



# LOCAL AGENCY FORMATION COMMISSION

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

## REGULAR MEETING

### AGENDA

**Wednesday, July 16, 2025**

**2:30 pm**

**Manzanita Hall**

500 County Center

Redwood City, CA 94063

**NOTE: Commissioner Jackie Speier will join the meeting via teleconference from 17907 Holli Blue Rd., Champion, MI 49861**

This meeting of the San Mateo Local Agency Formation Commission (LAFCo) will be in person at the above-mentioned address. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at 500 County Center Redwood City, CA 94063. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

### **Hybrid Public Participation**

The July 16, 2025, LAFCo regular meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The meeting may also be accessed by telephone by dialing +1 669 900 6833 (local) and entering webinar ID then #. Members of the public may also attend this meeting physically in the Board of Supervisors Chambers at 500 County Center, Redwood City, CA 94063.

\*Written public comments may be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org), and should include the specific agenda item on which you are commenting.

\* Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

**\*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 LAFCo staff as early as possible but no later than

(OVER)

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

10:00 a.m. the day before the meeting at [lafco@smcgov.org](mailto:lafco@smcgov.org). Notification in advance of the meeting will enable the Staff 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.

1. Roll Call
2. Public Comment for Items Not on the Agenda and on the Consent Agenda
3. Consent Agenda\*
  - a. Approval of Action Minutes: May 21, 2025 *(Page 5)*
  - b. Consideration of LAFCo File No. 25-06 – Proposed Outside Service Agreements for a water connection by the City of Redwood City to 3865 Jefferson Ave., Unincorporated Redwood City (APN 057-270-110) *(Page 11)*

#### Public Hearings

4. Adoption of Municipal Service Review Policy Update: Teleconferencing and Public Comment *(Page 20)*

#### Regular Agenda

5. Appointment of Alternative Public Member *(Page 38)*
6. Broadmoor Police Protection District Update – Information Only *(Page 42)*
7. CALAFCO
  - a. CALAFCO 2025 Annual Conference – Information Only *(Page 47)*
  - b. CALAFCO Nominations for 2025-2026 Board Members *(Page 48)*
  - c. Voting Delegates at 2025 California Association of LAFCOs (CALAFCO) Annual Conference *(Page 66)*
8. Special District Risk Management Authority (SDRMA) Board of Directors Election for 2025 *(Page 63)*
9. Legislative and Policy Committee *(Page 81)*
  - a. Legislative Report – Information Only
10. Commissioner/Staff Reports – Information Only
11. Adjournment

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

During the LAFCo hybrid meeting, 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 [lafco@smcgov.org](mailto:lafco@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your 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 p.m. 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. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Commission and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.

**\*Spoken Comments**

**In-person Participation:**

1. If you wish to speak to the Commission, please fill out a speaker's slip located at the entrance. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the Clerk who will distribute the information to the Commission members and staff.

**Via Teleconference (Zoom):**

1. The Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96442908061>. The webinar ID is 964 4290 8061. The Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (local). Enter the webinar ID, then press #. Members of the public can also attend this meeting physically in the Board of Supervisors' Chambers at 500 County Center, Redwood City, CA 94063.
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 Clerk calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

**\*Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Commission.

**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 the commission staff before the hearing.

Agendas and meeting materials are available at [www.sanmateolafco.org](http://www.sanmateolafco.org)

**LOCAL AGENCY FORMATION COMMISSION**

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**Action Minutes****San Mateo Local Agency Formation Commission Meeting****May 21, 2025**

The regular meeting of the San Mateo Local Agency Formation Commission (LAFCo) was held on Wednesday, May 21, 2025, at 2:30 pm in the San Mateo Board of Supervisors Chambers, 500 County Center, Redwood City, CA 94063. Members of the public were also able to participate in the meeting remotely via Zoom.

**Call to Order**

The meeting was called to order at 2:30 p.m. by Chair Mueller.

