

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
DRAFT MEETING MINUTES  
June 8, 2022**

**August 10, 2022  
Agenda Item 3**

**1. Welcome and Call to Order; Roll Call (Agenda Items 1&2)**

Chair Schroder called the regular meeting of June 8, 2022, to order at 1:30 p.m.  
The following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Rob Schroder, Chair	Stan Caldwell (Absent)	Lou Ann Texeira, Executive Officer
Federal Glover, Vice Chair	Chuck Lewis	Tom Geiger, Commission Counsel
Candace Andersen	Diane Burgis (Absent)	Sherrie Weis, LAFCO Clerk
Don Blubaugh	Edi Birsan (Absent)	
Patricia Bristow		
Tom Butt		
Mike McGill		

Announcement: Pursuant to Governor Newsom’s Executive Order and local county health orders issued to address the COVID 19 pandemic, the Commission meeting is being held via Zoom videoconference. The public may listen to the meeting telephonically and comment by calling in to the teleconference meeting per the instructions on page 1 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.

**3. Recognition of Outgoing Commissioner and Welcome New Commissioner**

The Commission bid farewell to Commissioner Skaredoff and welcomed new Commissioner Bristow.

**4. Approval of Minutes**

Upon motion by Commissioner Blubaugh and second by Commissioner Andersen, the Commission unanimously, by a 7-0 vote approved the April 13, 2022, meeting minutes.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

**5. Public Comments**

Chair Schroder invited members of the audience to provide public comment. There were no speakers.

**TELECONFERENCING**

**6. *Future LAFCO Meeting Format and Resolution Authorizing Teleconference Meetings Pursuant to Assembly Bill 361* – adopt a resolution authorizing LAFCO to conduct teleconference meetings under Gov. Code §54953(e) and making related findings.**

Following Commissioner comments and upon a motion by Commissioner McGill and second by Commissioner Andersen, the Commission, unanimously, by a 7-0 vote, adopted Resolution No. 2022-04 allowing Contra Costa LAFCO to conduct teleconference meetings pursuant to GC section 54953(e) and make related findings.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

## **OUT OF AGENCY SERVICE REQUESTS**

7. ***LAFCO 22-02 – City of Concord – Out of Agency Service Request*** – consider a request by the City of Concord to extend municipal wastewater services outside its jurisdictional boundary to property located at 1965 Ayers Road (0.5+ acres) (APN 116-091-025) in unincorporated Concord, and consider related actions per the California Environmental Quality Act (CEQA)

Following Commissioners comments and upon a motion by Commissioner Glover and second by Commissioner Blubaugh, the Commission, unanimously, by a 7-0 vote, adopted Resolution No. 22-02 approving the extension of out of agency wastewater service to 1965 Ayers Road (0.5+ acres) (APN 116-091-025).

VOTE:  
AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder  
NOES: None  
ABSENT: None  
ABSTAIN: None

## **SPHERE OF INFLUENCE (SOI) AMENDMENTS/CHANGES OF ORGANIZATION**

8. ***Dissolution of County Service Area (CSA) R-10*** – approve dissolution of CSA R-10 comprising 7.37+ square miles and serving unincorporated Rodeo; and consider a categorical exemption under CEQA ***Public Hearing – Continued from February 9, 2022 and April 13, 2022 LAFCO Meetings***

Chair Schroder open and closed the public hearing, there were no public speakers.

Following Commissioners comments and upon a motion by Commissioner Glover and second by Commissioner Andersen, unanimously, by a 7-0 vote, adopted a resolution approving dissolution of CSA R-10 and setting forth the Commission’s terms, conditions, findings, and determinations.

VOTE:  
AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder  
NOES: None  
ABSENT: None  
ABSTAIN: None

9. ***LAFCO 21-08 – SOI Amendment – East Bay Municipal Utility District (EBMUD) – Lark Lane – Alamo*** consider expanding EBMUD’s SOI to include one parcel (198-230-017) totaling 18.38+ acres located at 285 Lark Lane in unincorporated Alamo and consider a categorical exemption under CEQA ***Public Hearing***

Chair Schroder open and closed the public hearing, there were no public speakers.

Following Commissioners comments and upon a motion by Commissioner Glover and second by Commissioner Andersen, unanimously, by a 7-0 vote, adopted Resolution 21-08 approving the proposed EBMUD SOI expansion of 18.38+ acres and determining that the SOI expansion is exempt from CEQA.

VOTE:  
AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder  
NOES: None  
ABSENT: None  
ABSTAIN: None

10. **LAFCO 21-14 – Annexations to Contra Costa Water District (CCWD) and Delta Diablo (DD) – Evora Road Self Storage** – consider annexing to CCWD and DD three parcels (APNs 098-220-015/-018/-019) totaling 7.75± acres located on Evora Road in unincorporated Bay Point; and consider making determinations and findings as a responsible agency under CEQA **Public Hearing**

Chair Schroder open and closed the public hearing, there were no public speakers.

