

SUMMARY ACTION MINUTES
ALAMEDA LOCAL AGENCY FORMATION COMMISSION
December 17, 2025, Special Meeting
City of Dublin Council Chambers, 100 Civic Drive, Dublin, CA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

The regular meeting was called to order at 2:00 p.m. by Chair Johnson.
The Commission Clerk performed the roll call with the following attendance recorded.

Regulars Present: Jack Balch, City of Pleasanton
 Mariellen Faria, Eden Township Healthcare District
 Ralph Johnson, Castro Valley Sanitary District (Chair)
 David Haubert, County of Alameda*
 John Marchand, City of Livermore (Vice Chair)
 Sblend Sblendorio, Public Member

Alternates Present: Sherry Hu, City of Dublin
 Lena Tam, Alternate, County of Alameda (excused)*
 Bob Woerner, Public Member

Members Absent: Nathan Miley, County of Alameda
 Peter Rosen, Alternate, Hayward Area Recreation and Park District

*Attended by videoconference.

The Commission Clerk confirmed a quorum was present with six voting members. Also present at the meeting were Executive Officer Rachel Jones, Commission Counsels Andrew Massey and Matthew Summers, and Commission Clerk April Raffel.

3. RECOGNITION OF LEGAL COUNSEL SERVICE:

The Commission recognized Andrew Massey, Legal Counsel to the Alameda Local Agency Formation Commission, for his dedicated service and counsel. Mr. Massey provided thoughtful, timely, and practical legal guidance on a wide range of complex matters, supporting the Commission’s statutory responsibilities, governance obligations, and transition toward administrative and fiscal independence. His professionalism, institutional knowledge, and commitment to sound public decision-making were acknowledged, and the Commission expressed its sincere appreciation for his service and contributions to Alameda LAFCO.

4. PUBLIC COMMENT:

Chair Johnson invited public comments on any matter not listed on the agenda but within the Commission’s jurisdiction. No public comments were received.

5. ADOPTION OF PERSONNEL POLICIES AND RELATED IMPLEMENTATION ACTIONS – (Business)

The item was presented to consider the adoption of the Alameda LAFCO Personnel Handbook to support LAFCO’s transition to full administrative and fiscal independence effective January 1, 2026. The Handbook consolidates and modernizes employment policies, including classification and compensation administration, timekeeping, leave, performance evaluation, discipline, and separation; replaces reliance on County procedures; and clarifies the respective roles of the Commission and the Executive Officer. Recommendation to approve.

Chair Johnson noted there were no public comments.

Chair Johnson invited a Commission discussion. Commission discussion continued.

Commissioner Sblendorio motioned, with a second from Commissioner Marchand, to approve Alternate One of Item 5, as modified to provide for evaluations in January and salary adjustments in February, to align with the budget cycle.

AYES: Balch, Faria, Haubert, Johnson, Marchand, and Sblendorio
NOES: None
ABSENT: Miley
ABSTAIN: None

The motion was approved 6-0.

6. ADOPTION OF SALARY RANGES AND POSITION CLASSIFICATION BANDS – (Business)

The item was presented to consider the adoption of the updated salary ranges and step schedules for all LAFCO classifications in support of the agency’s transition to full administrative and fiscal independence effective January 1, 2026. Recommendation to approve.

Chair Johnson noted there were no public comments.

Chair Johnson invited a Commission discussion. Commission discussion continued.

Commissioner Marchand motioned, with a second from Commissioner Sblendorio, to approve the adoption of salary ranges and position classification bands.

AYES: Balch, Faria, Haubert, Johnson, Marchand, and Sblendorio
NOES: None
ABSENT: Miley
ABSTAIN: None

The motion was approved 6-0.

7. APPROVAL OF SHORT-TERM EMPLOYMENT AGREEMENTS – (Business)

The item was presented to consider approval of short-term employment agreements for the Executive Officer and the Commission Clerk, effective January 1, 2026, through January 15, 2027. The agreements formalize compensation, benefits, duties, and at-will employment terms during LAFCO’s transition to full administrative and fiscal independence and align both positions with the Commission-adopted Personnel Handbook and independent employer framework. Recommendation to approve.

Chair Johnson noted there were no public comments.

Chair Johnson invited a Commission discussion. Commission discussion continued.

Commissioner Marchand motioned, with a second from Commissioner Faria, to approve the short-term employment agreements and revise the short-term contracts to ensure alignment with the adopted personnel handbook.

AYES: Balch, Faria, Haubert, Johnson, Marchand, and Sblendorio
NOES: None
ABSENT: Miley
ABSTAIN: None

The motion was approved 6-0.

8. UPDATE ON LEGAL, ADMINISTRATIVE, AND HR TRANSITION DOCUMENTS – (Information)

As part of the Commission’s transition to full administrative and fiscal independence effective January 1, 2026, staff reported on ongoing coordination with County departments and LAFCO’s legal consultants to finalize required operational documents. The Commission was asked to receive the report and provide directions as needed. Staff indicated that final documents would be brought to the next regular meeting for Commission approval and retroactive ratification.

Chair Johnson noted there were no public comments.

Chair Johnson invited a Commission discussion. Commission discussion continued.

9. RETIREMENT BENEFIT OPTIONS (ACERA VS. CALPERS) – (Information)

Staff presented a report on retirement benefit options as part of LAFCO’s transition to full administrative and fiscal independence effective January 1, 2026. The report provided a comparative overview of participation in the Alameda County Employees’ Retirement Association (ACERA) and the California Public Employees’ Retirement System (CalPERS), including cost considerations and peer practices among similarly situated LAFCOs. Staff noted that final cost and contribution information from ACERA was pending and indicated an intent to return to the Commission on January 15, 2026, with a recommended retirement plan to allow for timely implementation. The Commission was asked to receive the report and provide directions as needed.

Chair Johnson noted there were no public comments.

Chair Johnson invited a Commission discussion. Commission discussion continued.

10. ADJOURNMENT OF SPECIAL MEETING

Chair Johnson adjourned the meeting at 2:39 p.m.


Next Meetings of the Commission

Regular Meeting

Thursday, January 15, 2025, at 2:00 p.m., Dublin City Hall, Council Chambers

I hereby attest that the minutes above accurately reflect the Commission’s deliberations at its December 17, 2025, Special Meeting.

ATTEST,


April L. Raffel,
Commission Clerk

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