



Lou Ann Teixeira
Executive Officer

NOTICE AND AGENDA FOR REGULAR MEETING

Wednesday, April 10, 2024, 1:30 PM

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS

The public may attend this meeting in person at the following locations: Board of Supervisor Chambers, County Administration Building, 1025 Escobar St. 1st Floor, Martinez, CA 94553. The public may also attend this meeting remotely by Zoom or telephone.

If joining remotely by Zoom, please click the link below:

Please click the link below to join the webinar:

<https://cccounty-us.zoom.us/j/83373582041>

Or Telephone:

Dial:

USA 214 765 0478 US Toll

USA 888 278 0254 US Toll-free

Conference code: 220394

LAFCO meetings are audio recorded and posted online at <http://contracostalafco.org/meetings-and-public-hearings/>. Audio recordings are available the day following the LAFCO meeting. LAFCO meeting materials and staff reports are available online at <http://contracostalafco.org/meetings-and-public-hearings/>.

PUBLIC COMMENT: The Commission will consider all verbal and written comments received. Comments may be emailed to LouAnn.Teixeira@lafco.cccounty.us or by U.S. mail to Contra Costa LAFCO at 40 Muir Road 1st Floor, Martinez, CA 94553. Please indicate the agenda item number, if any. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for verbal public comments. Public comments generally will be limited to three minutes per speaker. Time limits for public speakers may be adjusted at the discretion of the Chair.

NOTICE TO THE PUBLIC

Disclosable public records for a regular meeting agenda distributed to a majority of the members of the Commission less than 72 hours prior to that meeting will be made available on <http://contracostalafco.org/meetings>

Campaign Contribution Disclosure

If you are an applicant or an agent of an applicant on a matter to be heard by the Commission, and if you have made campaign contributions totaling \$250 or more to any Commissioner in the past 12 months, Government Code Section 84308 requires that you disclose the fact, either orally or in writing, for the official record of the proceedings.

Notice of Intent to Waive Protest Proceedings

In the case of a change of organization consisting of an annexation or detachment, or a reorganization consisting solely of annexations or detachments, or both, or the formation of a county service area, it is the intent of the Commission to waive subsequent protest and election proceedings provided that appropriate mailed notice was given to landowners and registered voters within the affected territory pursuant to Gov. Code sections 56157 and 56663, and no written opposition from affected landowner or voters to the proposal is received before the conclusion of the commission proceedings on the proposal.

American Disabilities Act Compliance

LAFCO will provide reasonable accommodation for persons with disabilities planning to join the meeting. Please contact the LAFCO office at least 48 hours before the meeting at 925-313-7133.

APRIL 10, 2024 CONTRA COSTA LAFCO MEETING AGENDA

1. Call to Order
2. Roll Call
3. Approval of minutes of the March 13, 2024, regular LAFCO meeting
4. Public Comment Period: 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.

SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION

5. ***LAFCO 21-05 – Faria Southwest Hills Reorganization: Annexations to City of Pittsburg, Contra Costa Water District and Delta Diablo, and Detachments from County Service Area (CSA) P-6 and Ambrose Recreation and Park District*** – consider approving the proposed boundary reorganization of 606± acres (eight parcels) located southwest of the City of Pittsburg boundary to serve development of 1,500 residential units, and taking related actions as a responsible agency under the California Environmental Quality Act (CEQA) ***Public Hearing – Continued to June 12, 2024***

BUSINESS ITEMS

6. ***Cemetery District Special Study*** – Berkson Associates will provide an update on the status of the special study reviewing the financial operations of the Alamo Lafayette Cemetery District and Byron Brentwood Knightsen Union Cemetery District
7. ***Selection of Public Member Alternate*** – the Commission will receive a report from the screening committee and appoint the alternate public member
8. ***Environmental Planning Services Contract*** – consider approving a contract with Yuba Planning Group in the amount of \$30,000 to provide environmental planning services (May 1, 2024 through April 30, 2026)
9. ***Request to Transfer Jurisdiction from Alameda LAFCO to Contra Costa LAFCO*** - consider assuming jurisdiction and authorizing staff to send a request to Alameda LAFCO to transfer jurisdiction to Contra Costa LAFCO in order to process a proposed boundary reorganization (i.e., annexation to East Bay Municipal Utility District and West County Wastewater District). The subject property is located on Castro Ranch Road (APN 432-040-004-9) in unincorporated El Sobrante
10. ***Proposed FY 2024-25 LAFCO Budget and Work Plan*** – consider approving the proposed LAFCO budget and work plan for FY 2024-25 ***Public Hearing***
11. ***Executive Officer’s Performance Review and Compensation*** - consider approving a salary increase for the Executive Officer in conjunction with the recent performance review

INFORMATIONAL ITEMS

12. ***Current and Potential Applications*** - update on current and potential applications – *information only*
13. Correspondence from Contra Costa County Employees’ Retirement Association (CCCERA)
14. Commissioner Comments and Announcements
15. Staff Announcements/Newspaper Articles/CALAFCO Update
16. ***Recognition of Outgoing Commissioner Don Blubaugh***

ADJOURNMENT

Next regular LAFCO meeting is May 8, 2024, at 1:30 pm.

**CONTRA COSTA LOCAL AGENCY FORMATION
COMMISSION MEETING MINUTES
March 13, 2024**

**April 10, 2024
Agenda Item 3**

1. Welcome and Call to Order by Chair Blubaugh, opening today’s meeting at 1:37 p.m.
2. **Roll Call.** The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Federal Glover	Charles R. Lewis, IV (absent)	Lou Ann Texeira, Executive Officer
Don Blubaugh, 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, Vice Chair		
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. **Approval of March 13, 2024, regular LAFCO Meeting Minutes.** *Chair Blubaugh invited comments from the public and there was no public comment. Upon motion by Commissioner Andersen and second by Vice Chair McGill, by a 5-0 vote, the Commission unanimously approved the meeting minutes of February 14, 2024.*

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

4. 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 and there was no public comment.*

SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION

5. **LAFCO 21-17 – Dissolution of County Service Area (CSA) R-9** – receive update and consider governance options including dissolution of CSA R-9. *Public Hearing Continued from August 10, 2022, and March 8, 2023. Chair Blubaugh invited Public Comment and there was no public comment. Commissioner Andersen noted funding for unincorporated areas. Upon motion by Commissioner Andersen moving to approve Option 1, and second by Commissioner Glover, by a 6-0 vote, this item unanimously passed.*

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

6. **LAFCO 23-13 – Annexation to City of Martinez and Detachment from County Service Area P-6 – “Bay’s Edge”** – consider approving the proposed boundary reorganization 1.47+ acres (numerous parcels) located at 3128 Sycamore Street, adjacent to the City of Martinez, to serve development of a 30-unit multifamily project; and consider related actions as a responsible agency under the California Environmental Quality Act (CEQA), *Public Hearing. Chair Blubaugh invited Public Comment and there was no public comment. Upon motion by Commissioner Glover and second by Vice Chair McGill, by a 6-0 vote, this item unanimously passed.*

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

BUSINESS ITEMS

7. ***Legislative Update and Position Letters*** - receive legislative update and authorize the LAFCO Chair to sign and submit letters of support for AB 3277 (*Ad Valorem Taxes*) and SB 1209 (*Indemnification*). ***Chair Blubaugh invited Public Comment and there was no public comment. Commissioner Perkins requested future updates regarding the two bills. Upon motion by Commissioner Glover and second by Commissioner Bristow, by a 6-0 vote, this item unanimously passed.***

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

NOES: None

ABSENT: Birsan, Burgis, Lewis, Pastor, Quinto

ABSTAIN:

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*** – ***Vice Chair McGill noted:***
- ***CALAFCO Legislative Committee Meeting, February 16, 2024***
 - ***CALAFCO Legislative Committee Meeting, March 22, 2024***
11. ***Staff Announcements/Newspaper Articles/CALAFCO Update.*** ***Staff provided updates regarding the Election for the Special District seat; LAFCO Screening Committee met via Zoom on March 8, 2024, to review applications for the alternate Public Member seat; LAFCO staff will attend the CALAFCO Annual Staff Workshop in Pleasanton, April 24-26, 2024, and a reminder about the Annual LAFCO Conference in Yosemite, October 16-18, 2024.***

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - LAFCO Executive Officer

No action to report

ADJOURNMENT

Chair Blubaugh adjourned the meeting at 2:19 pm. *Next regular LAFCO meeting is April 10, 2024, at 1:30 pm.*

By _____
LAFCO Executive Officer

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
EXECUTIVE OFFICER'S REPORT

April 10, 2024
Agenda Item 5

LAFCO 21-05

Faria Southwest Hills Reorganization: Annexations to City of Pittsburg, Contra Costa Water District (CCWD), and Delta Diablo (DD), and Detachments from County Service Area (CSA) P-6 and Ambrose Recreation and Park District

APPLICANT

City of Pittsburg – Resolution No. 21-13907 – Pittsburg City Council – February 22, 202 and resubmitted the application in May 2023

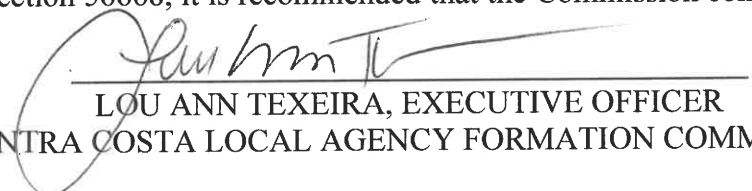
SYNOPSIS

The proposed project is located southwest of the City's boundary, within the Southwest Hills planning area. The project site includes approximately 606± acres (eight parcels) bounded by vacant rolling hills and Bailey Road to the east, the Concord City limits and closed Concord Naval Weapons Station to the south and west, and existing residential development (San Marcos and Vista Del Mar subdivisions) to the north and northeast. The applicant proposes to build 1,500 single family residential units along with open space.

