



LOCAL AGENCY FORMATION COMMISSION

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

AGENDA

Wednesday, May 19, 2021

2:30 pm

By Video Conference Only

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Thus, Pursuant to, the Governor's executive order, local and statewide health orders and the CDC's social distancing guidelines which discourage large public gatherings, the Board chambers will not be open to the public for the May 19, 2021 Local Agency Formation Commission (LAFCo) meeting.

Public Participation

Members of the public may view a video broadcast of the meeting at <https://smcgov.zoom.us/j/92081282712>. The meeting ID is: 920 8128 2712. It can also be accessed by telephone by dialing +1 669 900 6833 (local) and entering meeting ID then #.

*Written public comments may be emailed to amontescardenas@smcgov.org, and should include the specific agenda item on which you are commenting.

* Spoken public comments will also be accepted during the meeting through Zoom.

***Please see instructions for written and spoken public comments at the end of this agenda.**

ADA Requests

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Angela Montes, Commission Clerk, by 10:00 a.m. on Tuesday, May 18, 2021 at amontescardenas@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

*All items on the consent agenda may be approved by one roll call vote unless a request is made at the beginning of the meeting that an item be withdrawn. Any item on the consent agenda may be transferred to the regular agenda.

(OVER)

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

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

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ TIM FOX, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST ▪ ANGELA MONTES, CLERK

1. Roll Call
2. Public Comment for Items Not on the Agenda
3. Consent Agenda*
 - a. Approval of Action Minutes: March 17, 2021
 - b. LAFCo File No. 21-03- Proposed Outside Service Agreement for sewer by the City of South San Francisco to an existing single-family home at 296 Country Club Drive, unincorporated San Mateo County (APN 013-123-010)
 - c. LAFCo File No. 21-04 - Proposed annexation of 130 Shawnee Pass, Portola Valley (APN 077-033-030) to West Bay Sanitary District and subsequent annexation to the On-site Wastewater Disposal Zone
 - d. LAFCo File No. 21-05 – Proposed annexation of 155 Meadowood Drive, Portola Valley (APN 077-290-040) to West Bay Sanitary District and subsequent annexation to the On-site Wastewater Disposal Zone
 - e. LAFCo File No. 21-06 - Proposed annexation of 193 Meadowood Drive, Portola Valley (APN 077-211-110) to West Bay Sanitary District and subsequent annexation to the On-site Wastewater Disposal Zone
4. Consideration of authorization of contract with the consulting firm of Berkson Associates in association with Policy Consulting Associates, LLC for preparation of a Municipal Service Review and Sphere of Influence Update for the City of East Palo Alto, East Palo Alto Sanitary District, and West Bay Sanitary District
5. Adoption of Final Work Program and LAFCo Budget for Fiscal Year 2021-22
6. Adoption of Revised LAFCo Schedule of Processing Fees
7. Consideration of a Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for the 2021-2022 Fiscal Year
8. Consider approval of the draft audit prepared by R. J. Ricciardi, Inc. of the San Mateo Local Agency Formation Commission’s Financial Statements for the Fiscal Year ending June 30, 2019
9. Consideration of Authorizing the Executive Officer to Execute an Engagement Letter with R. J. Ricciardi, Inc. for auditing services for the Fiscal Year ending June 30, 2020
10. Adoption of LAFCo Budget Policy
11. Adoption of Updates to Procedures for Outside Service Agreement Policy Relating to City Water Extensions
12. Legislative and Policy Committee
 - a. Legislative Report
 - b. Letter of Support for AB 1581

13. Commissioner/Staff Reports
14. Adjournment

***Instructions for Public Comment During Teleconference Meetings**

During teleconference LAFCo meetings, members of the public may address the Commission as follows:

***Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to amontescardenas@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that you comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 pm on the day before the meeting, it will be provided to the Commission and made publicly available on the agenda website under the specific item to which your comment pertains. The Clerk will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will be still included in the administrative record.

***Spoken Comments**

Spoken public comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/92081282712>. The meeting ID is: 920 8128 2712. The Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the meeting ID: 920 8128 2712, then press #.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Commission Chair or Commission Secretary calls for the item on which you wish to speak, click on "raise hand" (or *9 if dialing by phone). The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

NOTICE: State law requires that a participant in a LAFCo proceeding who has a financial interest in the decision and who has made a campaign contribution of more than \$250 to any Commissioner in the past year must disclose the contribution. If you are affected, please notify commission staff before the hearing.

Agendas and meeting materials are available at www.sanmateolafco.org