

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

**January 10, 2024
Agenda Item 5**

1. Commissioner Blubaugh was acting Chair for today's meeting.
2. After **Roll Call**, the meeting of **December 13, 2023**, was called to order at 1:35 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	Edi Birsan	Tom Geiger, Commission Counsel
Candace Andersen (arrived at Item 4)	Diane Burgis (absent)	Anna Seithel, LAFCO Clerk Analyst
Patricia Bristow	Scott Pastor (absent)	
Mike McGill		
Scott Perkins		
Gabriel Quinto		

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 November 8, 2023, Minutes**
Vice Chair Blubaugh invited comments from the Commission and the public regarding approval; there was no public comment, nor Commissioner comment. *Upon motion by Commissioner McGill and second by Commissioner Bristow, by a 5-0 vote, the Commission unanimously approved the meeting minutes of November 8, 2023.*

VOTE:
AYES: Blubaugh, Bristow, McGill, Perkins, Quinto
NOES: None
ABSENT: Andersen, Burgis, Glover, Pastor
ABSTAIN: None

4. **Public Comments**
Chair Blubaugh invited comments from the public; there were no comments.
Commissioner Andersen arrived at this time.

BUSINESS ITEMS

5. **Cemetery District Special Study** – authorize LAFCO staff to execute a contract with Berkson Associates to prepare a fiscal and operations study of the *Alamo Lafayette* and *Byron Brentwood Knightsen Union* cemetery districts. *Following the staff report, Vice Chair Blubaugh asked for comments from the public and Commissioners. Commissioner Bristow expressed concerns with consolidation of the two cemetery districts. Commissioner Andersen suggested LAFCO look at all governance options. ALCD District Manager Howard responded to Commissioner questions.*

Upon motion by Commissioner Andersen, and second by Commissioner Bristow, by a 6-0 vote, the Commission unanimously approved moving forward with a Cemetery District Special Study.

VOTE:

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

NOES: None

ABSENT: Burgis, Glover, Pastor

ABSTAIN: None

6. ***Wastewater Municipal Service Review (MSR)/SOI Updates - Contract Extension – SWALE, Inc. – consider extending the existing contract with SWALE, Inc., and subcontractors to June 30, 2024, in conjunction with the 3rd round Wastewater MSR/SOI Updates covering 20 local agencies. Following the staff report, Vice Chair Blubaugh asked for comments from the public and from Commissioners. Commissions provided comments. There was no public comment Upon motion by Commissioner McGill, and second by Commissioner Andersen, by a 6-0 vote, the Commission unanimously approved the contract extension.***

VOTE:

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

NOES: None

ABSENT: Burgis, Glover, Pastor

ABSTAIN: None

7. ***Updates to LAFCO Employee Benefit Plan – consider approving updates to LAFCO Employee Benefit Plan. Following the staff report, Vice Chair Blubaugh asked for comments from the public and Commissioners. There was no public comment. Commissioners provided comments and questions. Upon motion by Commissioner Perkins, and second by Commissioner Andersen, by a 6-0 vote, the Commission unanimously approved updates to LAFCO Employee Benefit Plan.***

VOTE:

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

NOES: None

ABSENT: Burgis, Glover, Pastor

ABSTAIN: None

INFORMATIONAL ITEMS

8. ***Current and Potential Applications*** - update on current and potential applications - *information only*
9. ***Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)*** - *information only*
10. Commissioner Comments and Announcements ***Commissioner McGill noted:***
- ***December 1, 2023, CALAFCO Board of Directors Meeting***
 - ***January 5, 2023, CALAFCO Board of Directors Meeting***
 - ***January 12, 2024, CALAFCO Legislative Committee Meeting***

11. **Commissioner Comments and Announcements:** *Commissioner Perkins asked about protocol for roll-call voting.*

Vice Chair Blubaugh adjourned the meeting at 2:00 pm.

ADJOURNMENT

Next regular LAFCO meeting is January 10, 2024, at 1:30 pm.

By _____
Executive Officer