FACTORS: In LAFCO's review of a boundary change, the Commission must consider various factors pursuant to Government Code section 56668. In the Commission's review of these factors, no single factor is determinative. In reaching a decision, each factor is to be evaluated within the context of the overall proposal. The factors to be considered include, but are not limited to, the following:

1. Consistency with the Sphere of Influence (SOI) of Any Local Agency
2. Land Use, Planning and Zoning – Present and Future
3. The Effect on Maintaining the Physical and Economic Integrity of Agricultural Lands
4. Topography, Natural Features, and Drainage Basins
5. Population
6. Fair Share of Regional Housing
7. Governmental Services and Controls – Need, Cost, Adequacy, and Availability
8. Timely Availability of Water and Related Issues
9. Assessed Value, Tax rates, and Indebtedness
10. Environmental Impact of the Proposal
11. Land Owner Consent and Consent by Annexing Agencies
12. Boundaries and Lines of Assessment
13. Environmental Justice
14. Disadvantaged Communities
15. Comments from Affected Agencies/Other Interested Parties:
16. Regional Transportation and Regional

RECOMMENDATION: LAFCO recently received numerous written comments from the public on this matter, as well as information from the project developer and Save Mount Diablo. Given the large number of comments received and the project scope and size, as well as the need to fully evaluate all of the factors listed in Government Code section 56668, it is recommended that the Commission continue this matter to June 12, 2024, at 1:30 p.m.



LOU ANN TEXEIRA, EXECUTIVE OFFICER
CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

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Lou Ann Texeira
Executive Officer

MEMBERS

Candace Andersen
County Member
Donald A. Blubaugh
Public Member
Gabriel Quinto
City Member
Patricia Bristow
Special District Member
Federal Glover
County Member
Michael R. McGill
Special District Member
Scott Perkins
City Member

ALTERNATE MEMBERS

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Scott Pastor
Special District Member
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Public Member
Edi Birsan
City Member

April 10, 2024 (Agenda)

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

**April 10, 2024
Agenda Item 6**

Special Study – Cemetery Districts- Update

Dear Members of the Commission:

In August 2023, the Alamo Lafayette Cemetery District (ALCD) applied to LAFCO to dissolve the district due primarily to financial challenges. On November 8th, the Commission considered the proposed dissolution and deferred action. The Commission directed LAFCO staff to retain a consultant to prepare a special study to evaluate financial and operational issues and governance options for two cemetery districts including ALCD and the Byron Brentwood Knightsen Union Cemetery District (BBKUCD).

In December 2023, the Commission approved a contract with Berkson Associates (“BA”) to prepare a special study to review financial and operational issues of both cemetery districts – ALCD and BBKUCD.

The consultant will provide an update and entertain questions and comments from the Commission.

RECOMMENDATION: Receive update and provide input.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Richard Berkson, Berkson Associates
Patricia Howard, General Manager, ALCD and BBKUCD

Attachment, Berkson Associates

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BA

**Berkson
Associates**

Urban Economics
Policy Forensics & Forecasting
Planning & Policy Analysis

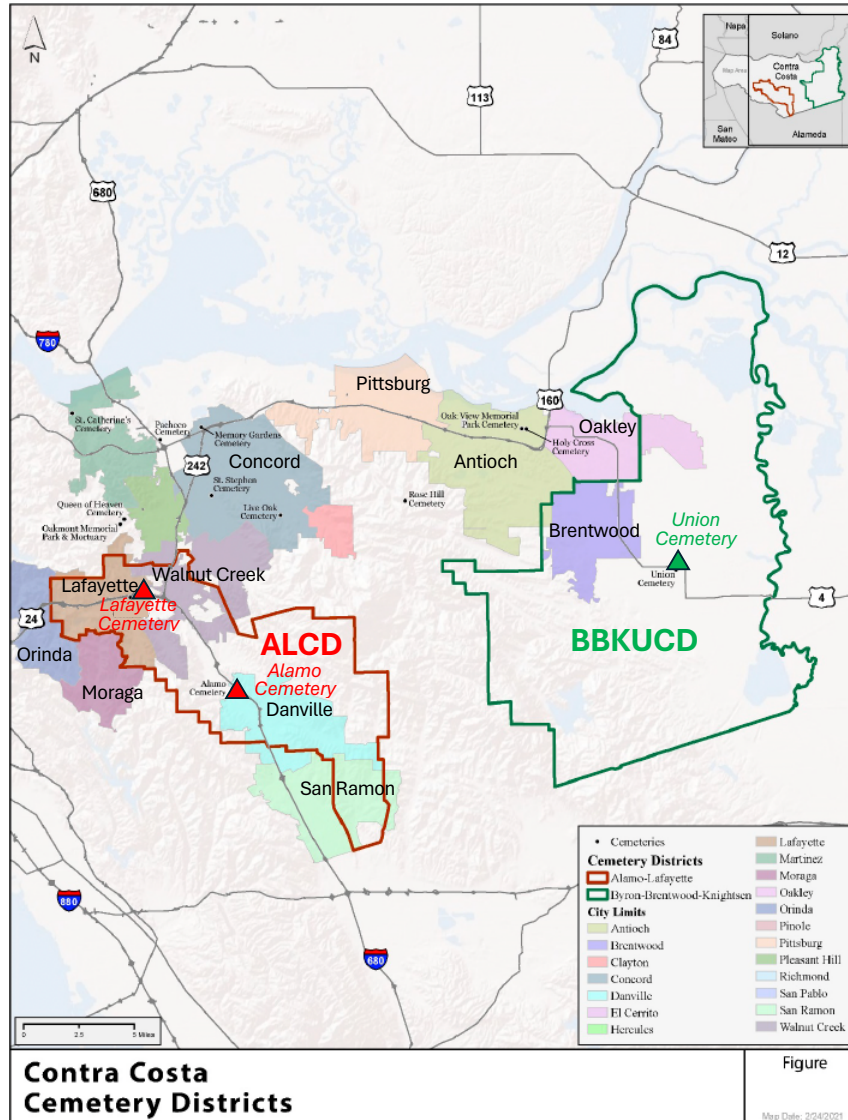
Special Study Update

ALAMO-LAFAYETTE CEMETERY DISTRICT

Presentation to Contra Costa LAFCO

April 10, 2024

DISTRICT OVERVIEW



Item	ALCD	BBKUCD
Population	172,484	90,954
Service Area	84 sq. miles	202 sq. miles
Assessed Value	\$68.3 bill.	\$21.0 bill.
Cemetery Area	8 acres	18.5 acres
Expansion	0	10 acres
Interments (FY23)		
Burials (full casket)	10	32
Burials (cremation)	28	21
Niches	16	17

Operations

Capacity & Infrastructure Needs



- Significant deferred maintenance
- Risk to worker and visitor safety
- Reduces ability to serve residents
- A result of low property tax and cost cutting, slowing sales
- Capital costs could be \$3 - \$5 mill. or more (vs. \$500,000 in 2021 MSR) with minimal capital funds

Operations

Adequacy of Public Services



- ALCD operates on a "bare-bones" budget
- ALCD reduced staff to one DM
- Rely on contract landscape maintenance
- Records largely on paper & institutional memory
- Minimal ability to fund needed planning & operational improvements

Determination

Financial Ability to Provide Services



- ALCD's "net position" is positive and has grown over time after several negative years
- Past increase due to cost-cutting and debt repay
- Property tax is minimal, sales are uncertain
- Current revenues support "bare bones" staffing and operations (no significant capital improvements)

Determination

Financial Ability - Property Tax



- Property tax \$436,000 (FY2022-23) represents about 2/3's of ALCD revenue
- Larger districts typically generate 1/3 of budget from property tax, the remainder one-time sales
- ALCD tax rate is less than 1/10th of a penny of the property tax dollar

Determination

Financial Ability - Property Tax Rate



Avg. Home Assessed Value	Avg. 1% Tax Bill	Annual Share of Property Tax	
		ALCD	BBKUCD
\$500,000	\$5,000	\$3.29	\$22.07
\$1,000,000	\$10,000	\$6.57	\$44.13
\$1,500,000	\$15,000	\$9.86	\$66.20
\$2,000,000	\$20,000	\$13.15	\$88.26

Note: In addition to 1% property tax, property owners pay "overrides" for bonds, assessments, etc.

