

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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## Action Minutes San Mateo Local Agency Formation Commission Meeting January 15, 2020

In the Board of Supervisors' Chambers, 400 County Center, Redwood City, California, Chair Cosgrove called the Wednesday, January 15, 2020 meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm.

### 1. Roll Call

Members Present: Commissioners Rich Garbarino, Ann Draper, Don Horsley, Ric Lohman, Mike O'Neill, Vice Chair Warren Slocum and Chair Joshua Cosgrove.

Chair Cosgrove noted that Alternate Commissioner Jim O'Neill was also present in the audience.

Ms. Poyatos introduced LAFCo's new Administrative Secretary/Clerk Angela Montes who will also be working for the SFO Airport Roundtable.

Members Absent: None

Staff Present: Martha Poyatos, Executive Officer  
Rob Bartoli, Management Analyst  
Janeth Lujan, Commission Clerk  
Angela Montes Cardenas, Administrative Secretary II

### 2. Consent Agenda

- a. Approval of Action Minutes: November 20, 2019

Commission Action: Commissioner Mike O'Neill moved to approve the consent agenda consisting of the Action Minutes for November 20, 2019; Commissioner Garbarino seconded the motion, which passed unanimously. (Ayes: Commissioners Horsley, Lohman, Draper, Slocum, and Chair Cosgrove. Abstentions: None; Noes: None)

**COMMISSIONERS:** JOSHUA COSGROVE, CHAIR, SPECIAL DISTRICT ▪ WARREN SLOCUM, VICE CHAIR, COUNTY ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

**STAFF:** MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST ▪ JANNETH LUJAN, CLERK ▪ ANGELA MONTES, ADMINISTRATIVE SECRETARY II

### **3. Public Comment for Items Not on the Agenda**

None

### **4. Presentation – Updated on 2020 Census by Melissa Vergara, San Mateo County Office of Community Affairs**

Melisa Vergara, Community Outreach Specialist from San Mateo County Office of Community Affairs gave a presentation on 2020 Census. Ms. Vergara explained to the Commission what the Office of Community Affairs does and how they are gearing up for the Census. She explained how critical it is for our communities to participate and to know the importance and value of the Census. She stated that the Census allows for redistricting, reapportion in Congress, and captures changes to levels of public services. She stressed the importance of obtaining an accurate count and the impact it has on federal funding for health services, social services, housing, education and transportation.

Ms. Vergara explained that the current Census data is now 10 years old and emphasized how much the Bay Area has changed since that time and how crucial it is to capture all voices in the community. She stated that with a growing population there is growing demand for services. She noted that participation will begin in March with the hopes of having the majority of the online self-responses completed by April 20, 2020, followed by door to door outreach for incomplete households. She also stated that the census can also be completed in different languages as well as over the phone and that the County will staff several Census centers that will allow people to ask questions about the Census.

Ms. Vergara also spoke about challenges of Census outreach. To address these issues, her office is working with community-based organizations and local governments noting that community-based organizations are trusted voices in the community. She highlighted that support and involvement from Commissioners trickles down to the County, cities, and the community. She shared a map that highlighted areas in San Mateo County that are hardest to count and less likely to respond.

Ms. Vergara shared that the County has launched a website for the Census at [smccensus.org](http://smccensus.org). She stated that the Census outreach is community-wide effort and noted that several water districts have mailed out inserts regarding the Census in their recent water bills.

Commissioner Mike O'Neill asked if the County has reached out to the libraries about being a resource for Census questions. Ms. Vergara shared that libraries are a designated location for these Census information centers.

Commissioner Horsley asked about outreach to other water districts. Ms. Vergara stated that she has reached out to many of the water districts, but only heard back from the ones she previously stated.

In response to Commissioner Slocum, Ms. Vergara spoke about the online reporting application that was developed by the CA Census State Office.

In response to questions from Commissioners Horsley and Draper, Ms. Vergara stated that Census workers will go into the community and count people as well as reach out to shelters and food kitchens to collaborate and get a homeless count. She also stated that a transitory location, such as RVs, can be used to ensure everyone is counted including those without an address.

