

**CONTRA COSTA LOCAL AGENCY FORMATION
COMMISSION MEETING MINUTES
September 13, 2023**

1. Commissioner Andersen was acting Chair and conducted the meeting remotely.
2. After **Roll Call**, the meeting of **September 13, 2023**, was called to order at 1:36 p.m. (**Agenda Items 1 - 2**).

The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Federal Glover, Chair (absent)	Charles R. Lewis, IV	Lou Ann Texeira, Executive Officer
Don Blubaugh, Vice Chair (absent)	Edi Birsan	Tom Geiger, Commission Counsel (absent)
Candace Andersen	Diane Burgis (absent)	Anna Seithel, LAFCO Clerk Analyst
Patricia Bristow	Scott Pastor	
Mike McGill		
Scott Perkins		
Gabriel Quinto		

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 and in person. The public may attend in person, via Zoom, or listen to the meeting telephonically and comment by calling in to the teleconference meeting per the instructions on page one 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 and in person.

3. Approval of July 12, 2023, Minutes and Corrections

Executive Officer Lou Ann Texeira (hereafter ‘Staff’) noted a correction of text regarding the COVID-19 meeting provision which was not read in July. Chair Andersen invited comments from the Commission and the public. Upon motion by Commissioner McGill and second by Commissioner Bristow, by a 6-0 vote, the Commission unanimously approved the amended meeting minutes of July 12, 2023.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

4. Public Comments

Chair Andersen invited comments from the public; there were no comments.

SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION

5. LAFCO 23-08 – Annexation to Delta Diablo – Loreto Bay Estates. *Following the staff report, Chair Andersen opened the Public Hearing. There was no public comment: Chair Andersen closed the public hearing, and invited comment and vote by the Commission.* Commissioner Lewis moved to approve the annexation as proposed. This motion was seconded by Commissioner Quinto. The Commission unanimously approved the annexation as proposed by a 6-0 vote.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

BUSINESS ITEMS

6. Wastewater Municipal Service Review (MSR)/SOI Updates - Contract Extension – SWALE, Inc. *Following the staff report, Commissioner comment for this item was invited by Chair Andersen. Commissioner Lewis asked staff if the cost of service will remain unchanged; staff noted it will remain unchanged. Chair Andersen invited public comment and there was no public comment. Chair Andersen closed public comment and requested Commissioner vote. Commissioner Perkins moved to approve the contract extension. This motion was seconded by Commissioner Lewis.* By a 6-0 vote, the Commission unanimously approved the contract extension to December 31, 2023.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

7. Environmental Planning Services – Contract Extension. *Staff noted, as proposed, the contract extension will be through January 31, 2024. Commissioner comment for this item was invited by Chair Andersen. Commissioner Lewis asked staff if the cost of service will remain unchanged; staff noted it will remain unchanged. Chair Andersen invited public comment and there was no public comment. Chair Andersen closed public comment and requested Commissioner vote. Commissioner Quinto moved to approve the contract extension. This motion was seconded by Commissioner Perkins.* By a 6-0 vote, the Commission unanimously approved the contract extension to January 31, 2024.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

8. **County Service Areas (CSAs) MSR/SOI Updates.** *Following the staff report, Chair Andersen invited Commissioner comments. Commissioner Perkins referenced the wastewater report asking date of completion being FY or CY; staff noted December 31, 2023. Chair Andersen invited public comment; there was no public comment. Chair Andersen closed public comment and requested Commissioner vote. Commissioner Perkins moved to approve the contract. This motion was seconded by Commissioner Lewis.* By a 6-0 vote, the Commission unanimously approved to execute a contract with Planwest Partners Inc., to prepare a 2nd round MSR/SOI updates covering miscellaneous CSAs.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

9. **FY 2021-22 Financial Audit** - Receive and file audit report. *Following the staff report, Chair Andersen invited Commissioner comments. Commissioner Perkins suggested consideration be given to rotating the auditor. Commissioners Quinto and Bristow agreed. Commissioners McGill and Lewis expressed a different view on changing audit firms as the firm rotates the staff auditor. Chair Andersen requested the suggestion of rotation be included on the next meeting agenda; all Commissioners agreed. Chair Andersen invited public comment and there were no public comments. Chair Andersen closed public comment and requested Commissioner vote. Commissioner Lewis moved to receive and file the report. This motion was seconded by Commissioner McGill.* By a 6-0 vote, the Commission unanimously approved to receive and file the audit report.

VOTE:

AYES: Andersen, Bristow, Lewis, McGill, Perkins, Quinto

NOES: None

ABSENT: Glover, Blubaugh, Burgis

ABSTAIN: None

INFORMATIONAL ITEMS

10. **Environmental and MSR Consulting Services** – updated on-call list of pre-qualified consultants. *Following the staff report, Chair Andersen invited Commissioner comment; there was no comment. Chair Andersen invited the public to comment; there was no comment. Chair Andersen closed public comment and moved to the next item. This item was informational only.*
11. **Current and Potential Applications** – update on current and potential applications *Following the staff report, Chair Andersen invited Commissioner comment; there were no comments. Chair Andersen invited the public to comment; there were no comments. Chair Andersen closed public comment and moved to the next item. This item was informational only.*
12. **Correspondence from Contra Costa County Employees Retirement Association (CCCERA)**
Informational

13. Commissioner Comments and Announcements:

Commissioner Mike McGill noted the following:

- ***July 14, 2023, CALAFCO Board of Directors Meeting***
- ***July 28, 2023, CALAFCO Legislative Committee Meeting***
- ***August 25, 2023, CALAFCO Legislative Committee Meeting***
- ***August 28, 2023, CALAFCO University***
- ***October 18-20, 2023, CALAFCO Annual Conference***

14. Staff Announcements/Newspaper Articles/CALAFCO Update

Staff highlighted the upcoming October CALAFCO conference and Contra Costa Special Districts Association meeting on September 18, 2023, which Staff will attend.

Chair Andersen adjourned the meeting at 2:00 pm.

ADJOURNMENT

Next regular LAFCO meeting is October 11, 2023, at 1:30 pm.

By _____
Executive Officer