Determination

Opportunities for Shared Services



- ALCD District Manager is also BBKUCD DM
- Some sharing of staff and equipment occurs
- ALCD reimburses BBKUCD
- Additional opportunities for ALCD to contract for staff and services (BBKUCD, other cities)
- Opportunities to share County facilities

Determination

Governmental Structure



1. Status Quo

Strategic planning/implementation

Bd. of Supervisors serve as ALCD Board of Trustees

2. Dissolution

Creation of County Service Area (CSA)

3. Consolidation with BBKUCD

4. Options to Consolidation

Contract for services from BBKUCD



1. Status Quo

No Governance Change

- option: LAFCO facilitates strategic planning sessions with County, ALCD, BBKUCD & others
- **Strategy could consider actions:**
 - County contributions (grant, office space)
 - Non-profit foundation
 - Boundary expansion/tax, name change, fee exemptions
 - City participation (Lafayette, Danville, others)
 - Capital improvement phasing
 - Revenue and financing measures
 - ALCD financial and operations changes
 - Contracts for services from BBKUCD
 - Other actions (operational improvements, etc.)



1. Status Quo

(cont'd)

- County Board of Supervisors could appoint themselves as ALCD Board of Trustees
- LAFCO monitors progress and requests update
- LAFCO consider dissolution or consolidation if efforts to stabilize/improve unsuccessful

2. Dissolution

County becomes "successor agency"



- ALCD assets & liabilities transferred to the County
- Create CSA to assure ongoing capture of ALCD property tax
- Example: Gold Run Cemetery (owned & operated by Placer County)
- County staff are investigating costs/options

3. Consolidation

Single ALCD/BBKUUCD District



- New district could create "zones" to isolate ALCD costs and revenues
- Potential economies and savings
- Continue current staff travel/contractors
- BBKUUCD & community have expressed strong opposition

4. Alts to Consolidation

aka "Functional Consolidation"



- ALCD contracts with BBKUCD for staff & other services – savings & efficiency
- Additional BBKUCD staff funded by ALCD replace current ALCD DM at lower cost
- New BBKUCD staff can provide for employee succession planning & long-term stability
- BBKUCD not responsible for ALCD liabilities

Questions or Comments?



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Lou Ann Teixeira
Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
Donald A. Blubaugh <i>Public Member</i>	Michael R. McGill <i>Special District Member</i>
Gabriel Quinto <i>City Member</i>	Scott Perkins <i>City Member</i>
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Edi Birsan <i>City Member</i>

April 10, 2024 (Agenda)

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

April 10, 2024
Agenda Item 7

Appointment of Public Member Alternate

Dear Commissioners:

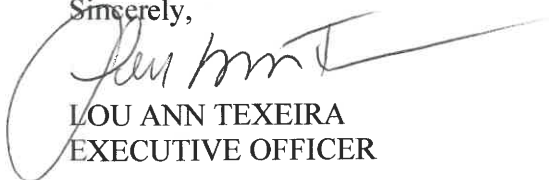
In January 2024, LAFCO Public Member Blubaugh announced his retirement from LAFCO effective May 6, 2024. Also at the January 2024 LAFCO meeting, the Commission elevated Charles Lewis to the Public Member seat effective May 6, 2024. The Commission directed LAFCO staff to initiate a recruitment for the Public Member Alternate seat. The recruitment was initiated on January 26, 2024. The deadline for applications was February 29, 2024. A recruitment notice was published in all editions of the Contra Costa Times, and emails were sent to the LAFCO distributions lists which include public agencies and members of the public.

At the February 14, 2024 LAFCO meeting, the Commission appointed a LAFCO subcommittee to assist with the recruitment, screening, interviewing applicants, and making a recommendation to the full Commission. The subcommittee is comprised of Commissioner Andersen (County member), Commissioner Bristow (District member), and Commissioner Perkins (City member).

LAFCO received four applications from the following individuals: Raully Butler, Diddo Clark, Tanya Little, and Rob Schroder. On March 29th the subcommittee interviewed the four applicants. Pursuant to LAFCO’s policies and procedures, the subcommittee makes a recommendation to the full Commission.

RECOMMENDATION: The subcommittee recommends appointing Rob Schroder as the Public Member Alternate. Rob Schroder previously served on the LAFCO commission from 2003 to 2023 as a City member.

Sincerely,



LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Public Member Alternate Applicants

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Lou Ann Teixeira
Executive Officer

MEMBERS

- | | |
|---|--|
| Candace Andersen
<i>County Member</i> | Federal Glover
<i>County Member</i> |
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- | |
|---|
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| Scott Pastor
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| Charles R. Lewis, IV
<i>Public Member</i> |
| Edi Birsan
<i>City Member</i> |

April 10, 2024 (Agenda)

**April 10, 2024
Agenda Item 8**

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

Authorize Service Contract – Environmental Planning Services

Dear Members of the Commission:

DISCUSSION: The LAFCO budget includes funding for various professional services to augment LAFCO staffing and provide budgetary flexibility. One of the contract services provided to LAFCO is environmental planning. These services include the following:

- Reviews and provides comments on LAFCO applications and projects
- Reviews and provides comments on environmental documents prepared by outside agencies
- Assists with preparing environmental documents for LAFCO projects
- Assists with developing new, and reviews existing, LAFCO policies and procedures
- Attends LAFCO hearings, meetings with applicants, and other meetings as needed

Since 2020, Contra Costa LAFCO has retained SWALE, Inc and Baracco Associates for “as-needed” environmental planning services. Recently, our current planners notified LAFCO that they will soon retire. Subsequently, LAFCO staff reached out to other LAFCOs and regarding environmental planning firms, most of which are on Contra Costa LAFCO’s list of prequalified environmental and municipal service review (MSR) firms.

LAFCO staff interviewed several firms and narrowed the field to two: Yuba Planning Group (YPG) and BaseCamp Environmental, Inc. While both firms are qualified, LAFCO staff recommends hiring YPG because they have experience with LAFCOs and urban counties. YPG provides a broad range of services to LAFCOs including environmental analysis and project management. Jessica Hankins, AICP, is Principal of YPG and an AICP-certified planner. Jessica has 20 years of experience in environmental, land, and infrastructure planning in both private and public sectors. Other relevant experience includes CEQA and NEPA compliance work; community outreach; public meetings; CSA and other formations, amendments, and annexations; and MSRs. YPG partners with other professional service firms as needed to provide comprehensive services.

RECOMMENDATION: Authorize LAFCO staff to execute a contract with YPG in the amount of \$30,000 to provide as-needed environmental planning services from May 1, 2024 through April 30, 2026.

Sincerely,
Lou Ann Teixeira
Executive Officer

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Lou Ann Teixeira
Executive Officer

MEMBERS

- Candace Andersen**
County Member
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City Member

April 10, 2024 (Agenda)

**April 10, 2024
Agenda Item 9**

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

**Request to Transfer Jurisdiction from Alameda LAFCO to Contra Costa LAFCO
Annexations to East Bay Municipal Utility District and West County Wastewater District
Castro Ranch Road – El Sobrante**

Dear Members of the Commission:

When a change of organization (e.g., annexation) to a multi-county special district is proposed, the Cortese-Knox-Hertzberg Act (CKH) vests exclusive jurisdiction with the commission of the principal county, that is, the commission in the county having the largest portion of assessed value within the subject district. Alameda and Contra Costa LAFCOs have several special districts which cross county boundary lines.

The CKH (Government Code §§56123, 56124, 56387, 56388) provides a mechanism to transfer jurisdiction of such proposals to a commission other than the commission of the principal county. In order to transfer jurisdiction of a change of organization, the commission of the principal county must agree to relinquish jurisdiction and designate a specific commission to assume jurisdiction. The commission so designated must agree to assume exclusive jurisdiction.

In addition to State laws that govern boundary changes and the transfer of jurisdiction, Alameda and Contra Costa LAFCOs adopted *Procedures for Processing Multi-County Changes of Organization or Reorganization – Alameda and Contra Costa LAFCOs* in 1997. Alameda and Contra Costa LAFCOs have a history of transferring jurisdiction for both boundaries and spheres of influence (SOIs) in accordance with the adopted procedures and State law.

On March 28, 2024, Contra Costa LAFCO received an application to annex the subject property to the East Bay Municipal Utility District (EBMUD) and to West County Wastewater District (WCWD) in order to receive municipal water and sewer services. The subject property is within the EBMUD and WCWD spheres of influence (SOIs); and both districts have agreed to serve the property. The property (APN 432-040-004-9) is located in unincorporated El Sobrante, totals 97.62± acres, and is outside the Urban Limit Line. The applicant/landowner proposes to build one single family home and potentially small-scale farming (i.e., bees, chickens, goats).

In 2022, Contra Costa County Environmental Health (CCEH) performed a site evaluation of the subject property and determined that *most of the parcel appears to be too steep for a septic system under the County's current regulations*. CCEH has expressed no objection regarding the extension of municipal wastewater and water services to the subject property.

EBMUD is located within Alameda and Contra Costa counties. Alameda County has the largest portion of assessed value within EBMUD and is, therefore, the principal LAFCO. However, the proposed annexation to EBMUD affects land located in Contra Costa County. The adopted Alameda and Contra Costa LAFCO procedures provide for an initial review and consultation by the LAFCO Executive Officers. The Executive Officers have consulted and conclude that transferring jurisdiction for this proposal to Contra Costa LAFCO is preferred given the subject property is located in Contra Costa County.

