll Call

Commissioner Adams  
Commissioner Root Askew  
Commissioner Church  
Commissioner Craig  
Commissioner Kong  
Commissioner Poitras  
Commissioner Snodgrass  
Vice Chair Gourley  
Chair Leffel

### Read Out from Closed Session by LAFCO General Counsel

*Read out by General Counsel will only occur if there is reportable action (s).*

General Counsel Kelly Donlon advised that the Commission approved Amendment #8 to Executive Officer Kate McKenna's employment contract, and it will be brought forward at the next regular meeting, April 24.

## Consent Agenda

All items on the Consent Agenda will be approved in one motion and there will be no discussion on individual items, unless a Commissioner or member of the public requests a specific item to be pulled from the Consent Agenda for separate discussion.

2. Approve Draft Minutes from the January 23, 2023 Special and Regular LAFCO Commission Meetings  
Recommended Action: Approve minutes.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
3. Accept the Draft Financial Statements for Period Ending December 31, 2022.  
Recommended Action (Budget & Finance Committee): Accept the Draft Financial Statements for the Period ending December 31, 2022.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
4. Accept the January 31, 2023 Draft Balance Sheet and Income Statement.  
Recommended Action (Budget & Finance Committee): Accept statements for information only.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
5. Accept the February 28, 2023 Draft Balance Sheet and Income Statement.  
Recommended Action: Accept statements for information only.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
6. Approve Draft Notes from the February 27, 2023 LAFCO Budget & Finance Committee Meeting.  
Recommended Action: Approve Budget & Finance Committee Meeting Notes.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
7. Adopt Resolution Approving Amendment No. 1 to the Current (Fiscal Year 2022-23) Budget, Transferring a Total of \$22,500 with no Net Change to the Overall Budget.  
Recommended Action (By Budget & Finance Committee): Adopt Resolution approving Amendment No. 1 to the Current (Fiscal Year 2022-23) Budget  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
8. Accept Report on Anticipated Agenda Items and Progress Report on LAFCO Special Studies.  
Recommended Action: Accept report for information only.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).
9. Accept Report on Activities of the California Association of Local Agency Formation Commissions.  
Recommended Action: Accept report for information only.  
(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

There were no public or Commissioner requests to pull items for separate discussion.

### Commissioner Action:

Upon motion by Commissioner Gourley, seconded by Commissioner Root Askew, the Commission approved Consent Agenda Items #2 – #9 by a Roll Call Vote.

Motion Carried (Roll Call Vote):

AYES: Commissioners: Root Askew, Church, Craig, Poitras, Vice Chair  
Gourley, Chair Leffel  
NOES: Commissioners: None  
ALTERNATES: Commissioners: Adams, Kong, Snodgrass, (Non-Voting)  
ABSENT: Commissioners: Oglesby, Velazquez  
ABSTAIN: Commissioners: None

### New Business

10. Consider Amendments to the LAFCO Rules and Regulations “Bylaws” for Meetings and the Schedule of Regular LAFCO Meetings for 2023 to Change the Start Time of Regular LAFCO Meetings from 4:00 p.m. to 3:00 p.m.

Recommended Actions:

- (1) Receive a report from the Executive Officer
- (2) Receive any Public Comments;
- (3) Provide for questions or follow-up discussion by the Commission;
- (4) Consider adoption of a resolution updating the LAFCO Rules and Regulations (“Bylaws”) for the Orderly and Fair Conduct of Hearings; and
- (5) Consider approval of an amendment to the Schedule of Regular Meetings for 2023. (CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Senior Analyst Brinkmann presented the report to the Commission.

There were no comments from members of the public or the Commission.

Committee Action:

Upon motion by Commissioner Church and second by Commissioner Craig, the Commission adopted a resolution updating the LAFCO Rules and Regulations (“Bylaws”) and the Schedule of Regular LAFCO Meetings for 2023 to Change the Start Time of Regular Meetings from 4:00 p.m. to 3:00 p.m.

Motion Carried (Roll Call Vote):

AYES: Commissioners: Root Askew, Church, Craig, Poitras, Vice Chair  
Gourley, Chair Leffel  
NOES: Commissioners: None  
ALTERNATES: Commissioners: Adams, Kong, Snodgrass, (Non-Voting)  
ABSENT: Commissioners: Oglesby, Velazquez  
ABSTAIN: Commissioners: None

### Public Hearings

11. Conduct a Public Hearing to Consider the Draft Annual Work Program for Fiscal Year 2023 - 2024. Recommended Actions (by Budget and Finance Committee):

- (1) Receive a report from the Executive Officer;
- (2) Open the public hearing and receive any public comments;
- (3) Provide for questions or follow-up discussion by the Commission;

- (4) Close the public hearing; and
  - (5) Discuss and adopt a Resolution approving the Annual Work Program for Fiscal Year 2023 – 2024.
- (CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Senior Analyst Brinkmann presented the report.

