

**LOCAL AGENCY FORMATION COMMISSION OF CONTRA COSTA COUNTY  
MEETING MINUTES OF September 11, 2019**

**1. Welcome and Call to Order; Roll Call**

Chair Butt called the regular meeting of September 11, 2019 to order at 1:30 PM.  
The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Tom Butt, Chair	Diane Burgis ( <i>Seated for Glover</i> )	Lou Ann Texeira, Executive Officer
Candace Andersen, Vice Chair	Stanley Caldwell	Sharon Anderson, Commission Counsel
Don Blubaugh	Chuck Lewis	Lauren Talbott, Executive Assistant
Federal Glover ( <i>Late Arrival</i> )	Sean Wright	
Mike McGill		
Rob Schroder		
Igor Skaredoff		

**2. Pledge of Allegiance**

Chair Butt led the Pledge of Allegiance.

**3. Adoption of Agenda**

Chair Butt asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Blubaugh and second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote, adopted the agenda as submitted:

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
 NOES: NONE  
 ABSENT: NONE  
 ABSTAIN: NONE

**4. Public Comments**

Chair Butt invited members of the audience to provide public comment. No public comments were received.

**5. Approval of Minutes**

Upon motion by Commissioner Andersen and second by Commissioner McGill, the August 14, 2019 were approved.

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
 NOES: NONE  
 ABSENT: NONE  
 ABSTAIN: NONE

**OUT OF AGENCY SERVICE REQUESTS**

- 6. LAFCO 19-04 – City of Martinez – 2913 Merle Avenue** - consider a request by the City of Martinez to extend municipal water service outside its jurisdictional boundary to one parcel (APN 375-301-024) located at 2913 Merle Avenue in unincorporated Martinez; and consider related actions per the California Environmental Quality Act (CEQA)

Property owner Jim Farr indicated that water service existed on the property prior to 1969.

Upon motion by Commissioner Blubaugh and second by Commissioner Schroder, the Commission unanimously, by a 7-0 vote, approved extending Out of Agency (OAS) water service.

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

7. **LAFCO 19-05 – City of Martinez – 66 Quail Lane** consider a request by the City of Martinez to extend municipal water service outside its jurisdictional boundary to one parcel (APN 365-100-015) located at 66 Quail Lane in unincorporated Martinez; and consider related actions per the CEQA

Upon motion by Commissioner Blubaugh and second by Commissioner Burgis, the Commission unanimously, by a 7-0 vote, approved extending OAS water service.

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**BUSINESS ITEMS**

8. **2<sup>nd</sup> Round Municipal Services Review (MSR)/Sphere of Influence (SOI) Updates – Parks & Recreation Services** – review draft Request for Proposals (RFP), provide input and authorize staff to release RFP for consulting services to assist with the 2<sup>nd</sup> round “Parks & Recreation Services” MSR/ SOI updates

Upon motion by Commissioner McGill and second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote, approved release of a Request for Proposals.

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

9. **Temporary Hire of LAFCO Retiree and Waiver of 180 day “Sit-Out Period** - consider approving the temporary hire of Kate Sibley, LAFCO retiree and waiving the 180 day sit out period

Upon motion by Commissioner McGill and second by Commissioner Blubaugh, the Commission unanimously, by a 7-0 vote, approved the temporary hire of Kate Sibley and waved the 180 day sit out period.

VOTE:

AYES: Anderson, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**10. 2020 LAFCO Meeting Schedule** - consider approving the 2020 LAFCO meeting schedule

Upon motion by Commissioner Andersen and second by Commissioner Burgis, the Commission unanimously, by a 7-0 vote, approved the 2020 LAFCO meeting schedule.

VOTE:

AYES: Andersen, Butt, Burgis, Blubaugh, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**11. LAFCO Policies and Procedures** - consider approving proposed amendments to LAFCO's island policy

Upon motion by Commissioner Blubaugh and second by Commissioner Skaredoff, the Commission unanimously, by a 7-0 vote, approved updates to LAFCO's island annexation policies.

VOTE:

AYES: Andersen, Butt, Blubaugh, Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**INFORMATIONAL ITEMS**

**12. Commissioner Comments and Announcements**

- Commissioner Skaredoff commented on the *Envision Contra Costa 2040* development plan and requested it to be emailed to all Commissioners.

**13. Staff Announcements**

- Pending Projects
- Newspaper Articles
- CCCERA Correspondence

The meeting adjourned at 1:59 pm

Final Minutes Approved by the Commission November 13, 2019

VOTE:

AYES: Andersen, Butt, Lewis (Seated for Blubaugh), Glover, McGill, Schroder, Skaredoff  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**ADJOURNMENT**

The next regular LAFCO meeting is November 13, 2019 at 1:30 pm.

LAFCO STAFF REPORTS AVAILABLE AT [http://www.contracostalafco.org/meeting\\_archive.htm](http://www.contracostalafco.org/meeting_archive.htm)

By   
Executive Officer

