

**CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION**  
**MEETING MINUTES**  
**January 11, 2023**

**March 8, 2023**  
**Agenda Item 5**

1. Oath of Office administered by LAFCO Legal Counsel to newly elected Commissioner Gabriel Quinto.
2. **Welcome and Call to Order: Roll Call (Agenda Items 1&2)**

Chair Schroder called the meeting of January 11, 2023, to order at 1:39 p.m.  
The following Commissioners and staff were present:

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

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 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 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 and in person.

**3. Selection of 2023 Chair and Vice Chair**

Upon motion by Commissioner Andersen and second by Commissioner Bristow, by a 5-0 vote, Commissioner Glover was named as LAFCo Chair and Commissioner Blubaugh was named as Vice Chair for 2023.

VOTE:

AYES: Andersen, Blubaugh, Birsan, Bristow, Quinto

NOES: None

ABSENT: Glover, McGill

ABSTAIN: None

**4. Recognition of Outgoing Commissioners and Welcome New Commissioners**

Upon motion by Commissioner Andersen and second by Commissioner Bristow, by a 5-0 vote, Commissioner Blubaugh was named as LAFCo Chair for 2023. Commissioners Schroder and Butt were thanked by all for their outstanding service and contributions to the Commission.

VOTE:

AYES: Andersen, Blubaugh, Birsan, Bristow, Quinto

NOES: None

ABSENT: Blubaugh, Glover, McGill

ABSTAIN: None

**5. Approval of Minutes**

Upon motion by Commissioner Andersen and second by Commissioner Bristow, the Commission unanimously, by a 4-0 vote approved the November 9, 2022, meeting minutes.

VOTE:

AYES: Andersen, Blubaugh, Birsan, Bristow

NOES: None

ABSENT: Glover, McGill

ABSTAIN: Quinto

**6. Public Comments**

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

**TELECONFERENCING**

7. ***Resolution Authorizing Teleconference Meetings Pursuant to Assembly Bill 361*** – adopt a resolution authorizing LAFCO to conduct teleconference meetings per Gov. Code §54953(e) and make related findings.

Following Commissioner comments and upon a motion by Commissioner Andersen and second by Commissioner Bristow, the Commission, unanimously, by a 5-0 vote, approved to adopt Resolution No. 2023-01 allowing Contra Costa LAFCO to conduct teleconference meetings pursuant to GC section 54953(e) and make related findings. Vice Chair Blubaugh invited members of the audience to provide public comment. There was no public comment on this item.

VOTE:

AYES: Andersen, Blubaugh, Birsan, Bristow, Quinto

NOES: None

ABSENT: Glover, McGill

ABSTAIN: None

**BUSINESS ITEMS**

8. ***Fiscal Year (FY) 2023-24 Proposed Budget Schedule/Work Plan Preview*** – provide input on the FY 2023-24 proposed budget schedule and work plan preview.

Following Commissioner comments and upon a motion by Commissioner Andersen and second by Commissioner Bristow, the Commission, unanimously, by a 5-0 vote, approved to receive the report. Vice Chair Blubaugh invited members of the audience to provide public comment. There was no public comment on this item.

VOTE:

AYES: Andersen, Blubaugh, Birsan, Bristow, Quinto

NOES: None

ABSENT: Glover, McGill

ABSTAIN: None

9. ***FY 2022-23 Mid-Year Budget Report*** – receive FY 2022-23 mid-year budget report. Following Commissioner comments and upon a motion by Commissioner Andersen and second by Commissioner Bristow, the Commission, unanimously, by a 5-0 vote, approved to receive the report.

VOTE:

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

10. ***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*** – consider approving an extension of time to file the Certificate of Completion to June 30, 2023.

Following public comments from Cindy Yee, Senior Planner with City of San Ramon, Linus Eukel, Executive Director of John Muir Land Trust, and comments and questions by all Commissioners, and upon a motion by Commissioner Andersen and second by Commissioner Quinto, unanimously, by a 5-0 vote, the Commission approved an extension of time to file the Certificate of Completion by six months with the understanding that a report on status of the project will be presented at that time, and an additional extension will be considered, if needed, and implications of an extension reviewed.

VOTE:

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

11. ***FY 2020-21 Financial Audit*** – receive and file audit report.

Following Commissioner comments and upon a motion by Commissioner Andersen and second by Commissioner Birsan, the Commission, unanimously, by a 5-0 vote, approved to receive the report. Vice Chair Blubaugh invited members of the audience to provide public comment. There was no public comment on this item. Confirm

VOTE:

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

12. **Temporary Hire of Former LAFCO Employee** – consider approving the temporary hire of Sherrie Weis to assist with training the new Clerk Analyst.

Upon a motion by Commissioner Blubaugh and second by Commissioner Bristow, the Commission, unanimously, by a 5-0 vote, approved the temporary hire of Sherrie Weis to assist with training the new Clerk Analyst. Vice Chair Blubaugh invited members of the audience to provide public comment. There was no public comment on this item.

VOTE:  
AYES: Andersen, Blubaugh, Birsan, Bristow, Quinto  
NOES: None  
ABSENT: Glover, McGill  
ABSTAIN: None

### INFORMATION ITEMS

13. **Current and Potential Applications** - update on current and potential applications – *information only and no action required by the Commission.*
14. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA) – *information only and no action required by the Commission.*
15. Commissioner Comments and Announcements – there were no Commissioner announcements.
16. Staff Announcements/Newspaper Articles/CALAFCO Update – LAFCO staff provided updates on staff transition plan and 3<sup>rd</sup> round wastewater municipal service review.

### ADJOURNMENT

*The next regular LAFCO meeting is March 8, 2023, at 1:30 pm.*

By:

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Executive Officer