RECOMMENDATION – It is recommended that Contra Costa LAFCO agree to assume exclusive jurisdiction for this boundary change application and authorize LAFCO staff to send a letter (Attachment 1) to Alameda LAFCO requesting a transfer of jurisdiction to Contra Costa LAFCO in conjunction with this proposal.

Sincerely,



LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment 1 - Draft Letter to Alameda LAFCO Requesting Transfer of Jurisdiction

c: Rachel Jones, Executive Officer, Alameda LAFCO
Jack Flynn, Customer Services Manager, EBMUD
Armondo Hodge, Engineer III, WCWD
Edward Knapp, Landowner
Kristina Nelson



Lou Ann Texeira
Executive Officer

MEMBERS

- Candace Andersen**
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Public Member
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City Member

April 10, 2024

Rachel Jones, Executive Officer
Alameda LAFCO
224 West Winton, Suite 110
Hayward, California 94544

Dear Ms. Jones:

Contra Costa LAFCO recently received an application to annex property to East Bay Municipal Utility District (EBMUD) and West County Wastewater District (WCWD). The subject parcel (Assessor Parcel Number 432-040-004-9) is located on Castro Ranch Road in unincorporated El Sobrante. The parcel totals 97.62± acres. Municipal water and wastewater are needed to support a proposed single-family home and small-scale farming. Contra Costa County Environmental indicates that the topography in the area is likely too steep for on-site systems.

Since Alameda is the principal county for EBMUD, this is a formal request, pursuant to Government Code §§56387 and 56388 and our *Procedures for Processing Multi-County Changes of Organization or Reorganization – Alameda and Contra Costa LAFCOs*, that Alameda LAFCO grant exclusive jurisdiction to Contra Costa LAFCO for the proposed annexation to EBMUD. This request for transfer of jurisdiction was approved by Contra Costa LAFCO on April 10, 2024 at which time the Commission agreed to assume exclusive jurisdiction for the proposed annexation subject to Alameda LAFCO’s approval of a transfer of jurisdiction.

Payment to Alameda LAFCO of \$300 for the transfer of jurisdiction is forthcoming. We respectfully request that this matter be placed on your next available LAFCO agenda for consideration. Please contact me if you have any questions. Thank you for your assistance.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

- c: Jack Flynn, Customer Services Manager, EBMUD
- Armondo Hodge, Engineer III, WCWD
- Ed Knapp, Landowner
- Kristina Nelson

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Lou Ann Teixeira
Executive Officer

April 10, 2024

April 10, 2024
Agenda Item 10

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

Proposed FY 2024-25 LAFCO Budget

Dear Members of the Commission:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) establishes a process for preparing and adopting LAFCO's budget. Government Code ("GC") §56381 provides that the Commission shall annually adopt a proposed budget by May 1 and final budget by June 15, following noticed public hearings. This report presents the proposed FY 2024-25 budget and work plan.

BUDGET SUMMARY: The proposed FY 2024-25 budget (attached) includes appropriations totaling \$1,034,702 and reflects an overall increase of approximately 6.7% as compared to the FY 2023-24 budget. The increase is primarily attributable to increases to some employee benefits and contributions to Other Post Employment (OPEB) and Contra Costa County Employee's Retirement Association (CCCERA). The proposed FY 2024-25 includes a contingency reserve of \$87,000. Details regarding expenditures and revenues are presented below.

EXPENDITURES: Expenditures are divided into three main categories: *Salaries & Employee Benefits*, *Services & Supplies*, a *Contingency Reserve*, along with future liability funds. A summary of expenditures is provided below.

Salaries & Benefits

The FY 2024-25 staffing level includes one full-time Executive Officer (EO) and one full-time Clerk Analyst (CA) and retains the current staffing level. LAFCO staff is supplemented with consultants and County services.

The proposed FY 2024-25 *Salaries & Benefits* account totals \$480,492, reflecting a 6.5% increase as compared to the FY 2023-24 budget. This is primarily due to increases in employee salaries, group insurance, and workers compensation insurance.

LAFCO is also supported by private and public service providers on an as-needed basis. The County provides fiscal, drafting, mapping/GIS and legal services. LAFCO also currently contracts with private firms for financial auditing, environmental planning, and to assist with Municipal Service Reviews (MSRs) and special studies. The FY 2024-25 budget assumes the continuation of these services as reflected in the *Services & Supplies* accounts.

Services & Supplies

The *Services & Supplies* account includes funding for various services, programs and projects including administrative (e.g., office, insurance, rent, utilities, equipment/systems, training, memberships, etc.), contract services (e.g., assessor, GIS, legal, environmental planning, website, financial audits/GASB reports), and programs/projects (i.e., MSRs, special studies).

The proposed FY 2024-25 *Services & Supplies* account totals \$412,210 and reflects a 2% decrease from the FY 2023-24 budget. LAFCO staff anticipates slight increases in several accounts including membership fees, rents & leases, building occupancy, life cycle, and special studies/workshops/actuarial valuation costs.

Regarding the FY 2023-24 adopted budget compared to year-end estimates, we anticipate savings in several accounts including Postage, Tele Exchange, Copier Lease, Computer Equipment, and Special Studies. We anticipate increases in several accounts including Publications & Legal Notices, Memberships, Computer Software, Financial Audit, GIS/Mapping, and Website Management.

Based on mid-year estimates, we will exceed budgeted line-item amounts in *Public & Legal Notices* and *Special Studies* (Cemetery District study).

Contingency Reserve Fund

Each year, the Commission appropriates funds for unanticipated expenses (i.e., special studies, potential litigation, personnel changes, etc.). The Commission's policy provides that "*the annual budget shall include a contingency reserve (i.e., 10% of budget) as determined by the Commission. Funds budgeted in the contingency reserve shall not be used or transferred to any other expense account without prior approval of the Commission.*" Per the Commission's policy, we budget a contingency fund each year. The FY 2024-25 proposed budget includes an \$87,000 contingency.

Other Post-Employment Benefits (OPEB)

Since FY 2011-12, LAFCO has included in its budget an annual expense to pre-fund its OPEB liability. The most recent GASB report (*Measurement Period July 1, 2021 to June 30, 2022*) shows that LAFCO was under funded by approximately \$27,000. The proposed FY 2024-25 budget includes OPEB funding in the amount of \$30,000.

Pre-funding Retirement Liability (CCCERA)

In FY 2017-18, LAFCO began pre-paying a portion of its unfunded retirement liability to have a better contribution rate. The FY 2024-25 budget includes \$25,000 to fund the OPEB liability and \$30,000 to fund the CCCERA liability.

REVENUES

Revenues consist primarily of apportionments received from the County, cities, and independent special districts with each group paying one-third of the net operating LAFCO budget. The city and district shares are prorated based on general revenues reported to the State Controller. Other revenues include application fees, available year-end fund balance, and miscellaneous revenue (e.g., interest earnings).

Application Charges and Other Revenues

The FY 2024-25 budget includes \$25,000 in application fees. It is projected that LAFCO will receive approximately \$22,000 in application fees in the current fiscal year, which is less than the budgeted

amount. The proposed FY 2024-25 budget includes an anticipated \$25,000 in application fees based on a multi-year historical average.

Fund Balance

GC §56381(c) provides: “If at the end of the fiscal year, the Commission has funds in excess of what it needs, the Commission may retain those funds and calculate them into the following fiscal year’s budget.”

The FY 2024-25 fund balance will be calculated at year end. Based on the beginning year fund balance, and projected FY 2024-25 revenues and expenses, it is estimated that the available fund balance will be in excess of \$800,000.

The LAFCO fund balance, or any portion thereof, can be used to offset the FY 2024-25 revenues, thereby reducing contributions from the funding agencies (County, cities, districts); or placed in a reserve account, separate from the contingency reserve that is appropriated each year. The proposed FY 2024-25 budget includes \$200,000 in fund balance to offset FY 2024-25 revenues thereby reducing contributions from the local agencies.

Revenues Received from the County, Cities, and Independent Special Districts

After processing fees, available fund balance, and other miscellaneous revenues, the balance of LAFCO’s financial support comes from local governmental agencies. Agency contributions represent the most significant LAFCO revenue source.

The CKH Act requires that the net operational costs of LAFCO be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The CKH Act describes how the County Auditor is to make the apportionment and collect the revenues once LAFCO adopts a Final Budget (GC §56381). The city and district allocations are based on revenues reported to the State Controller and vary year to year.

As indicated above, the overall budget is expected to increase by approximately 6.7%. The proposed use of the available fund balance will offset agency contributions for FY 2024-25. The total amount of revenue from funding agencies required to fund the FY 2024-25 budget is \$759,702, reflecting a 10% increase.

LAFCO RESPONSIBILITIES, ACCOMPLISHMENTS & GOALS

The FY 2024-25 budget schedule provides for public hearings and consideration of a Proposed Budget (April 10, 2024) and a Final Budget prior to June 15, 2024. The time between these Commission actions is to allow for review and comment by local agencies, the public, and other interested parties, as well as to gather updated budget information.

