

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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## Action Minutes San Mateo Local Agency Formation Commission Meeting January 19, 2022

Chair O'Neill called the Wednesday, January 19, 2022 meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm via Zoom.

### 1. Roll Call

Members Present: Commissioners Joshua Cosgrove, Don Horsley, Ric Lohman, Harvey Rarback, Vice Chair Ann Draper, Chair Mike O'Neill.

Members Absent: Commissioner Slocum

Alternate Commissioner Jim O'Neill was also present in the audience.

Staff Present: Rob Bartoli, Interim Executive Officer  
Timothy Fox, Legal Counsel  
Angela Montes Cardenas, Commission Clerk  
Janneth Lujan, Planning Commission Secretary

### 2. Public Comment for Items Not on the Agenda

None

### 3. Consent Agenda

- a. Approval of Action Minutes: November 17, 2021
- b. Resolution to make findings relating to remote meetings under the Brown Act
- c. LAFCo File No. 18-13 – Proposed Annexation of APN 080-072-210 (vacant parcel on El Nido Road, Los Trancos) to West Bay Sanitary District
- d. LAFCo File No. 21-11 – Proposed Annexation of 229 Grove Drive, Portola Valley (APN 079-011-050) to West Bay Sanitary District and subsequent annexation to the On-site Wastewater Disposal Zone

Commission Action: Commissioner Rarback moved to approve the consent agenda and Commissioner Draper seconded the motion which passed unanimously by roll call vote.

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

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

**STAFF:** ROB BARTOLI, INTERIM EXECUTIVE OFFICER ▪ TIMOTHY FOX, LEGAL COUNSEL ▪ ANGELA MONTES, COMMISSION CLERK

(Ayes: Commissioners Cosgrove, Horsley, Lohman, Rarback, Vice Chair Draper, Chair O'Neill.  
Absent: Commissioner Slocum)

#### **4. Quarterly LAFCo Budget Update – Information Only**

Mr. Bartoli summarized staff report included in the packet dated January 12. The report provided a summary of LAFCo's current budget for FY21-22. He noted that LAFCo had received 100% of the 1/3 apportionment from member agencies. He continued to summarize revenue and budget allocations. As of December 31, 2020, LAFCo is within budget for all expenditures. It is anticipated that with the recent retirement of the Executive Officer there will be cost savings in the Salaries & Benefits expenditure category for this fiscal year.

He stated that the Budget Committee reviewed the quarterly update on January 10, 2022 and had no comments. He noted that the draft LAFCo budget will be presented at the March meeting and final budget at the May meeting.

Chair O'Neill opened and closed public comment. No comments were received.

#### **5. Consideration of Authorizing the Interim Executive Officer to Execute an Engagement Letter with R.J. Ricciardi, Inc. for auditing services for the Fiscal Year ending June 30, 2021**

Mr. Bartoli summarized the staff report dated January 12. He said this would be the third independent audit for LAFCo that would be completed by R. J. Ricciardi, Inc. He added that the letter proposes a fee of \$7,700 which would be payable in the 2021-22 and 2022-23 Fiscal Years. He said that on January 10, 2022, the Budget Committee recommended approval of the engagement letter by the Commission.

Chairman O'Neill opened and closed the public comment period. No comments were received.

Commission Action: Commissioner Lohman moved to authorize the Interim Executive Office to execute an engagement letter with R.J. Ricciardi, Inc. for auditing services for the Fiscal Year ending June 30, 2021. Commissioner Horsley seconded the motion which passed unanimously by roll call vote. (Ayes: Commissioners Cosgrove, Horsley, Lohman, Rarback, Vice Chair Draper, Chair O'Neill. Absent: Commissioner Slocum.)

## **6. Legislative and Policy Committee – Information Only**

### **a. Legislative Report**

Mr. Bartoli summarized the staff report date January 12. He said CALAFCO is currently tracking fifteen bills, all of which are carry over bills for the 2021 legislative session. He noted the 2021 legislative summaries from the Governor's Office of Planning and Research and the California State Senate - Senate Committee on Governance & Finance. He said that at the time of this report, The California State Assembly – Local Government Committee 2021 summary had not been prepared but will be presented to the Commission once it has been published.

He summarized two bills that specifically affect LAFCOs: SB 13 and AB 1021. The staff report also highlighted several bills that are of interest to San Mateo LAFCo

Chairman O'Neill opened and closed the public comment period. No comments were received.

## **7. CALAFCO – Information Only**

### **a. Update on recent CALAFCO University Webinars**

Mr. Bartoli gave a verbal update to the Commission. He summarized that throughout 2021 CALAFCO held informative webinars on LAFCo related topics. He noted that the staff report dated Jan 12 summarizes the CALAFCO University Webinars that were held from June 2021 to January 2022.

He added that it is anticipated that additional webinars will be provided in the upcoming year. On February 23 there will be a session on Best Practices for Hiring in the New World (Post-Pandemic). He noted that each of the presentations are available to review at Calafco.org. Registration for any future CALAFCO webinar is free for all CALAFCO members (including all Commissioners, along with the County, cities, and special districts in the County).

Chairman O'Neill opened and closed the public comment period. No comments were received.

### **b. CALAFCO Quarterly Newsletter – December 2021**

Information item only nothing reported.

**8. Commissioner/Staff Reports**

None

**9. Adjournment to Closed Session**

Chairman O'Neill opened and closed the public comments. No comments were received. The Commission adjourned to Closed Session at 2:44pm.

Alternate Commissioner Kati Martin joined meeting at approximately 2:45pm.

**a. Public Employee Appointment Government Code Section 54957 Position Title:  
Executive Officer**

**10. Report out of Closed Session**

Commissioner Slocum joined meeting at approximately 2:58pm.

The Commission returned to Open Session at 3:00pm. Chairman O'Neill noted that there were no reportable actions from Closed Session.

**11. Adjournment**

Chair O'Neill adjourned the meeting at 3:01 p.m.