

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

MINUTES OF MEETING

January 9, 2008

651 Pine Street, Room 101
Martinez, CA

1. Chair Dwight Meadows called the meeting to order at 1:32 p.m.
2. The Pledge of Allegiance was recited.
3. Roll was called. A quorum was present of the following Commissioners:

City Members Rob Schroder and Helen Allen and Alternate Don Tatzin.
County Members Federal Glover and Gayle Uilkema and Alternate Mary Piepho.
Public Member Martin McNair.
Special District Members Dwight Meadows and David Piepho and Alternate George Schmidt.

Present were Executive Officer Lou Ann Texeira, Legal Counsel Silvano Marchesi, and Commission Clerk Kate Sibley.

4. Approval of the Agenda

The Executive Officer requested an addition to the agenda of correspondence from CALAFCO regarding support of SB 301, extending the sunset of AB 1602 (Laird) that continued the equitable distribution of VLF revenues for city incorporations. Due to expire in July, 2009, SB 301 proposes to extend the sunset date to July 1, 2014. The CALAFCO request for support letter came in after the LAFCO agenda was distributed. Support letters are needed by January 16, 2008.

Upon motion of D. Piepho, second by Allen, the agenda was adopted with the addition of Item Number 11A (CALAFCO Request for Support of SB 301) under Business Items.

5. Selection of Chair and Vice Chair

Per the Commission's policies and procedures, the Commission selects a Chair and Vice Chair in January.

Upon motion of McNair, second by Allen, Commissioner Schroder was nominated and unanimously elected to the position of LAFCO Chair for 2008.

Upon motion of Glover, second by Schroder, Commissioner Uilkema was nominated and unanimously elected to the position of LAFCO Vice Chair for 2008.

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6. Public Comments

There were no public comments.

7. Approval of December 12, 2007 Minutes

Upon motion of Uilkema, second by D. Piepho, the minutes for the December 12, 2007 meeting were approved.

8. Approval of December 19, 2007 Minutes

Upon motion of Glover, second by Allen, the minutes for the December 19, 2007 meeting were approved.

9. LAFCO 07-28 – Thompson Annexation to County Service Area (CSA) L-100

The Executive Officer requested that the Thompson Annexation to County Service Area L-100 be pulled from the agenda due to new information regarding this property and the provision of street lighting in the Diablo community.

Upon motion of Allen, second by Uilkema, the Commission unanimously approved the elimination of this item from the agenda.

10. LAFCO Planning Contract Award

The Executive Officer reported on the process and results of the RFP process to obtain planning support services.

Briefly, LAFCO received bids from eight firms, and interviewed five based on ratings by an outside selection committee. Based on a review of the written proposals and interviews, the selection committee recommended Lamphier-Gregory for numerous reasons. The Executive Officer concurs with the recommendation.

Upon motion of Glover, second by Allen, the Commission unanimously approved the recommendation and authorized the Executive Officer to execute a service contract with Lamphier-Gregory for planning services, to begin in February 2008.

11. LAFCO Processing Fees

As requested by the Commission in January 2007, the Executive Officer reported back on LAFCO processing fees. The Commission requested that LAFCO staff talk with other LAFCOs which use an actual cost fee methodology regarding the advantages and disadvantages, and that staff begin tracking actual staff costs by project.

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Staff reported that in the past year, LAFCO has completed 13 applications from start to finish. Actual staff costs associated with these applications was tracked. However, due to the limited sample, the data collected to date is too inconclusive and inadequate to draw final conclusions. The Executive Officer recommended that staff continue tracking hours and costs and report back to the Commission in approximately one year with additional data.

Upon motion of D. Piepho, second by Allen, the Commission unanimously accepted this report and directed staff to continue tracking actual costs and report back in a year.

12. Executive Officer Salary Adjustment

Commissioner McNair reported that pursuant to the Executive Officer's annual review on December 12, 2007, the review committee, composed of Commissioners McNair and Meadows, recommends an increase of 5% to the Executive Officer's salary from the current salary of \$9,252/month to \$9,715/month.

Upon motion of McNair, second by Uilkema, the Commission unanimously approved the increase, effective January 1, 2008.

12A. CALAFCO Request for Support of SB 301

The Executive Officer reported that CALAFCO issued a letter of support for SB 301, extending the sunset of AB 1602 (Laird) that continued the equitable distribution of VLF revenues for city incorporations and annexations of inhabited areas. CALAFCO urges those supporting the extension submit letters of support to the Senate Local Government Committee by January 16.

Upon motion of D. Piepho, second by Allen, the Commission unanimously approved the recommendation and directed staff to prepare a letter for signature by the LAFCO Chair.

13. Commissioner Comments and Announcements

Commissioner Meadows commented on the East County MSR/SOI Updates which were approved by the Commission on December 19. Commissioner Meadows specifically commented on the SOI updates for Ironhouse Sanitary District and Diablo Water District and the potential future annexation of the Liberty High School site into these districts.

Commissioner David Piepho asked staff to clarify a statement on the LAFCO website that refers to LAFCO as a "planning agency."

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Alternate Commissioner Schmidt commented on the LAFCO "island rule" for streamlining annexations of islands of less than 150 acres. He requested that, when MSRs and SOI updates are prepared for cities, LAFCO use the MSR as an opportunity to address the island issues in this county.

14. Staff Announcements and Pending Projects

The Executive Officer provided updates on the list of pending proposals, and upcoming issues including additional MSRs/SOI updates in February.

The Executive Officer informed Commissioners that a number of out-of-agency service issues are currently pending and that staff will provide the Commission with a status report in February.

In response to a question from Commissioner Uilkema, the Executive Officer confirmed that the Policies and Procedures Subcommittee still has substantial work ahead on policies involving annexations, SOIs and CEQA guidelines.

Final Minutes Approved by the Commission on February 13, 2008.

AYES:

NOES:

ABSTAIN:

By _____
Executive Officer