In accordance with the work plan and proposed budget, staff provides a summary of LAFCO responsibilities, and accomplishments as follows.

Major LAFCO Responsibilities

LAFCO receives its authority and statutory responsibilities from the CKH Act. Included among LAFCO’s major responsibilities are:

- Act on proposals for changes of organization/reorganizations (i.e., annexations/ detachments, out of agency service, incorporations, consolidations/mergers, district formations/ dissolutions, etc.)
- Establish, review, and update spheres of influence (SOIs) for cities and special districts
- Conduct MSRs prior to or in conjunction with establishing or updating SOIs

- Perform special studies relating to services and make recommendations about consolidations, mergers, or other governmental changes to improve/enhance services and efficiencies
- Serve as responsible or lead agency for compliance with CEQA
- Serve as the conducting authority to conduct protest hearings for changes of organization/reorganizations
- Provide public information about LAFCO and public noticing of pending LAFCO actions
- Maintain/update a LAFCO website
- Adopt and update written policies and procedures
- Adopt an annual budget

Highlights of FY 2023-24

The following is a list of LAFCO's goals and accomplishments for FY 2023-24:

Boundary Change and Related Applications

- a. Received and processed four new applications
- b. Completed proceedings for activation of latent powers for CSA R-7, two annexations, one detachment, and conducted corresponding public hearings
- c. Pending dissolution of CSA R-9

MSRs/SOI Updates

- a. 3rd round *Wastewater Services* MSR/SOI updates (currently underway) – June 30, 2024 completion date
- b. Initiated 2nd Round Misc County Service Areas (currently underway)

Special Projects/Activities

- a. Initiated special study covering finances and operations (cemetery districts)
- b. Initiated recruitment for Public Member Alternate seat
- c. Ongoing discussions regarding fire and emergency medical services

Administrative and Other Activities

- a. Appointed 2024 LAFCO Chair (Blubaugh) and Vice Chair (McGill)
- b. Welcomed Commissioner Scott Pastor – Special District Alternate
- c. Updated LAFCO Salary Plan
- d. Updated LAFCO Policies & Procedures
- e. Completed 2022-23 GASB 75 Supplemental Schedules
- f. Initiated major update to LAFCO Directory of Local Agencies (ongoing)
- g. Ongoing website updates
- h. Provided quarterly budget reports
- i. Conducted employee performance reviews
- j. Provide comments on local agency environmental documents
- k. Submitted position letters on various bills affecting LAFCOs
- l. Participated in and supported CALAFCO
- m. Approved 2024 LAFCO Meeting Schedule
- n. Approved list of pre-qualified MSR and CEQA consultants

FY 2024-25 Work Plan

The recommended work plan for FY 2024-25 includes the following activities:

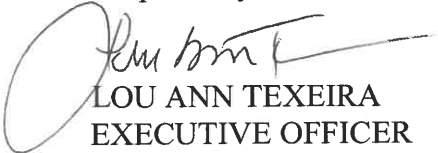
- ❖ Complete 2nd round Misc. County Service Areas MSR/SOI Updates
- ❖ Initiate 3rd round Reclamation Services MSR/SOI Updates (proposed)
- ❖ Complete annual financial audit
- ❖ Complete annual actuarial valuation
- ❖ Policy and procedures updates as needed

In conclusion, the Commission and LAFCO staff continue to exercise fiscal prudence, recognizing the financial constraints of our funding agencies. Approval of the proposed budget will enable the Commission to perform its core responsibilities and continue its work on MSRs/SOI updates, processing proposals, legislative activities, policy development, and other projects.

RECOMMENDATIONS

1. Receive the staff report and open the public hearing to accept testimony on the Proposed FY 2024-25 LAFCO Budget,
2. After receiving public comments close the hearing,
3. After Commission discussion, adopt the Proposed FY 2025-24 Budget, with any desired changes, and authorize staff to distribute the Proposed Budget to the County, cities and independent special districts as required by GC §56381, and
4. Schedule a public hearing prior to June 15, 2024 to adopt the Final FY 2024-25 LAFCO Budget.

Respectfully submitted,



LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment – Proposed FY 2024-25 LAFCO Budget

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PROPOSED FY 2024-25 BUDGET

10-Apr-24

Attachment

	FY 2023-24	FY 2023-24	FY 2024-25
	Approved	Year-end	Proposed
	Approved	(Estimated)	Budget
Salaries and Employee Benefits			
Permanent Salaries- 1011	\$ 265,000	\$ 278,316	\$ 292,232
Deferred Comp Cty Contribution - 1015	\$ 1,020	\$ 1,020	\$ 1,020
FICA- 1042	\$ 19,000	\$ 16,000	\$ 17,000
Retirement expense- 1044	\$ 106,200	\$ 95,000	\$ 104,000
Employee Group Insurance- 1060	\$ 45,000	\$ 45,600	\$ 49,900
Retiree Health Insurance- 1061	\$ 13,000	\$ 12,300	\$ 14,000
Unemployment Insurance- 1063	\$ 610	\$ 570	\$ 640
Workers Comp Insurance- 1070	\$ 1,307	\$ 1,500	\$ 1,700
Total Salaries and Benefits	\$ 451,137	\$ 450,306	\$ 480,492
Services and Supplies			
Office Expense- 2100	\$ 3,000	\$ 2,300	\$ 3,000
Publications -2102	\$ 330	\$ 120	\$ 330
Postage -2103	\$ 1,100	\$ 800	\$ 1,100
Communications - 2110	\$ 2,200	\$ 1,800	\$ 2,200
Tele Exchange Services 2111	\$ 1,200	\$ 624	\$ 1,000
Minor Furniture/Equipment - 2131	\$ 1,200	\$ 400	\$ 1,200
Minor Comp Equipment - 2132	\$ 1,100	\$ 300	\$ 1,100
Pubs & Legal Notices 2190	\$ 2,700	\$ 3,233	\$ 2,500
Memberships - 2200	\$ 14,025	\$ 14,095	\$ 15,400
Rents & Leases - 2250 (copier)	\$ 4,000	\$ 4,000	\$ 4,500
Computer Software - 2251	\$ 4,000	\$ 300	\$ 1,000
Bldg Occupancy Costs - 2260 & 2262	\$ 21,000	\$ 21,000	\$ 23,000
Bldg Life Cycle Costs - 2265	\$ 1,200	\$ 1,254	\$ 1,400
Bldg Maintennace - 2284	\$ 500	-	\$ 500
Auto Mileage Emp. - 2301	\$ 200	\$ 230	\$ 200
Other Travel Employees - 2303	\$ 15,000	\$ 15,000	\$ 15,000
Prof & Spec Services - 2310	\$ 292,440	\$ 251,438	\$ 285,240
Assessor	\$ 11,000	\$ 11,000	\$ 13,000
Financial Audit	\$ 10,000	\$ 8,938	\$ 10,000
GIS/Mapping	\$ 13,000	\$ 13,000	\$ 13,000
Legal	\$ 40,000	\$ 38,000	\$ 42,000
MSRs	\$ 190,000	\$ 120,000	\$ 180,000
Planning	\$ 10,000	\$ 8,300	\$ 10,000
Special Projects (document imaging)	\$ 2,000	-	\$ 2,000
Misc Investment Services/CCCERA Fees	\$ 240	\$ 100	\$ 240
Special Studies/Workshop/Actuarial Valuation	\$ 10,000	\$ 49,100	\$ 12,000
Website Management	\$ 6,200	\$ 3,000	\$ 3,000
Data Processing Services - 2110 & 2315	\$ 13,000	\$ 7,000	\$ 13,000
Data Processing Security - 2326	\$ 1,000	\$ 1,000	\$ 1,000
Courier - 2331	\$ 1,000	\$ 1,031	\$ 1,200
Telcomm Rents, Leases, Labor - 2335	\$ 120	\$ 120	\$ 120
Other Inter-Dept Costs - 2340	\$ 700	-	\$ 700
Liability/E&O Insurance - 2360	\$ 6,823	\$ 6,590	\$ 6,920
Commission Training/Registration/Stipends - 2467	\$ 30,000	\$ 24,000	\$ 30,000
NOD/NOE Filings - 2490	\$ 800	\$ 300	\$ 600
Total Services & Supplies	\$ 418,638	\$ 356,935	\$ 412,210
Total Expenditures	\$ 869,775	\$ 807,241	\$ 892,702
Contingency Reserve	\$ 87,000		\$ 87,000
OPEB Trust		-	\$ 30,000
CCCERA Pre-Fund	\$ 12,000	-	\$ 25,000
TOTAL APPROPRIATIONS	\$ 968,775		\$ 1,034,702
TOTAL REVENUES	\$ 968,775		\$ 1,034,702
Agency contributions - 9500 & 9800	\$ 688,775		\$ 759,702
Application & other revenues	\$ 30,000		\$ 25,000
Fund Balance Contribution	\$ 250,000		\$ 250,000

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Lou Ann Teixeira
Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
Donald A. Blubaugh <i>Public Member</i>	Michael R. McGill <i>Special District Member</i>
Gabriel Quinto <i>City Member</i>	Scott Perkins <i>City Member</i>
Patricia Bristow <i>Special District Member</i>	

ALTERNATE MEMBERS

Diane Burgis <i>County Member</i>
Scott Pastor <i>Special District Member</i>
Charles R. Lewis, IV <i>Public Member</i>
Edi Birsan <i>City Member</i>

April 10, 2024 (Agenda)

Contra Costa Local Agency Formation Commission
40 Muir Road, First Floor
Martinez, CA 94553

**April 10, 2024
Agenda Item 11**

Executive Officer’s Performance Review and Compensation

Dear Members of the Commission:

The Commission met on March 13, 2024 in closed session to evaluate LAFCO Executive Officer’s performance. The Commission also provided direction to the Chair and Vice Chair regarding the Executive Officer’s salary.