**5. Consideration for Proposed Annexation of 252 Club Drive, Unincorporated San Mateo County (APN 049-050-050) to the City of San Carlos (0.15 acres), LAFCo File No. 19-03**

Management Analyst Bartoli provided an oral presentation to the Commission. LAFCo File No. 19-03, submitted by landowner petition, requests annexation of 252 Club Drive, (APN 049-050-050) to the City of San Carlos. Mr. Bartoli stated that on March 20, 2019 the Commission approved an Emergency Outside Service Agreement (LAFCo File No. 19-01) to allow the City of San Carlos to serve the existing house at 252 Club Drive, as the septic system on the property had failed. He noted that a condition of approval for this Outside Service Agreement required that the property owners apply for annexation to the City of San Carlos.

Mr. Bartoli stated that the City of San Carlos has approved the pre-zoning of the parcel and both the City and the County have approved the required property tax exchange. He explained that the proposal conforms with LAFCo and County General Plan policies that encourage the annexation of areas within city spheres of influence. The property is adjacent to the City boundary on three sides and is located in an existing single-family neighborhood. The Club Drive road right-of-way is already located in the City of San Carlos.

Mr. Bartoli noted that the City has indicated in a fiscal analysis of the proposal that the City would receive a minor net fiscal benefit and that no additional recurring service costs would be directly associated with the annexed parcel. He noted that the property has two open Building permits, one to complete the sewer connection and one to legalize a basement conversion. The City of San Carlos has requested that these two permits be completed prior to recordation of the annexation.

Mr. Bartoli stated that the proposal has 100 percent landowner consent and requests waiver of conducting authority proceedings. He stated staff recommended that the Commission approve the proposal subject to the following conditions of approval:

San Mateo LAFCo:

1. Submittal of the map and legal description prepared by a licensed surveyor, that meet the requirements of the State Board of Equalization along with filing fee.

City of San Carlos:

2. The applicant shall complete all work associated with any County of San Mateo permits, including BLD2019-00393 and BLD2019-00487, prior to the recording of the annexation.

Commission Action: Commissioner Horsley moved to approve LAFCo File No. 19-03, Proposed Annexation of 252 Club Drive to the City of San Carlos; Commissioner Mike O’Neill seconded the motion, which passed unanimously. (Ayes: Commissioners Garbarino, Lohman, Draper, Slocum, and Chair Cosgrove. Abstentions: None; Noes: None)

## **6. Applications Received and Not Certified as Complete and Ready for Hearing (Information Only)**

- a. Proposed Annexation of 88, 91, 96, and 99 Hillbrook Drive, Portola Valley to West Bay Sanitary District (4.5 acres)

Executive Officer Martha Poyatos stated that applications for annexations to districts are required to be placed on the Commission agenda for information purpose only prior to a formal hearing to give the District the opportunity to oppose the annexation. She noted that West Bay Sanitary District supports individual annexations and that this report is for information only.

## **7. Legislative and Policy Committee**

- a. Legislative Report

Ms. Poyatos referred to the staff report dated January 8, 2020 which included the enacted changes to the Cortese Knox Hertzberg Local Government Reorganization Act. She noted that the report calls attention to AB 1628, which concerns the definition of “environmental justice” adding language regarding consideration of the impact of locating environmentally damaging facilities in or near disadvantage communities. She stated that the language revision could limit the Commission’s consideration of environmental justice only to instances that involve locating potentially environmentally damaging facilities in or near disadvantage communities. She noted that staff would work with Legislative/Policy Committee on any necessary changes to San Mateo LAFCo policies or procedures.

Commissioner Horsley asked if AB 508 (Chu) “consolidation and extension of service: domestic wells” could be used regarding CSA-11 in Pescadero. Ms. Poyatos noted that it would not apply to Pescadero. She believes that the consolidations envisioned by AB 508 will not address water supply or infrastructure issues.

## **8. California Association of Local Agency Formations Commissions (CALAFCO)**

### **a. CALAFCO Correspondence**

CALAFCO sent a thank you letter regarding Commissioners’ and staffs’ attendance at the 2019 CALAFCO Conference and for the Commission supporting Ms. Poyatos in her role as CALAFCO Deputy Executive Officer.

Commissioner Horsley said that the Commission is proud of all the work Ms. Poyatos is doing.

## **9. Commissioner/Staff Reports**

Commissioner Horsley briefly updated the Commission on an effort by the County and State Water Board regarding extending County Service Area 11 water to the Pescadero High School and proposed fire station to address inadequate and contaminated wells.

On behalf of the Commission, Ms. Poyatos thanked Janneth Lujan for her assistance with LAFCo meetings and presented her with an orchid.

## **10. Adjournment**

Chair Cosgrove adjourned the meeting at 3:08 p.m.