There were no public comments.

Commissioner Leffel made comments.

Committee Action:

Upon motion by Commissioner Root Askew and second by Commissioner Poitras, the Commission approved the Draft Annual Work Program for Fiscal Year 2023 – 2024.

Motion Carried (Roll Call Vote):

AYES: Commissioners: Root Askew, Church, Craig, Poitras, Vice Chair  
Gourley, Chair Leffel

NOES: Commissioners: None

ALTERNATES: Commissioners: Adams, Kong, Snodgrass, (Non-Voting)

ABSENT: Commissioners: Oglesby, Velazquez

ABSTAIN: Commissioners: None

12. Conduct a Public Hearing to Consider a Proposed Annual Budget for Fiscal Year 2023 – 2024 (First Hearing).

Recommended Actions (by Budget and Finance Committee):

- (1) Receive a report from the Executive Officer;
- (2) Open the first public hearing and receive any public comments;
- (3) Provide for questions or follow-up discussion by the Commission;
- (4) Close the first public hearing;
- (5) Discuss and adopt a motion to adopt a Proposed Budget for Fiscal Year 2023 – 2024;
- (6) Direct the Executive Officer to distribute the Adopted Proposed Budget to the County, Cities and Independent Special Districts for review and comments, and
- (7) Direct the Executive Officer to schedule a second Public Hearing on April 24, 2023 to consider adoption of a Final Budget for Fiscal Year 2023-2024, continue to monitor economic conditions and adjust the budget as may be necessary during the year.

(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna and Senior Analyst Brinkmann presented the report.

There were no public comments.

There were comments from Commissioners Snodgrass and Leffel. Executive Officer McKenna answered questions from Commissioner Adams.

Committee Action:

Upon motion by Commissioner Poitras and second by Commissioner Church, the Commission:

- (1) Adopted the Proposed Budget for Fiscal Year 2023 – 2024
- (2) Directed the Executive Officer to distribute the Adopted Proposed Budget to the County, Cities and Independent Special Districts for review and comments, and
- (3) Directed the Executive Officer to schedule a second Public Hearing on April 24, 2023 to consider the adoption of a Final Budget for Fiscal Year of 2023-2024.

Motion Carried (Roll Call Vote):

AYES: Commissioners: Root Askew, Church, Craig, Poitras, Vice Chair  
Gourley, Chair Leffel

NOES: Commissioners: None

ALTERNATES: Commissioners: Adams, Kong, Snodgrass, (Non-Voting)

ABSENT: Commissioners: Oglesby, Velazquez

ABSTAIN: Commissioners: None

Executive Officer’s Communications

*The Executive Officer may make brief announcements about LAFCO activities, for information only.*

13. Executive Officer’s Communications

- a. Meetings with Greenfield Area Public Agencies
- b. Meeting and Presentation to Soledad Cemetery District Board of Trustees
- c. Coordination with County of Monterey and City of Gonzales
- d. Requests for Proposals for Accounting Services and Annual Audit Services
- e. LAFCO Cost Allocation Formula for Special Districts in Monterey County
- f. San Benito County LAFCO – Interim Executive Officer Services

(CEQA: Not a Project under California Environmental Quality Act Guidelines Section 15378).

Executive Officer McKenna presented her report.

Commissioner Root Askew asked about host planning responsibilities for the upcoming Annual CALAFCO Conference.

Commissioner Comments

*Individual Commissioners may comment briefly on matters within the jurisdiction of LAFCO. No discussion or action is appropriate, other than referral to staff or setting a matter as a future agenda item.*

There were no Commissioner comments.

Adjournment to the Next Meeting

A motion to adjourn was made by Commissioner Root Askew and unanimously approved by the Commission.

Chair Leffel adjourned the meeting at 4:39 p.m..

The next regular LAFCO Meeting is scheduled for Monday, April 24, 2023 at 3:00 p.m.

*The Political Reform Act requires that a participant in a LAFCO of Monterey County proceeding who has a financial interest in a change of organization or reorganization proposal and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.*

*Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the LAFCO of Monterey County website at [www.monterey.lafco.ca.gov](http://www.monterey.lafco.ca.gov).*

***AMERICANS WITH DISABILITIES ACT (ADA):*** *All regular and special meeting agendas and associated reports are available at [www.monterey.lafco.ca.gov](http://www.monterey.lafco.ca.gov). Any person with a disability under the ADA may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations must be made with LAFCO of Monterey County staff at (831) 754-5838 at least three business days prior to the respective meeting.*