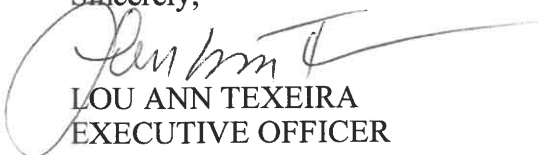
Thereafter, the Chair and Vice Chair met with the Executive Officer to discuss the Commission’s salary recommendation as summarized in the attached memo.

Thank you for your consideration of the recommendation.

RECOMMENDATION

Consider the recommendation per the attached memo and take action as desired.

Sincerely,


LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment

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M E M O R A N D U M

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
40 Muir Road, First Floor ♦ Martinez CA 94553 ♦ (925) 313-7133

April 10, 2024

TO: Members of the Commission

FROM: Don Blubaugh, LAFCO Chair

SUBJECT: Executive Officer's Performance Review and Compensation

The Commission met in closed session on March 13, 2024 to evaluate the Executive Officer's performance and provide direction to the Chair and Vice Chair regarding the Executive Officer's salary.

Subsequently, the LAFCO Vice Chair and I, as Chair, met with the Executive Officer to discuss her performance and a proposed salary increase.

It is recommended that the Commission approve a 5% increase to the Executive Officer's base salary effective 1/1/24.

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Lou Ann Teixeira
Executive Officer

April 10, 2024

April 10, 2024
Agenda Item 12

Contra Costa Local Agency Formation Commission
40 Muir Road, 1st Floor
Martinez, CA 94553

Current and Potential LAFCO Applications

Dear Members of the Commission:

SUMMARY: This report includes active and potential LAFCO applications and is an informational item.

DISCUSSION: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 gives LAFCOs regulatory and planning duties to coordinate the formation and development of local government agencies and their municipal services. This includes approving and disapproving boundary changes, boundary reorganizations, formations, mergers, consolidations, dissolutions, incorporations, sphere of influence (SOI) amendments, and extension of out of agency services (OAS). Applications involving jurisdictional changes filed by landowners or registered voters are placed on the Commission's agenda as information items before action is considered by LAFCO at a subsequent meeting (Gov. Code §56857).

There are currently three approved proposals awaiting completion, four current applications that are either incomplete and/or awaiting a hearing date, and several potential applications.

Current Applications – Under Review/Pending


- ✚ Annexations to East Bay Municipal Utility District (EBMUD) and West County Wastewater District (WCWD) (LAFCO 24-02)
On March 28, 2024, the landowners filed an application to annex 97.62± acres to EBMUD and WCWD. Review and processing are underway. A request to transfer of jurisdiction from Alameda LAFCO to Contra Costa LAFCO is pending.
- ✚ Annexation to City of San Ramon/Detachment from County Service Area (CSA) P-6 (LAFCO 24-01)
On February 15, 2024, the City filed a boundary reorganization application to annex 0.13± acres (portion of an existing parcel) to the City and detach from CSA P-6. Review and processing of the application are underway.
- ✚ Dissolution of Alamo Lafayette Cemetery District (ALCD) (LAFCO 23-12)
On August 22, 2023, the District filed an application to dissolve the ALCD. The Commission deferred action subject to a financial/operations study which is currently underway.

 Chang Property Reorganization (LAFCO 18-06)

Application filed by the landowner to annex 66.92± acres to City of San Ramon, Central Contra Costa Sanitary District and East Bay Municipal Utility District and detach from County Service Area P-6. The subject area is located at the intersection of Crow Canyon and Bollinger Canyon Roads in unincorporated San Ramon. The Commission approved the boundary reorganization in August 2017 with conditions. One of the conditions (i.e., open space easement) has not yet been met. The applicant requested and received several time extensions with the current extension to June 30, 2023 to complete the easement. On June 14, 2023, the Commission approved an extension of time to June 30, 2024.

 Tassajara Parks Project – Boundary Reorganization (LAFCO 16-06)

The landowner filed an application to annex 30± acres to Central Contra Costa Sanitary District (CCCSD) and East Bay Municipal Utility District (EBMUD). The project includes development of 125 single-family homes. The subject area is located east of the City of San Ramon and the Town of Danville. The application is currently incomplete. The project was litigated and on June 29, 2023, the Contra Costa County Superior Court ruled the final EIR prepared for the project provided insufficient information and analysis about the project's water supply. The LAFCO application is currently on hold pending additional court proceedings.

 LAFCO Tassajara Parks Project – SOI Amendments (LAFCO 16-07)

The landowner filed an application to amend the SOIs for CCCSD and EBMUD by 30± acres in anticipation of corresponding annexations. The application is currently on hold as noted above.

Potential and Other Applications

There are several potential applications that may be submitted to LAFCO in the near future, including annexations to EBMUD, West County Wastewater District, and Diablo Water District. Also, since completion of the 2021 *Park & Recreation Municipal Services Review*, the Commission discussed dissolving CSA R-9. The matter was continued to March 2025 to allow additional time for community input and potential funding.

RECOMMENDATION – Informational item – no actions required.

Sincerely,


LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment – Current Applications Table

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
CURRENT APPLICATIONS – April 10, 2024**

File #	APPLICATION NAME/LOCATION	APPLICATION SUMMARY	STATUS
16-06	Tassajara Parks Project: proposed annexations to CCCSD and EBMUD of 30± acres located east of the City of San Ramon and the Town of Danville	Application submitted in May 2016 by the landowner to annex 30± acres to Central Contra Costa Sanitary District (CCCSD) and East Bay Municipal Utility District (EBMUD) to support development of 125 residential lots and related improvements. On July 13, 2021, the County Board of Supervisors certified the project EIR, amended the ULL, executed a land preservation agreement, and acted on various discretionary project approvals.	Application is currently incomplete. Await certified EIR, updated application, and other information. The project is currently being litigated.
16-07	Tassajara Parks Project: proposed SOI expansions to CCCSD and EBMUD of 30± acres located east of the City of San Ramon and the Town of Danville	Application submitted in May 2016 by the landowner to amend the SOIs for CCCSD and EBMUD in anticipation of annexation.	Application is currently incomplete. Await certified EIR, updated application, and other information. The project is currently being litigated.
21-17	Dissolution of County Service Area R-9	LAFCO initiated dissolution of CSA R-9	Pending update in March 2025.
23-12	Dissolution of Alamo Lafayette Cemetery District	Application submitted in August 2023	Pending LAFCO financial study.
24-01	Annexation to City of San Ramon/Detachment from CSA P-6 - Island	Application submitted in February 2024	Application is currently under review.
24-02	Annexations to EBMUD & West County Wastewater District – Castro Ranch Rd	Application submitted in March 2024	Application is currently under review.

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April 10, 2024
Agenda Item 13

AGENDA

RETIREMENT BOARD MEETING

REGULAR MEETING
March 27, 2024
9:00 a.m.

Board Conference Room
1200 Concord Avenue, Suite 350
Concord, California

THE RETIREMENT BOARD MAY DISCUSS AND TAKE ACTION ON THE FOLLOWING:

1. Pledge of Allegiance.
2. Public Comment (3 minutes/speaker).
3. Approve minutes from the February 28, 2024 meeting.

CLOSED SESSION

4. The Board will go into closed session pursuant to Govt. Code Section 54956.9(d)(4) to confer with legal counsel regarding initiation of litigation (one potential case).

OPEN SESSION

5. Presentation from staff and Brevan Howard – David Gorton regarding a potential commitment to BH-DG Systematic Trend Fund. (Presentation Item)
6. Consider and take possible action regarding a commitment to BH-DG Systematic Trend Fund. (Action Item)
7. Consider and take possible action to adopt the total fund policy performance implementation benchmark as recommended by Verus. (Action Item)
8. Review of private credit by StepStone. (Presentation Item)
9. Presentation from PARS (Public Agency Retirement Services) regarding the I.R.C. Section 115 Trust for Other Post-Employment Benefits for CCCERA Employees. (Presentation Item)

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.

10. Consider authorizing the attendance of Board: (Action Item)
 - a. SACRS/UC Berkeley Program, July 14-17, 2024, Berkeley, CA.

11. Miscellaneous
 - a. Staff Report
 - b. Outside Professionals' Report
 - c. Trustees' comments

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.