Following Commissioner comments, and upon a motion by Commissioner Glover and second by Commissioner Andersen, the Commission, unanimously, by a 7-0 vote, adopted Resolution 21-14 making CEQA findings and approving the proposal, to be known as *Annexations to Contra Costa Water District and Delta Diablo – Evora Road Self-Storage Project*.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

**BUSINESS ITEMS**

11. **LAFCO 18-06 – Chang Property Reorganization: Annexations to City of San Ramon, Central Contra Costa Sanitary District, and EBMUD and Detachment from County Service Area P-6** – receive update regarding the open space easement and consider a request for extension of time

Following Commissioner comments, and upon a motion by Commissioner Andersen and second by Commissioner Glover, the Commission, unanimously, by a 7-0 vote, approved an extension of time to file the Certificate of Completion to December 31, 2022 to complete the open space easement with the City of San Ramon and the resource agencies.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

12. **FY 2022-23 Final Budget** – consider approving the final budget & work plan for FY 2022-23 **Public Hearing**

Chair Schroder open and closed the public hearing, there were no public speakers.

Following Commissioner comments, and upon a motion by Commissioner Blubaugh and second by Commissioner Andersen, the Commission, unanimously, by a 7-0 vote, adopted the *FY 2022-23 Final Budget* and authorized staff to distribute the *FY 2022-23 Final Budget* to the County, cities and independent special districts as required by Government Code §56381.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

13. ***Municipal Service Reviews*** – authorize staff to execute a contract with Swale, Inc and Baracco Associates (subcontractor) to prepare a third round MSR/SOI updates covering wastewater services

Following Commissioner comments, and upon a motion by Commissioner Andersen and second by Commissioner Glover, the Commission, unanimously, by a 7-0 vote, authorized the LAFCO Executive Officer to execute a contract with Swale, Inc. with Baracco & Associates as subcontractor, to prepare the 3<sup>rd</sup> round wastewater services MSRs/SOI updates covering seven cities and 13 districts with a project budget not to exceed \$110,000.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

14. ***Policy, Procedures, and Application Form - Fire Protection Services Contract Gov Code §56134*** – consider approving LAFCO policy, procedures, and application form relating to fire service contracts

Following Commissioner comments, and upon a motion by Commissioner Blubaugh and second by Commissioner Glover, the Commission, unanimously, by a 7-0 vote, 1) Approved amendment to LAFCO Commissioner Handbook Section 2.1, Policies and Standards to include a reference to GC §56134; 2) Adopted procedures pertaining to OAS fire service contracts; and 3) Approved a new LAFCO application/questionnaire specific to OAS fire service contracts.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

15. ***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 consider a proposed sphere of influence amendment and corresponding annexation to EBMUD. The subject property is located at 4949 Happy Valley Road in unincorporated Lafayette

Following Commissioner comments, and upon a motion by Commissioner Andersen and second by Commissioner Blubaugh, the Commission, unanimously, by a 7-0 vote, agreed to assume exclusive jurisdiction for these proposals and authorize LAFCO staff to send a letter to Alameda LAFCO requesting a transfer of jurisdiction in conjunction with these proposals.

VOTE:

AYES: Andersen, Blubaugh, Bristow, Butt, Glover, McGill, Schroder

NOES: None

ABSENT: None

ABSTAIN: None

**INFORMATIONAL ITEMS**

**16. Pending Applications** - receive an update on pending proposals

Informational item – no action needed

**17. Correspondence from Contra Costa County Employee’s Retirement Association (CCCERA)**

**18. Commissioner Comments and Announcements**

Commissioner McGill updated the Commission on CALAFCO’s activities:

- Commissioner McGill is up for reelection to the CALAFCO Board October 2022, he will apply for reelection.
- April 22, 2022 – CALAFCO Board meeting
- April 29, 2022 – CALAFCO Legislative Committee meeting -unable to attend
- June 9, 2022 – CALAFCO Annual Conference Program Committee
- June 17, 2022 – CALAFCO Legislative Committee meeting
- July 22, 2022 – CALAFCO Board meeting
- July 29, 2022 – CALAFCO Legislative Committee meeting

**19. Staff Announcements**

Executive Officer updates:

- Contra Costa Mosquito & Vector Control District and Contra Costa Resource Conservation District MSRs are underway and will be presented to the Commission for public review at the August 8, 2022 meeting.
- Working with several potential applicants on annexations.
- Information will be sent out for the CALAFCO Annual Conference, October 19-21, Newport Beach

The meeting adjourned at 2:20 p.m.

Final Minutes Approved by the Commission July 13, 2022

**ADJOURNMENT**

*The next regular LAFCO meeting is July 13, 2022, at 1:30 pm.*

By \_\_\_\_\_  
Executive Officer