**1. Roll Call**

Members Present: Commissioners Virginia Chang-Kiraly, Ann Draper, Ray Mueller, Kati Martin, Jackie Speier, Greg Wright, and Stephen Rainaldi

Members Absent: None.

Staff Present: Rob Bartoli, Executive Officer  
Timothy Fox, Legal Counsel  
Sarah Flamm, Management Analyst  
Diane Estipona, Clerk

**2. Public Comment**

None

**3. Consent Agenda**

- a) Approval of Action Minutes: March 19, 2025
- b) Consideration of LAFCo File No. 25-01 - Proposed Annexation of 25 Bear Gulch Dr., Portola Valley (APN: 079-121-110) to West Bay Sanitary District
- c) LAFCo File No. 25-02 - Proposed Sphere of Influence Amendment and Annexation of 1235 Edgewood Road, unincorporated Redwood City (APN: 058-040-310) to Emerald Lake Heights Sewer Maintenance District

- d) Consideration of LAFCo File No. 25-03 – Proposed Annexation of 1265 Westridge Dr., Portola Valley (APN: 077-033-080) to West Bay Sanitary District
- e) Consideration of LAFCo File No. 25-04 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 429 MacArthur Ave., Unincorporated Redwood City (APN: 054-232-240)

**Commission Action**

The Commission approved the Consent Agenda, with a single question from Commissioner Martin on item 3e regarding the outside service agreements for the 429 McArthur parcel, specifically the extension of water services between the City of Redwood City and Cal Water. LAFCo staff clarified that the recommendation is to extend water service to the entire parcel, not to annex it into the City of Redwood City at this time.

Public Speakers: None.

Motion: Vice-chair Chang-Kiraly/ Second: Commissioner Draper

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Speier

Vote not recorded: Commissioner Wright

Motion passed 6-0 by roll call vote.

**Public Hearing**

**4. Consideration of Final Municipal Service Review for the Coastside Fire Protection District**

The Commission received a summarized presentation on the final Municipal Service Review (MSR) for the Coastside Fire Protection District. Staff reported that no changes or public comments were received following the draft version presented at the March meeting. Staff recommended that the Commission open the public comment period, accept the final MSR, and adopt the associated determinations and recommendations, including the Sphere of Influence (SOI) update.

Public Speakers: None.

**Commission Action**

The Commission approved the final MSR for the Coastside Fire Protection District.

Motion: Vice-chair Chang Kiraly/ Second: Commissioner Rainaldi

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, and Speier

Vote not recorded: Commissioner Wright

Motion passed 6-0 by roll call vote.

**5. Consideration of Adoption of Final Work Program and Final LAFCo Budget for Fiscal Year 2025-2026**

The Commission received the final presentation of the LAFCo Work Program and Budget for FY 2025–2026. The budget included only one minor adjustment—an increase of \$2,000 to the contract for document scanning—with no changes to the Work Program. LAFCo Executive Officer Rob Bartoli clarified that the document digitization under the scanning contract pertains to records from before the 2010s. He also noted that the Commission will receive an update on the Broadmoor Police Protection District—whose Police Commission recently adopted the District’s budget—at a future meeting.

LAFCo staff recommended that the Commission open the public hearing, take public comments, and consider approving the Final Budget totaling \$923,821.

Public Speakers: None.

**Commission Action**

The Commission approved the Final Work Program and Budget for FY 2025–2026.

Motion: Commissioner Rainaldi/ Second: Vice-chair Chang Kiraly

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, Speier, and Wright.

Motion passed unanimously 7-0 by roll call vote.

**6. Consideration of Adoption of Revised LAFCo Schedule of Processing Fees**

The Commission reviewed the second draft of the revised LAFCo Fee Schedule, which is updated every two years. The Budget Committee included tracked changes in the document to highlight edits made since the Commission’s last review.

Public Speakers: None

**Commission Action**

The Commission approved the revised LAFCo Processing Fee Schedule for FY 2025–2027, which will take effect 60 days after its adoption.