March 20, 2024

Christina Dunn
Chief Executive Officer
Contra Costa County Employees' Retirement Association
1200 Concord Avenue, Suite 300
Concord, CA 94520

**Re: Contra Costa County Employees' Retirement Association (CCCERA)
Six-year projection of employer contribution rate using valuation results as of
December 31, 2022 and estimated 9.0% net market value investment return for 2023**

Dear Christina:

In our letter dated September 21, 2023, we provided projections of the employer contribution rates using results from the December 31, 2022 Actuarial Valuation. Since then, CCCERA has provided us with an estimated net market value investment return of 9.0% for the 2023 calendar year. As requested, we have updated our five-year projection of estimated employer contribution rate changes for CCCERA, taking into consideration the 6-month market returns for the first and the second halves of 2023. The deferred investment gains and losses are recognized over separate ten six-month periods, and therefore we have extended the projection period in this letter to the 2028 calendar year to capture the full recognition of the deferred investment experience for the six-month period ending December 31, 2023. Key assumptions and methods are detailed below.

It is important to understand that these results are entirely dependent on those assumptions used in the December 31, 2022 valuation being met and remaining unchanged in future valuations. Actual results as determined in future actuarial valuations will differ from these results. Actual investment returns, salary levels, and retiree cost-of-living adjustments¹ different than assumed can have a significant impact on future contribution rates.

Results

The estimated contribution rate changes shown below apply to the recommended average employer contribution rate. Estimated contribution rate changes for each cost group are shown in the attached exhibit.

¹ In particular, we have not taken into consideration the impact of the actual cost-of-living adjustments effective April 1, 2024.

The changes in the contribution rate starting in the December 31, 2023 valuation are due to:

1. Recognition of deferred investment gains and losses under the actuarial asset smoothing methodology.
2. Gains due to investment income earned on the excess of the Market Value of Assets (MVA) over the Actuarial Value of Assets (AVA) (and losses when the opposite occurs).
3. Contribution gains and losses which occur from delaying the implementation of new rates until 18 months after the actuarial valuation date.
4. Unfunded Actuarial Accrued Liability (UAAL) amortization layers dropping off as they become fully amortized.*
5. The reduction in UAAL rate due to reaching full funding (if applicable). For cost groups that are projected to reach full funding, all outstanding UAAL layers of the cost group would be fully amortized and there would be no UAAL payments in accordance with CCCERA's Actuarial Funding Policy. However, 0.13% of payroll would continue to be included in the UAAL rate for the payment of administrative expense.

This update also reflects an estimated net market value investment return of about 9.0% in 2023 as provided by CCCERA. According to CCCERA, the estimated net market value investment return for the six-month period ending June 30 2023 was about 5.2% and the estimated net market value investment return for the six-month period ending December 31, 2023 was about 3.7% for an annual market value investment return of about 9.0% in 2023.

The following table provides the year-to-year rate changes and the cumulative rate change over the six-year projection period from the above components in aggregate. To obtain the estimated average employer contribution rate at each successive valuation date, these cumulative rate changes should be added to the rates developed in the December 31, 2022 Actuarial Valuation. These rate changes represent the **average** rate, expressed as a percent of payroll, for the aggregate plan and they become effective 18 months following the actuarial valuation date shown in the table.

Rate Change as of December 31 Valuation

Item	2023	2024	2025	2026	2027	2028
Incremental Rate Change	0.75%	1.13%	1.08%	0.15%	-3.48%	-3.19%
Cumulative Rate Change	0.75%	1.88%	2.96%	3.11%	-0.37%	-3.56%

* This will happen when the UAAL amortization layers established in the December 31, 2008 through December 31, 2010 Actuarial Valuations become fully amortized in the December 31, 2026 through December 31, 2028 Actuarial Valuations, respectively.

If we use the average employer contribution rate determined in the December 31, 2022 Actuarial Valuation of 30.01% of payroll and based on the cumulative rate changes above, the average employer contribution rate is projected to progress as follows:

Employer Contribution Rate¹ as of December 31 Valuation

Component	2023	2024	2025	2026	2027	2028
Average Normal Cost Rate ²	15.45%	15.45%	15.45%	15.45%	15.45%	15.45%
Average UAAL Rate	15.31%	16.44%	17.52%	17.67%	14.19%	11.00%
Average Employer Contribution Rate	30.76%	31.89%	32.97%	33.12%	29.64%	26.45%

We have estimated the rate change due to investment related gains and losses over the six valuation dates for each individual cost group by allocating the investment related gains and losses based on each cost group's proportional share of the Valuation Value of Assets (VVA) as determined in the December 31, 2022 valuation. The actual rate changes by group may differ from those shown in the exhibit if there are changes to their proportional share of the VVA in future valuations.

The projected rate changes that are due to the 18-month rate delay for each cost group have been determined based on the different incremental rate changes from the prior valuations.

We have also projected that only Cost Group 6 (that is fully funded in the December 31, 2022 Actuarial Valuation) will remain fully funded during the next six valuations and that the other Cost Groups are not expected to become fully funded until after 2028. In accordance with CCCERA's Actuarial Funding Policy, when a Cost Group reaches full funding, all outstanding UAAL layers of the cost group would be fully amortized and there would be no UAAL payments (other than the continuation of the payment of the 0.13% administrative expense).

These estimated rate changes for each cost group are shown in the attached exhibit. We have also included the projected UAAL rate for the projection period in the exhibit.

Key assumptions and methods

The projection is based upon the following assumptions and methods:

- December 31, 2022 non-economic assumptions remain unchanged.
- December 31, 2022 retirement benefit formulas remain unchanged.
- December 31, 2022 1937 Act statutes remain unchanged.
- UAAL amortization method remains unchanged.

¹ The normal cost and UAAL rates shown include an explicit administrative expense load of 0.50% and 0.13% of payroll, respectively.

² As noted on next page, the normal cost projections do not reflect any changes in the employer contribution rates that could result due to future changes in the demographics of CCCERA's active members or decreases in the employer contribution rates that might result from new hires going into the PEPRA tiers.

- December 31, 2022 economic assumptions remain unchanged, including the 6.75% investment earnings assumption.
 - The net market value investment return of about 9.0% was earned during 2023. Moreover, for purposes of determining the AVA, we reflected a net market value investment return of about 5.2%% for the six-month period ending June 30 2023 and about 3.7% for the six-month period ending December 31, 2023 as reported by CCCERA.
 - We have assumed that returns of 6.75% are earned each year on a market value basis starting in 2024.
- Active payroll grows at 3.00% per annum.
- Deferred investment gains and losses are recognized per the asset smoothing schedule prepared by the Association as of December 31, 2022. They are funded as a level percentage of the Association's total active payroll base.
- All other actuarial assumptions used in the December 31, 2022 Actuarial Valuation are realized.
- No changes are made to actuarial methodologies, such as adjusting for the contribution rate delay in advance and the continuation of the current pooling arrangement among different employers within a cost group.
- The projections do **not** reflect any changes in the employer contribution rates that could result due to future changes in the demographics of CCCERA's active members or decreases in the employer contribution rates that might result from new hires going into the PEPRA tiers.
- The projections assumed a fixed administrative expense loads of 0.50% and 0.13% payroll that applied to employer normal cost and UAAL rates, respectively.
- It is important to note that these projections are based on plan assets as of December 31, 2022, further projected using an estimated net market value investment return of about 9.0% for the 2023 calendar year. The Plan's funded status does not reflect short-term fluctuations of the market, but rather is based on the market values on the last day of the Plan Year. Moreover, these projections do not include any possible short-term or long-term impacts on mortality of the covered population that may emerge after December 31, 2022.

Other considerations

This document has been prepared for the exclusive use and benefit of CCCERA, based upon information provided by CCCERA or otherwise made available to Segal at the time this document was created. Segal makes no representation or warranty as to the accuracy of any forward-looking statements and does not guarantee any particular outcome or result. Except as may be required by law, this document should not be shared, copied or quoted, in whole or in part, without the consent of Segal. This document does not constitute legal, tax or investment advice or create or imply a fiduciary relationship. You are encouraged to discuss any issues raised with your legal, tax and other advisors before taking, or refraining from taking, any action.

Segal valuation results are based on proprietary actuarial modeling software. The actuarial valuation models generate a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. Deterministic cost projections are based on a proprietary forecasting model. Our Actuarial Technology and Systems unit, comprised of both actuaries and programmers, is responsible for the initial development and maintenance of these models. The models have a modular structure that allows for a high degree of accuracy, flexibility and user control. The client team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results, under the supervision of the responsible actuary.

Unless otherwise noted, all of the above calculations are based on the December 31, 2022 Actuarial Valuation results including the participant data, actuarial assumptions, methods, and models on which that valuation was based. That valuation and these projections were completed under the supervision of Andy Yeung, ASA, MAAA, FCA, Enrolled Actuary.

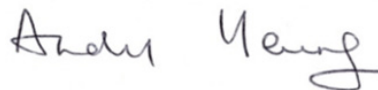
The undersigned are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.

Please let us know if you have any questions.

