

**CONTRA COSTA LOCAL AGENCY FORMATION
COMMISSION MEETING MINUTES
February 14, 2024**

**March 13, 2024
Agenda Item 3**

1. Welcome and Call to Order by Vice Chair McGill, opening today's meeting at 1:33 p.m.
2. **Roll Call.** The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Federal Glover (absent)	Charles R. Lewis, IV	Lou Ann Texeira, Executive Officer
Don Blubaugh, Chair (absent)	Edi Birsan (teleconference)	Tom Geiger, Commission Counsel
Candace Andersen	Diane Burgis (absent)	Anna Seithel, LAFCO Clerk Analyst
Patricia Bristow	Scott Pastor	
Mike McGill, Vice Chair		
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 January 10, 2024, regular LAFCO Meeting Minutes, with correction.**
Corrections per Commissioner Lewis to agenda item 6 and item 8. Vice Chair McGill invited comments from the public and there was no public comment. *Upon motion by Commissioner Lewis and second by Commissioner Perkins, by a 5-0 vote, the Commission unanimously approved the meeting minutes of January 10, 2024, as amended.*

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

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. *Vice Chair McGill invited Public Comment. Emil Geddes, Board Member, Byron Brentwood Knightsen Union Cemetery District (BBKUCD) spoke against consolidation of the Alamo-Lafayette Cemetery District (ALCD) and BBKUCD noting he would resign from the BBKUCD Board if the two districts consolidated. There were no other public comments, and the Public Comment period was closed by Vice Chair McGill.*

BUSINESS ITEMS

5. ***FY 2024-25 Proposed Budget Schedule and Work Plan*** - provide input on FY 2024-25 proposed budget schedule and work plan. *Following the staff report, Vice Chair McGill noted two corrections to the Municipal Services Review table. Vice Chair McGill then asked for comments from Commissioners. Vice Chair McGill asked about a possible LAFCO Commission retreat after the election, an idea supported by Commissioners. Vice Chair McGill invited Public Comment, and no comments were made. With motion by Commissioner Bristow to accept the report with inclusion of a retreat, and second by Commissioner Perkins, by a 6-0 vote, the Commission unanimously provided input and accepted the report.*

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

6. **Public Member Alternate Recruitment** – appoint a screening committee. *Following the staff report, Vice Chair McGill asked for comments from Commissioners. Vice Chair McGill invited Public Comment, and no comments were made. With motion by Commissioner Bristow to authorize the Vice Chair to appoint a screening committee, and second by Commissioner Andersen, a screening committee comprised of Commissioners Andersen (County), Perkins (City), and Bristow (Special District) was selected via a motion from Commissioner Perkins and second by Commissioner Lewis. The Vice Chair invited public comments; no comments were made. By a 6-0 vote, the Commission unanimously approved the screening committee appointments.*

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

NOES: None

ABSENT: Blubaugh, Burgis, Glover

ABSTAIN:

7. **Environmental Planning Services – Contract Extension** - consider extending the existing contract with SWALE, Inc., and Baracco Associates to April 30, 2024, for environmental planning services. *Following the staff report, Vice Chair McGill asked for comments from Commissioners, and there were no comments. Vice Chair McGill invited Public Comment, and no comments were made. By motion from Commissioner Lewis and second by Commissioner Quinto, by a 6-0 vote, the Commission unanimously approved the contract extension.*

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

NOES: None

ABSENT: Blubaugh, Burgis, Glover

ABSTAIN:

8. **Updates to LAFCO Employee Salary Plan** – approve increases to LAFCO Employee Salary Ranges. *Following the staff report, Vice Chair McGill asked for comments from Commissioners; Commissioner Lewis agreed with the proposed increases. Vice Chair McGill invited Public Comment, and no comments were made. By motion from Commissioner Lewis and second by Commissioner Perkins, by a 6-0 vote, the Commission unanimously approved the salary plan increases.*

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

NOES: None

ABSENT: Blubaugh, Burgis, Glover

ABSTAIN:

INFORMATIONAL ITEMS

9. **July 1, 2022, Actuarial Valuation to June 30, 2023, - GASB 75 Supplemental Schedules** – informational item – no action needed. Vice Chair McGill noted a correction to the actuarial table regarding the 13.62 return in investments being a negative number which was emphasized on the table and not in the staff report. Staff noted the correction. *Vice Chair McGill asked for comments from Commissioners, and there were no comments. Vice Chair McGill invited Public Comment, and no comments were made.*
10. **Current and Potential Applications** - update on current and potential applications – *information only*
11. **Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)** – *information only*
12. **Commissioner Comments and Announcements** - *Vice Chair McGill noted the February 16, 2024 CALAFCO Legislative meeting and upcoming CALAFCO U classes. Commissioner Perkins noted the upcoming League of Cities Conference. Commissioner Lewis noted latecomers wishing to make public comments. Vice Chair McGill reopened public comment. Via teleconference, Commissioner Birsan noted that Concord Naval Weapons Station will receive the second part of the term sheet, and that the City is moving ahead on schedule. In person for public comment was Alamo Lafayette Cemetery District Board Member Carolyn Theissen, noting she is against consolidation of the two cemetery districts. Public Comment was then closed.*
13. **Staff Announcements/Newspaper Articles/CALAFCO Update** - *Staff noted the Yosemite CALAFCO Annual Conference in October.*

ADJOURNMENT

Vice Chair McGill adjourned the meeting at 2:53 pm. *Next regular LAFCO meeting is March 13, 2024, at 1:30 pm.*

By _____
LAFCO Executive Officer