

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION**  
**DRAFT MEETING MINUTES**  
**August 11, 2021**

**September 8, 2021**  
**Agenda Item 4**

**1. Welcome and Call to Order; Roll Call (Agenda Items 1&2)**

Chair Skaredoff called the regular meeting of August 11, 2021, to order at 1:32 p.m.  
The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Igor Skaredoff, Chair	Edi Birsan	Lou Ann Teixeira, Executive Officer
Rob Schroder, Vice Chair	Diane Burgis ( <i>Seated for Glover</i> )	Tom Geiger, Commission Counsel
Candace Andersen	Stan Caldwell	Sherrie Weis, LAFCO Clerk
Don Blubaugh	Chuck Lewis	
Tom Butt		
Mike McGill		
Federal Glover ( <i>Absent</i> )		

Announcement: Pursuant to Governor Newsom’s Executive Order and local county health orders issued to address the COVID 19 pandemic, the Commission meeting is being held via Zoom videoconference. The public may listen to the meeting telephonically and comment by calling in to the teleconference meeting per the instructions on page 1 of the agenda. As required by the Brown Act, all votes taken this afternoon will be done by a roll call vote of the attending Commissioners participating via teleconference.

**3. Adoption of Agenda**

Upon motion by Commissioner McGill and second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote, adopted the agenda

VOTE:

AYES: Andersen, Blubaugh, Burgis, Butt, McGill, Schroder, Skaredoff

NOES: NONE

ABSENT: Glover

ABSTAIN: NONE

**4. Approval of Minutes**

Commissioner McGill asked for one correction in the minutes, Informational Items, Item 14 Commissioner Comments and Announcements, June 18, 2021 CA Special Districts Association Legislative Days – corrected to CALAFACO Legislative Committee. With this correction accepted and upon motion by Commissioner McGill and second by Commissioner Blubaugh, the Commission unanimously, by a 7-0 vote approved the June 9, 2021 meeting minutes

VOTE:

AYES: Andersen, Blubaugh, Burgis, Butt, McGill, Schroder, Skaredoff

NOES: NONE

ABSENT: Glover

ABSTAIN: NONE

**5. Public Comments**

Chair Skaredoff invited members of the audience to provide public comment. There were no speakers.

**SPHERE OF INFLUENCE AMENDMENTS/CHANGES OF ORGANIZATION**

- 6. ***LAFCO 21-02– Byron Bethany Irrigation District (BBID) Annexation – Lawrence Property*** – consider approving an annexation to BBID and related actions per the California Environmental Quality Act (CEQA). The subject area comprises 92.8± acres and includes four parcels (APNs 003-070-015/-017/-019/-021) located at 2043 Camino Diablo in unincorporated Byron  
***Public Hearing***

Chair Skaredoff open and closed the public hearing, there were no public speakers.

Following Commissioner comments and questions, and upon a motion by Commissioner Blubaugh and a second by Commissioner Andersen, the Commission, unanimously, by a 7-0 vote, approved Option 1 approve annexation to BBID, and related actions per CEQA

VOTE:

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

- 7. ***LAFCO 21-03 – Beacon West & Willow Mobile Home Park - Sphere of Influence (SOI) Expansions Contra Costa Water District (CCWD) and Diablo Water District (DWD)*** - consider approving SOI expansions for CCWD (37.58± acres) and DWD (30.1± acres) (numerous parcels) located in unincorporated Bethel Island; and consider related actions per CEQA ***Public Hearing***

Chair Skaredoff open and closed the public hearing, there were no public speakers.

Upon motion by Commissioner Schroder and second by Commissioner Blubaugh, the Commission, unanimously, by a 7-0 vote, approved Option 1 SOI expansions for CCWD (37.58± acres) and DWD (30.1± acres) (numerous parcels) located in unincorporated Bethel Island and related actions per CEQA.

VOTE:

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

**MUNICIPAL SERVICE REVIEWS (MSRs)/SPHERE OF INFLUENCE (SOI) UPDATES**

- 8. ***Parks & Recreation Services MSR/SOI Updates*** –accept the Final Parks & Recreation MSR report with amendments and adopt a resolution making MSR/SOI determinations and updating the SOI for the Pleasant Hill Recreation & Park District

Following Commissioner comments and questions, and upon a motion by Commissioner Blubaugh and a second by Commissioner Butt, the Commission unanimously, by a 7-0 vote, accepted the Final Parks & Recreation MSR report with amendments and adopt a resolution making MSR/SOI determinations and updating the SOI for the Pleasant Hill Recreation & Park District.

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

9. ***Cemetery Services – MSR/SOI Updates (2<sup>nd</sup> Round)*** – consider accepting the Final MSR report, making the required MSR and SOI determinations, updating SOIs for the cemetery districts covered in the MSR report, and taking related actions per CEQA ***Public Hearing***

Chair Skaredoff open and closed the public hearing, there were no public speakers

Following Commissioner comments and questions, and upon a motion by Commissioner Blubaugh second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote, received staff report; provided direction and comments; made the required determinations, updated the SOIs, and took related actions per CEQA.

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

## **BUSINESS ITEMS**

10. ***CALAFCO 2021 Annual Conference - Call for Board of Directors Candidates and Achievement Award Nominations*** – receive the annual CALAFCO conference information, appoint voting delegate(s), provide direction regarding Achievement Award nomination and other matters as desired

Upon a motion by Commissioner McGill second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote, authorized Commissioner Skaedoff to sign Commissioner Birsan’s application as a candidate for the CALAFCO Board of Directors 2021-2022 - Coastal Region – City Member; directed Executive Officer Texeira to submit Achievement Award nominating Contra Costa Water District and Diablo Water District for their continued efforts to extend municipal water to disadvantaged communities; appointed Commissioner Andersen as the voting delegate and Commissioner McGill as the alternate voting delegate at the CALAFCO Annual Conference and directed staff to forward the information to CALAFCO.

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

11. ***Legislative Update and Position Letter*** – information only  
No action required – informational items only. Executive Officer Texeira gave updates on the CALAFCO Legislative Report, Support of AB 1581 Assembly Local Government Committee Omnibus Bill, and the Los Medanos Community Healthcare District.

**INFORMATIONAL ITEMS**

**12. Pending Applications** – receive an update on pending proposals –informational update – no action required by the Commission.

**CORRESPONDENCE**

**13. Correspondence from Contra Costa County Employee’s Retirement Association (CCCERA)**

**14. Commissioner Comments and Announcements**

Commissioner McGill updated the Commission on CALAFCO’s activities:

- Ms. Miller, Executive Director of CALAFCO has reaffirmed her retirement at end of the year. The CALAFCO board has initiated a recruitment for her successor.

- June 18, 2021 CALAFCO Legislative Committee Meeting
- June 23, 2021 CALAFCO Board of Directors Special Meeting
- July 15, 2021 CALAFCO Executive Meeting
- July 30, 2021 CALAFCO Full Board Meeting
- September 10, 2021 CALAFCO Legislative Committee Meeting

**15. Staff Announcements**

Executive Officer updates:

- CALAFCO Update
- Overview of East County Fire District annexation to Con Fire
- Newspaper Articles

The meeting adjourned at 2:22 p.m.

Final Minutes Approved by the Commission September 8, 2021

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

**ADJOURNMENT**

*The next regular LAFCO meeting is September 8, 2021, at 1:30 pm.*

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