



SAN LUIS OBISPO LAFCO

WORK PLAN UPDATE – APRIL 1, 2020

Overview

This is an update of the LAFCO 2020 Work Plan in light of the Covid-19 emergency situation. LAFCO Staff is able to work on the activities above and other requests that come in via our connection through Teamviewer, use of the phone and email. The SOI/MSR Updates are long term projects that are continuing to be worked on during this time. Annexations and other proposals need to be kept moving during this time as well. Conference calls and responding to emails are on-going activities. LAFCO Staff can maintain service levels during this time and into the future. LAFCO will continue to operate in this manner until social distancing is no longer needed. Zoom will be used to conduct LAFCO meetings. More on that to come.

LAFCO Response Actions

- LAFCO staff is set up to work from home using Teamviewer. This application allows staff to directly use their work computer and the LAFCO server from home. All three staff have this capability and have been working from home. The EO has been going into the office on a regular basis to pay bills and coordinate other work activities. No other people are in the office at this time.
- Regular phone conferences with staff and others have been completed by staff. This has allowed staff to work on the proposals and projects that are part of the current work load.
- LAFCO Staff distributes and compiles a Countywide Daily Operational Survey to 27 jurisdictions that provide water/wastewater services to various communities. Staff has set up a Survey Monkey that is compiled into a spreadsheet each day; jurisdictions respond with a green, yellow, or red operational/staffing status. The spreadsheet is sent to County Public Works staff each morning for use by County Emergency Operations.
- In preparing for the April 16, 2020, LAFCO meeting, Staff has been researching the best way to conduct meetings under current circumstances. We will be conducting our April 16 meeting using Zoom. This allows the meeting to be conducted entirely remotely without gathering. The procedure for this is forthcoming and LAFCO shall comply with all current transparency laws.

Working On: Annexation/Other Proposals

Staff is able to work remotely to keep these projects moving through the process:

1. Fiero Lane Annexation, San Luis Obispo City: 30 Info Hold Letter/Notice to Commence
2. Gateway Project, Paso Robles City: Conference Call, EIR Comments being prepared
3. Morro Bay/Cayucos Boundary changes: Application is being prepared
4. Froom Ranch, City of San Luis Obispo: Application is being prepared
5. Divestiture of Fire Service, Oceano CSD: Discussions and Advice
6. San Simeon CSD-Activate Solid Waste Power: Application being prepared
7. Morro Bay Water Reclamation Plant: Application is on Hold

Working On: Sphere of Influence/Municipal Service Review Updates

The following updates are currently being worked on:

| Cities | | | |
|-------------------------------------|---------------|---------------|-------------------------------|
| 5 Cities Area | November 2012 | November 2017 | Update to be released soon. |
| Paso Robles | February 2013 | February 2018 | Begin the update process-2020 |
| Community Services Districts | | | |
| Templeton | Nov 2013 | Nov 2018 | Begin the update process-2020 |
| San Miguel | Nov 2013 | Nov 2018 | Begin the update process-2020 |
| Heritage Ranch | Nov 2013 | Nov 2018 | Begin the update process-2020 |

Working On: Other Activities

1. Preparation of the LAFCO Budget: Required approval by June 15, 2020
2. Monitor Conference calls from the SLO County EOC Liaison
3. CALAFCO EO Conference Calls regarding the Covid-19 emergency
4. Updating the Commission Meeting US Mail List to hopefully make it email only
5. Draw Warrants & Spreadsheet for Commissioner Reimbursements for third quarter
6. LAFCO Clerks Conference Call for feedback on what other LAFCOs are doing.
7. CSDA Webinar Recording called "Brown Act Compliance during a Pandemic"
8. Sending Form 700 reminders, cleaning up emails, Organize COVID-19 survey folder etc.
9. Research CSA 23 transition to a Mutual Water Company
10. Draft 5 Cities MSR Preparation for Public Review Draft
11. Prepare and Review draft comments for Gateway DEIR
12. Attend Teleconference with SLOCOG, APCD, Caltrans, etc. regarding Gateway
13. Prepare and review compliance letter for Fiero Outside User Agreement
14. Review and prepare Fiero Lane annexation submittal for completeness
15. Participate in CALAFCO EO phone Meeting
16. Review and advice on COVID 19 Survey
17. Coordinate/prepare procedures for Remote Teleconferencing April Commission meeting
18. Coordinating GIS LAFCO Annexation History transition
19. Prepare and Review Draft April Agenda
20. Monitor Bills and Health Insurance Program announcements