

**CONTRA COSTA LOCAL AGENCY FORMATION  
COMMISSION MEETING MINUTES  
July 10, 2024**

**September 11, 2024  
Agenda item 3**

- Chair Lewis called the meeting to order.
- Roll call; the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Federal Glover (absent)	Rob Schroder (absent)	Lou Ann Texeira, Executive Officer
Mike McGill (Vice Chair)	Edi Birsan ( <i>arrived during Item #7</i> )	Tom Geiger, Commission Counsel
Candace Andersen	Diane Burgis	Anna Seithel, LAFCO Clerk
Patricia Bristow	Scott Pastor	
Charles R. Lewis, IV (Chair)		
Scott Perkins		
Gabriel Quinto		

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 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 June 12, 2024, LAFCO Commission Meeting Minutes and Corrections**

Tom Geiger, Commission Counsel, corrected Commissioner Edi Birsan’s attendance status from present remote to absent for the June meeting, as the remote address was not listed. Chair Lewis invited public and Commission comments. Commissioner Birsan (remote) asked if he needed to attend as an alternate member for today’s meeting, he also questioned Counsel’s assessment of his attendance for June. Counsel addressed Commissioner Birsan’s questions and comments were then closed with agreement to approve minutes with the requested changes. With motion to approve by Commissioner Perkins, and second by Commissioner Andersen, by a 7-0 vote, the Commission unanimously approved the corrected meeting minutes of June 12, 2024.

**VOTE:**

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

**4. Public Comments**

Chair Lewis invited comments from the public; there were no comments.

**SPHERE OF INFLUENCE (SOD) AMENDMENTS/CHANGES OF ORGANIZATION**

- LAFCO 24-02 – Annexations to East Bay Municipal Utility District (EBMUD) and West County Wastewater District (WCWD) – consider proposed boundary reorganization of 97.62± acres (APN 432-040-004-9) located on Castro Ranch Road in unincorporated El Sobrante and consider finding the reorganization exempt from the California Environmental Quality Act (CEQA) *Public Hearing****

*The Staff Report provided options for the Commission's consideration, along with a letter from the County's Department of Conservation and Development (DCD) opposing the reorganization. After deliberation, Chair Lewis opened the public hearing. Commissioner Andersen concurred with DCD Senior Planner Will Nelson several concerns including 1) the parcel is outside the urban limit line, 2) and building a single-family home with provision of municipal urban services without a development agreement in place ensuring limited growth, is a County concern. Several Commissioners noted the benefits of municipal water and wastewater services. The landowners noted they plan to build one single family home on the property, and that they plan to work with DCD to address all concerns. After questions from Commissioner Birsan; general comments by Commissioners Perkins, Bristow, McGill, Andersen, Quinto; and clarification of subject matter by LAFCO Counsel, the public hearing was closed. The Commission continued the matter to the next LAFCO meeting to allow additional time for the landowners to work with County staff regarding planning & land use issues. With a motion by Commissioner Andersen and second by Commissioner Quinto, by a 7-0 vote, the Commission unanimously agreed to revisit this agenda item in approximately 60 days.*

**VOTE:**

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

**BUSINESS ITEMS**

6. *Reclamation Districts Municipal Services Review/Sphere of Influence Updates* – authorize staff to execute a contract with *Policy Consulting Associates* to prepare a 3<sup>rd</sup> round MSR/SOI updates covering the 12 reclamation districts. *Chair Lewis called for public comment; there was no public comment. With a motion by Commissioner McGill and second by Commissioner Bristow, by a 7-0 vote, the Commission unanimously agreed to authorize staff to execute the proposed contract.*

**VOTE:**

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

7. *Contra Costa LAFCO Workshop* – authorize LAFCO staff to execute a contract with *Miller Consulting* to provide LAFCO workshop facilitation services. *Chair Lewis called for public comment; there was no public comment. With a motion by Commissioner McGill and second by Commissioner Burgis, by a 7-0 vote, the Commission unanimously agreed to authorize staff to execute a contract with Miller Consulting.*

**VOTE:**

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

8. **CALAFCO Annual Conference, Achievement Awards, and Nominations for 2024-25**  
**CALAFCO Board of Directors** - appoint voting delegate(s) and provide direction regarding nominations  
*Chair Lewis called for public comment; there was no public comment. Commissioner Burgis nominated the CCCFPD/ECCFPD consolidation for a CALAFCO Achievement Award. Chair Lewis nominated Commissioner McGill to be reappointed to the CALAFCO Board, and appointed as the CALAFCO voting delegate, seconded by Commissioner Bristow. Commissioner McGill nominated Commissioner Burgis as CALAFCO alternate delegate, seconded by Commissioner Perkins. With motion by Chair Lewis and second by Commissioner Perkins, by a 7-0 vote, the Commission unanimously agreed to submit an award nomination, a reappointment of Commissioner McGill to the CALAFCO Board, and appoint voting delegates McGill and Burgis as proposed.*

**VOTE:**

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

9. **Legislative Update and Position Letter** – receive legislative update (AB 3277, SB 1209) and position letter(s). *Chair Lewis called for public comment; there was no public comment. Commissioner McGill commented on CALAFCO's recent email regarding CKH.*

**INFORMATIONAL ITEMS**

10. *List of Pre-Qualified Environmental, MSR, Special Study and Other Consultants*  
11. *Current and Potential Applications* - update on current and potential applications – *information only*  
12. Correspondence from Contra Costa County Employees' Retirement Association (CCCERA)  
13. Commissioner Comments and Announcements  
14. Staff Announcements/Newspaper Articles/CALAFCO Update

**ADJOURNMENT**

**Chair Lewis adjourned the meeting at 3:00 pm.**

The next regular Contra Costa LAFCO Meeting is August 14, 2024, at 1:30 pm.