Sincerely,



Paul Angelo, FSA, MAAA, FCA, EA
Senior Vice President and Actuary



Andy Yeung, ASA, MAAA, FCA, EA
Vice President and Actuary

EK/bbf
Enclosure

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Contra Costa County Employees' Retirement Association
 Estimated Employer Rate Change by Cost Group (CG) Based on December 31, 2022 Valuation with
 Estimated 9.0% Net Market Value Return for 2023

Item	CG#1 & 2 Non-LAFCO	CG#1 & 2 LAFCO	CG#3 Enhanced CCC Sanitary District	CG#4 Enhanced Housing Authority	CG#5 Enhanced CCCCFPD	CG#6 Non-Enhanced District
Estimated Incremental Rate Change as of 12/31/2023	0.52%	0.52%	1.41%	0.09%	1.11%	0.00%
Estimated Incremental Rate Change as of 12/31/2024	0.83%	0.83%	1.69%	0.77%	1.20%	0.00%
Estimated Incremental Rate Change as of 12/31/2025	0.82%	0.82%	1.36%	1.06%	0.90%	0.00%
Estimated Incremental Rate Change as of 12/31/2026	-0.01%	-0.01%	2.01%	-1.21%	1.16%	0.00%
Estimated Incremental Rate Change as of 12/31/2027	-1.94%	-1.94%	0.16%	-2.76%	-6.26%	0.00%
Estimated Incremental Rate Change as of 12/31/2028	-2.37%	-2.37%	0.06%	0.23%	-4.58%	0.00%
Cumulative Rate Change as of 12/31/2023	0.52%	0.52%	1.41%	0.09%	1.11%	0.00%
Cumulative Rate Change as of 12/31/2024	1.35%	1.35%	3.10%	0.86%	2.31%	0.00%
Cumulative Rate Change as of 12/31/2025	2.17%	2.17%	4.46%	1.92%	3.21%	0.00%
Cumulative Rate Change as of 12/31/2026	2.16%	2.16%	6.47%	0.71%	4.37%	0.00%
Cumulative Rate Change as of 12/31/2027	0.22%	0.22%	6.63%	-2.05%	-1.89%	0.00%
Cumulative Rate Change as of 12/31/2028	-2.15%	-2.15%	6.69%	-1.82%	-6.47%	0.00%
Employer UAAL rate as of 12/31/2022*	9.53%	4.05%	1.06%	13.39%	23.10%	0.13%
Employer UAAL rate as of 12/31/2023*	10.05%	4.57%	2.47%	13.48%	24.21%	0.13%
Employer UAAL rate as of 12/31/2024*	10.88%	5.40%	4.16%	14.25%	25.41%	0.13%
Employer UAAL rate as of 12/31/2025*	11.70%	6.22%	5.52%	15.31%	26.31%	0.13%
Employer UAAL rate as of 12/31/2026*	11.69%	6.21%	7.53%	14.10%	27.47%	0.13%
Employer UAAL rate as of 12/31/2027*	9.75%	4.27%	7.69%	11.34%	21.21%	0.13%
Employer UAAL rate as of 12/31/2028*	7.38%	1.90%	7.75%	11.57%	16.63%	0.13%
Year to Reach Full Funding (Valuation as of 12/31)	After 2028	After 2028	After 2028	After 2028	After 2028	2022

* The employer UAAL rates include an explicit administrative expense load of 0.13% of payroll. These rates do not include any employer subvention of member contributions or any member subvention of employer contributions.

Contra Costa County Employees' Retirement Association
Estimated Employer Rate Change by Cost Group (CG) Based on December 31, 2022 Valuation with
Estimated 9.0% Net Market Value Return for 2023

Item	CG#7 & 9 Combined Enhanced County	CG#8 Enhanced CCCCFPD	CG#10 Enhanced Moraga-Orinda FD	CG#11 Enhanced San Ramon Valley FD	CG#12 Non-Enhanced Rodeo- Hercules FPD	Total Plan
Estimated Incremental Rate Change as of 12/31/2023	1.35%	2.07%	3.59%	-0.04%	1.89%	0.75%
Estimated Incremental Rate Change as of 12/31/2024	2.11%	2.39%	3.42%	1.31%	2.40%	1.13%
Estimated Incremental Rate Change as of 12/31/2025	2.08%	1.99%	2.47%	2.02%	2.14%	1.08%
Estimated Incremental Rate Change as of 12/31/2026	0.36%	1.54%	0.77%	-1.88%	-1.92%	0.15%
Estimated Incremental Rate Change as of 12/31/2027	-9.46%	-15.77%	-15.42%	3.91%	-11.55%	-3.48%
Estimated Incremental Rate Change as of 12/31/2028	-6.56%	-8.19%	-9.11%	-5.19%	-11.70%	-3.19%
Cumulative Rate Change as of 12/31/2023	1.35%	2.07%	3.59%	-0.04%	1.89%	0.75%
Cumulative Rate Change as of 12/31/2024	3.46%	4.46%	7.01%	1.27%	4.29%	1.88%
Cumulative Rate Change as of 12/31/2025	5.54%	6.45%	9.48%	3.29%	6.43%	2.96%
Cumulative Rate Change as of 12/31/2026	5.90%	7.99%	10.25%	1.41%	4.51%	3.11%
Cumulative Rate Change as of 12/31/2027	-3.56%	-7.78%	-5.17%	5.32%	-7.04%	-0.37%
Cumulative Rate Change as of 12/31/2028	-10.12%	-15.97%	-14.28%	0.13%	-18.74%	-3.56%
Employer UAAL rate as of 12/31/2022*	33.50%	40.99%	61.59%	24.15%	66.17%	14.56%
Employer UAAL rate as of 12/31/2023*	34.85%	43.06%	65.18%	24.11%	68.06%	15.31%
Employer UAAL rate as of 12/31/2024*	36.96%	45.45%	68.60%	25.42%	70.46%	16.44%
Employer UAAL rate as of 12/31/2025*	39.04%	47.44%	71.07%	27.44%	72.60%	17.52%
Employer UAAL rate as of 12/31/2026*	39.40%	48.98%	71.84%	25.56%	70.68%	17.67%
Employer UAAL rate as of 12/31/2027*	29.94%	33.21%	56.42%	29.47%	59.13%	14.19%
Employer UAAL rate as of 12/31/2028*	23.38%	25.02%	47.31%	24.28%	47.43%	11.00%
Year to Reach Full Funding (Valuation as of 12/31)	After 2028	After 2028	After 2028	After 2028	After 2028	After 2028

* The employer UAAL rates include an explicit administrative expense load of 0.13% of payroll. These rates do not include any employer subvention of member contributions or any member subvention of employer contributions.

**RESOLUTION OF THE CONTRA COSTA
LOCAL AGENCY FORMATION COMMISSION
Detachment of Commissioner Don Blubaugh
the Contra Costa Local Agency Formation Commission**

**April 10, 2024
Agenda Item 16**

WHEREAS, the above-referenced proposal was filed with the Executive Officer of the Contra Costa Local Agency Formation Commission (“CC LAFCO”); and

WHEREAS, at the time and in the manner prescribed, the Executive Officer gave notice of the Commission’s consideration of the proposal; and

WHEREAS, CC LAFCO determines that Commissioner Blubaugh’s sphere of influence is prominent and extensive and covers important local and regional matters; and

WHEREAS, CC LAFCO also determines there will be unmitigated impacts resulting from detachment of Commissioner Blubaugh from LAFCO; and

WHEREAS, at the CC LAFCO meeting today, the Commission heard many positive comments regarding the qualities and contributions of Commissioner Blubaugh; and

WHEREAS, CC LAFCO finds and determines as follows:

1. Commissioner Blubaugh was appointed by the *Contra Costa LAFCO Commissioners* to CC LAFCO as the Public Member (Regular) in May 2012.
2. During his tenure, CC LAFCO acted on 62 boundary changes and reorganizations, 16 sphere of influence amendments, 30 out of agency service agreements, establishment of two subsidiary districts, six district dissolutions, and one activation of powers.
3. During Commissioner Blubaugh’s tenure CC LAFCO completed numerous 1st and 2nd round municipal service reviews (MSRs) covering all services, and initiated the 3rd round wastewater services MSR currently underway.
4. During his tenure, the CC LAFCO Commission was named “*Most Effective Commission*” in California at the annual CALAFCO conference in recognition of the Commission’s diligence and leadership, and their efforts to promote healthy and sustainable local agencies.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that detachment of Commissioner Blubaugh be approved, subject to the following terms and conditions:

1. That the Commission and LAFCO staff thank and commend Commissioner Blubaugh for his leadership and dedicated service to CC LAFCO; and
2. That Commissioner Blubaugh applies similar resolve to his activities and journeys, and that his compass guides him to new adventures in the future.

PRESENTED THIS 10th day of April 2024.

*Candace Andersen, Commissioner, County
Federal Glover, Commissioner, County
Diane Burgis, Commissioner, County
Gabriel Quinto, Commissioner, City
Scott Perkins, Commissioner, City*

*Edi Birsan, Commissioner, City
Michael R. McGill, Commissioner, District
Patricia Bristow, Commissioner, District
Scott Pastor, Commissioner, District
Charles R. Lewis, Commissioner, Public*

Lou Ann Texeira, LAFCO Executive Officer
Thomas Geiger, LAFCO Legal Counsel
Anna Seithel, LAFCO Clerk/Analyst

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