

**CONTRA COSTA LOCAL AGENCY FORMATION
COMMISSION MEETING MINUTES
January 10, 2024**

**February 14, 2024
Agenda Item 3**

1. Call to Order by Chair Glover. Today's meeting was opened by Chair Glover at 1:31 p.m.
2. **Roll Call.** The following Commissioners and staff were present:

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

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. **Selection of 2024 Chair and Vice Chair**

The Commission elects a Chair and a Vice Chair at the first meeting of each year. In 2023, County Member Glover served as Chair and Public Member Blubaugh served as Vice Chair. Based on the rotation set forth in the Commissioner Handbook, a Public Member is to serve as Chair and a Special District member is to serve as Vice Chair in 2024. Commissioner Blubaugh was named 2024 Chair and Commissioner McGill was named 2024 Vice Chair. Chair Glover called for Public Comment, and no comments were made. ***Upon motion by Vice Chair McGill and second by Commissioner Bristow, by a 6-0 vote, the Commission unanimously approved selection of 2024 Chair and Vice Chair.***

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

4. **Recognition of Outgoing Chair**

Chair Blubaugh thanked and acknowledged the leadership of outgoing Chair Glover and presented a resolution. ***Upon motion by Vice Chair McGill and second by Commissioner Bristow to approve rotation, by a 6-0 vote, Commissioners recognized outgoing Chair Glover.***

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

5. Approval of December 13, 2023, regular LAFCO Meeting Minutes

One correction was noted (Scott Pastor should be listed as an Alternate Commissioner). Chair Blubaugh invited comments from the public and there was no public comment. *Upon motion by Vice Chair McGill and second by Commissioner Andersen, by a 6-0 vote, the Commission unanimously approved the meeting minutes of December 13, 2023, as amended.*

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

NOES: None

ABSENT: Birsan, Burgis, Pastor, Quinto

ABSTAIN: None

6. Public Comment

(Public Comment Period observes a three-minute time limit. Members of the public are invited to address the Commission regarding any item that is within the jurisdiction of the Commission and is not scheduled for discussion as part of this agenda. No action will be taken by the Commission at this meeting on any item not appearing on this agenda.)

Chair Blubaugh invited Public Comment. Patricia Howard, District Manager for the Alamo-Lafayette Cemetery District (ALCD) and the Byron-Brentwood-Knightsen Union Cemetery District (BBKUCD), made comments regarding the recent request for dissolution. All Commissioners were provided a binder with a board-approved report answering questions and concerns about ALCD and its dissolution. There were no other public comments.

BUSINESS ITEMS

7. Commissioner Terms – Staff noted that on May 6, 2024, five LAFCO Commissioner seats will expire, including the two Public Member seats. The Commission was asked to consider appointment options and provide direction regarding filling the public member seats.

Following the staff report, Commissioner Glover suggested Commissioner Lewis hold the Regular Public seat on the Commission, and that LAFCO recruit for the Alternate Public Member seat. Chair Blubaugh opened Public Comment. There were no comments. With a motion by Commissioner Glover and second by Commissioner Andersen, by a 5-0 vote, it was concluded that the recruitment begin for an alternate Public Member before Commissioner Lewis' term ends in May.

AYES: Andersen, Bristow, Glover, McGill, Perkins

NOES: None

ABSENT: Birsan, Burgis, Pastor, Quinto

ABSTAIN: Blubaugh

8. LAFCO Policies and Procedures – Proposed Updates – consider approving proposed updates.

Following the staff report, Chair Blubaugh asked for comments from the public and from Commissioners. Commissioners provided comments. There was no public comment. Upon motion by Vice Chair McGill, and second by Commissioner Perkins, by a 6-0 vote, the Commission unanimously approved the proposed updates.

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

NOES: None

ABSENT: Birsan, Burgis, Pastor, Quinto

ABSTAIN:

9. ***FY 2023-24 Mid-Year Budget Report*** – receive FY 2023-24 mid-year budget report.

Following the staff report, Chair Blubaugh asked for comments from the public and Commissioners. There was no public comment. Commissioners provided comments and questions. Upon motion by Commissioner Glover, and second by Commissioner Bristow, by a 6-0 vote, the Commission unanimously receive FY 2023-24 mid-year budget report.

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

NOES: None

ABSENT: Birsan, Burgis, Pastor, Quinto

ABSTAIN: None

INFORMATIONAL ITEMS

10. ***Current and Potential Applications*** - update on current and potential applications - *information only*
Chair Blubaugh asked for comments from the public and Commissioners. Commissioner Perkins asked staff about the Southwest Hills application. Staff stated LAFCO awaits response.
11. ***Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)*** - *information only*
12. ***Commissioner Comments and Announcements - Vice Chair McGill noted:***
- ***January 5, 2024, CALAFCO Board of Directors Meeting, at which time Vice Chair McGill was reappointed to the CALAFCO Legislative Committee.***
 - ***January 12, 2024, CALAFCO Legislative Committee Meeting***
13. ***Staff Comments and Announcements: Staff noted next CALAFCO Staff Workshop, April 24-26, 2024, in Pleasanton, CA., and CALAFCO Annual Conference October 16-18, 2024, in Yosemite CA. Commissioner McGill urged early registration for the annual conference.***

Chair Blubaugh adjourned the meeting at 2:00 pm.

ADJOURNMENT

Next regular LAFCO meeting is February 14, 2024, at 1:30 pm.

By _____ Executive Officer