

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Action Minutes San Mateo Local Agency Formation Commission Meeting September 21, 2022

Chair O'Neill called the Wednesday, September 21, 2022, meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm via Zoom.

1. Roll Call

Members Present: Commissioners Don Horsley, Kati Martin, Harvey Rarback, Vice Chair Ann Draper, Chair Mike O'Neill.

Members Absent: Commissioners Warren Slocum, Ric Lohman (later joined at 2:58pm)

Alternate Commissioner Jim O'Neill and Diana Reddy were also present in the audience.

Staff Present: Rob Bartoli, Executive Officer
Timothy Fox, Legal Counsel
Angela Montes Cardenas, Commission Clerk
Sofia Recalde, Management Analyst

2. Public Comment for Items Not on the Agenda

None

3. Introduction of new LAFCo employee

Mr. Bartoli welcomed and introduced Sofia Recalde, the new LAFCo Management Analyst. Ms. Recalde joins San Mateo LAFCo from County Health.

4. Consent Agenda

a. Approval of Action Minutes: July 20, 2022

b. Resolution to make findings relating to remote meetings under the Brown Act

c. Consideration of LAFCo File No. 22-07 – Proposed annexation of 115 Sausal Drive, Portola Valley (APN 079-091-060) to West Bay Sanitary District

COMMISSIONERS: MIKE O'NEILL, CHAIR, CITY ▪ ANN DRAPER, VICE CHAIR, PUBLIC ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY ▪ WARREN SLOCUM, COUNTY ▪ KATI MARTIN, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: VACANT, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIMOTHY FOX, LEGAL COUNSEL ▪ ANGELA MONTES, CLERK

d. Consideration of LAFCo File No. 22-08 – Proposed annexation of 350 Grove Drive, Portola Valley (APN 079-021-020) to West Bay Sanitary District

Commission Action: Commissioner Draper moved to approve the consent agenda, and Commissioner Horsley seconded the motion which passed unanimously by roll call vote. (Ayes: Commissioners Horsley, Martin, Rarback, Vice Chair Draper, Chair O’Neill. Absent: Commissioners Slocum, Lohman.)

5. Presentation of the San Mateo County Housing Element Update 2023-2031 by San Mateo County Planning – Information Only

Mr. Bartoli stated that San Mateo County is currently in the process of updating the County’s Housing Element. The Housing Element is a required component of the County’s General Plan and must be updated every eight years. The updated Housing Element will include assessments of the unincorporated County’s housing need over the next eight years, policies and programs to address that need, and identification of available locations for housing development.

Will Gibson, a Planner with the San Mateo County Planning and Building Department, presented an overview of the draft County Housing Element Update 2023-2031 to the LAFCo Commission.

A discussion between Mr. Gibson and alternate Commissioner Reddy, Commissioner Rarback and Commissioner Draper occurred related to the housing element process.

6. Consideration of Municipal Service Review Circulation Draft for the City of South San Francisco

Mr. Bartoli presented the draft Municipal Service Review (MSR) for the City of South San Francisco to the Commission. He referred to the staff report included in the packet. He noted that no change to the Sphere of Influence for the City was proposed by staff at this time. Key issues were identified. MSR determinations and recommendations were noted.

A virtual workshop for South San Francisco and Westborough Water District (WWD) will be scheduled for October 2022. Conversation ensued with Mr. Bartoli and Commissioners Draper and Rarback regarding the unincorporated area of Country Club Park.

Commission Action: Commissioner Horsley moved to direct the Executive Officer to schedule the Final Municipal Service Review for the City of South San Francisco for a public hearing at the November 16, 2022 Commission meeting and circulate it with any necessary amendments to the County, cities and independent special districts. Commissioner Rarback

seconded the motion which passed unanimously by roll call vote. (Ayes: Commissioners Horsley, Lohman, Martin, Rarback, Vice Chair Draper, Chair O'Neill. Absent: Commissioner Slocum.)

7. Consideration of Municipal Service Review Circulation Draft for Westborough Water District

Mr. Bartoli presented the draft MSR for the Westborough Water District (WWD) to the Commission. He referred to the staff report included in the packet. He noted that no change to the Sphere of Influence was proposed by staff at this time. Key issues were identified. MSR determinations and recommendations were noted.

A virtual workshop for SSF and Westborough Water District (WWD) will be scheduled for October 2022. Commissioner Draper asked that comments regarding assets management for District infrastructure.

Commission Action: Commissioner Horsley moved to direct the Executive Officer to schedule the Final Municipal Service Review for the Westborough Water District for a public hearing at the November 16, 2022 Commission meeting and circulate it with any necessary amendments to the County, cities and independent special districts. Commissioner Rarback seconded the motion which passed unanimously by roll call vote. (Ayes: Commissioners Horsley, Lohman, Martin, Rarback, Vice Chair Draper, Chair O'Neill. Absent: Commissioner Slocum.)

8. Year End and Quarterly LAFCo Budget Update – Information Only

Mr. Bartoli gave a verbal update to the Commission. He summarized the end of year report for FY 21-22. All revenues and expenditures totals were noted. For current FY22-23 he provided current revenues and expenditures as well as noted change to LAFCo billing of agencies and recording of revenue. Currently LAFCo is within budget for all expenditures in FY22-23.

9. CALAFCO

a. Voting Delegates at 2022 California Association of LAFCOs (CALAFCO) Annual Conference

Mr. Bartoli noted that Chairman O'Neill, Commissioner Martin and himself were attending the conference. He requested that the Commission appoint Commissioner Mike O'Neill as voting delegate and Commissioner Martin and himself as alternates in the event Commissioners Mike O'Neill or Martin are not available to vote.

Commission Action: Commissioner Draper moved to appoint Commissioner O’Neil as voting delegate and Commissioner Martin and Mr. Bartoli as alternate voting delegates to 2022 CALAFCO annual conference, and Commissioner Rarback seconded the motion which passed unanimously by roll call vote. (Ayes: Commissioners Horsley, Lohman, Martin, Rarback, Vice Chair Draper, Chair O’Neill. Absent: Commissioner Slocum.)

b. CALAFCO Quarterly Newsletter – Information Only

Newsletter included in packet.

10. Legislative and Policy Committee

a. Legislative Report – Information Only

Mr. Bartoli gave a verbal update to the Commission. He noted that CALAFCO is tracking 29 bills. He highlighted bills SB 1449 and AB 2449.

Commissioner Draper asked staff to review LAFCo law and evaluate the possibility of having the LAFCo Executive Office approve certain annexations. Mr. Bartoli stated that this topic will be brought to the Policy and Legislative Committee for review.

11. Commissioner/Staff Reports – Information Only

a. 2021 San Mateo County Crop Report – Information Only

Report included in packet.

12. Adjournment

Chairman O’Neill adjourned the meeting at 4:07 p.m.