

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION**  
**DRAFT MEETING MINUTES**  
**January 8, 2019**

February 12, 2020  
Agenda Item 4

**1. Welcome, Call to Order and Roll Call**

Chair Butt called the regular meeting of January 8, 2020 to order at 1:30 PM.  
The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Tom Butt, Chair	Diane Burgis ( <i>seated for Glover</i> )	Lou Ann Texeira, Executive Officer
Candace Andersen, Vice Chair	Stan Caldwell	Mary Ann Mason, Commission Counsel
Don Blubaugh	Chuck Lewis	Danielle Kelly, Interim LAFCO Clerk
Federal Glover ( <i>arrived 1:38 pm</i> )	Sean Wright ( <i>arrived 1:39 pm</i> )	
Mike McGill		
Rob Schroder		
Igor Skaredoff		

**2. Pledge of Allegiance**

Chair Butt led the Pledge of Allegiance.

**3. Adoption of Agenda**

Chair Butt asked if there were any requests to modify the agenda; there were no requests.  
Upon motion by Commissioner Blubaugh and second by Commissioner Skaredoff, the Commission unanimously, by a 7-0 vote, adopted the agenda as submitted:

VOTE:

AYES: Andersen, Blubaugh, Burgis (*seated for Glover*), Butt, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**4. Selection of 2020 Chair and Vice Chair and Recognition of Outgoing Chair**

Upon a motion by Commissioner Blubaugh and second by Commissioner McGill, Commissioner Andersen was unanimously named as LAFCO Chair for 2020.

VOTE:

AYES: Andersen, Burgis (*seated for Glover*), Blubaugh, Butt, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

Upon a motion by Commissioner Blubaugh and second by Commissioner McGill, Commissioner Skaredoff was unanimously named as LAFCO Vice Chair for 2020.

VOTE:

AYES: Andersen, Burgis (*seated for Glover*), Blubaugh, Butt, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**DRAFT**

5. **Approval of Minutes**

Upon motion by Commissioner Skaredoff and second by Commissioner Blubaugh, the December 11, 2019 meeting minutes were unanimously approved.

VOTE:

AYES: Andersen, Butt, Blubaugh, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

6. **Public Comments**

Chair Butt invited members of the audience to provide public comment. There were two speakers.

*Donna Morrow* introduced herself as the Ironhouse Sanitary District LAFCO liaison and also as District Representative for Supervisor Diane Burgis.

*Colin Clarke* commented on Homeowners Associations (HOAs) and Covenants, Conditions & Restrictions (CC&Rs) as they relate to regional land use and housing policies and encouraged LAFCO involvement.

**BUSINESS ITEMS**

7. **FY 2020-21 Budget Schedule/Work Plan Preview** - the Commission received a preview of the FY 2020-21 work plan and provided input and direction.

Upon a motion by Commissioner McGill and second by Commissioner Blubaugh, the Commission unanimously approved an on-call list of pre-qualified MSR consultants.

VOTE:

AYES: Andersen, Blubaugh, Butt, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

Upon a motion by Commissioner McGill and second by Commissioner Blubaugh, the Commission unanimously approved edits to the LAFCO Analyst job description.

VOTE:

AYES: Andersen, Blubaugh, Butt, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

8. **FY 2019-20 2<sup>nd</sup> Quarter Budget Report**

Upon a motion by Commissioner McGill and second by Commissioner Skaredoff, the Commission unanimously received the FY 2019-20 2<sup>nd</sup> quarter budget report.

VOTE:

AYES: Andersen, Blubaugh, Butt, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

9. **Census 2020**

Upon motion by Commissioner Blubaugh and second by Commissioner Glover, the Commission unanimously approved adoption of a resolution supporting the 2020 Census partnership.

VOTE:

AYES: Andersen, Blubaugh, Butt, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**CORRESPONDENCE**

10. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)

**INFORMATIONAL ITEMS**

11. **Commissioner Comments and Announcements**

- Commissioner McGill announced that he will attend a CALAFCO U class on January 13<sup>th</sup>, a CALAFCO Legislative Committee meeting on January 17<sup>th</sup>, and a CALAFCO Executive meeting on January 21<sup>st</sup>.

12. **Staff Announcements**

- CALAFCO Staff Workshop (March 25-26)
- Pending Projects
- Newspaper Articles

**CLOSED SESSION**

At 2:05 p.m., Commissioners adjourned to Closed Session to discuss Executive Officer Texeira's performance review.

At 2:18 p.m., Commissioners reconvened and the Chair announced there was nothing to report.

The meeting adjourned at 2:20 pm.

Final Minutes Approved by the Commission February 12, 2020

VOTE:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ADJOURNMENT**

*The next regular LAFCO meeting is February 12, 2020, at 1:30 pm.*

By \_\_\_\_\_  
Executive Officer