Motion: Commissioner Martin/ Second: Commissioner Vice-chair Chang Kiraly

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Speier, Rainaldi, and Wright

Motion passed unanimously 7-0 by roll call vote.

**7. Consideration of Resolution Authorizing an Agreement with the County of San Mateo for Staffing, Legal Counsel, Office Space, and Supplies for Fiscal Year 2025-2026**

The Commission received an abridged presentation on LAFCo's contract with the County of San Mateo for staffing, office space, and supplies for FY 2025–2026. It was noted that the contract amount excludes costs covered by the fund balance, reserves, and external audits. The proposed contract will be submitted to the Board of Supervisors for review.

Public Speakers: None

**Commission Action**

The Commission approved to authorize the Chair to execute the agreement with the County of San Mateo for staffing and support services in the amount of \$817,897 for FY 2025-2026.

Motion: Commissioner Chang Kiraly/ Second: Commissioner Draper

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Speier, Rainaldi, and Wright

Motion passed unanimously 7-0 by roll call vote.

**Regular Agenda**

**8. Public Member Recruitment Process and Appointment of Public Member Recruitment Committee**

With no new updates from LAFCo staff, the Commission moved directly to discussion. The Commission was asked to appoint three new members to the Public Member Recruitment Subcommittee—one representing the city, one the county, and one the special district.

Public Speakers: None

**Commission Action**

The Commission appointed Commissioners Martin, Mueller, and Rainaldi to the subcommittee.

Motion: Vice-Chair Chang Kiraly / Second: Commissioner Speier

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, Speier and Wright

Motion passed unanimously 7-0 by roll call vote.

**9. CALAFCO Update – Information Only**

The Commission was informed of an upcoming CALAFCO Coastal Region meeting scheduled for Wednesday, May 28. Commissioners were advised to forward any questions or comments to LAFCo staff in advance, as the meeting will not be recorded or televised. Staff will provide

detailed meeting minutes upon their return.

**10. A) MSR Policy Update: Teleconferencing and Public Comment**

The Commission received the updated Municipal Service Review Policy regarding teleconferencing and public comment. LAFCo staff included additional areas of consideration to support determinations related to livestream availability and meeting notifications.

**Commission Action**

The Commission directed LAFCo staff to distribute the draft MSR Policy Update relating to Teleconferencing and Public Comment to the County, cities, special districts, and other interested parties, and to place the policy on the agenda for potential adoption at the July 16 Commission meeting.

Motion: Commissioner Martin / Second: Vice-Chair Chang Kiraly

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, Speier and Wright

Motion passed unanimously 7-0 by roll call vote.

**10. B) Legislative Report – Information Only**

LAFCo staff provided an update on three legislative bills currently being tracked by CALAFCO: SB 5 (Senator Cabaldon) concerning restrictions on infrastructure financing districts; SB 390 (Senator Becker) related to the inclusion of certain parcels in Mello-Roos Community Facilities Districts; and SB 777 (Senator Richardson) addressing the care and maintenance responsibilities for abandoned endowment care cemeteries. Staff recommended that the Commission oppose SB 777, which would require public agencies to assume responsibility from the State for the upkeep and preservation of abandoned cemeteries.

**Commission Action**

The Commission authorized LAFCo staff to submit a letter of opposition for SB777 to both legislative houses and to the Governor.

Motion: Vice-Chair Chang Kiraly/ Second: Commissioner Speier

Ayes: Commissioners Chang Kiraly, Draper, Mueller, Martin, Rainaldi, Speier and Wright

Motion passed unanimously 7-0 by roll call vote.

**11. Commissioner/Staff Reports**

The Commission was informed that due to scheduled construction in the Board Chambers in July, the next Commission meeting will likely be held in Manzanita Hall. Staff will keep the Commission updated if there are any changes to the meeting location.

Commissioner Draper expressed appreciation for the information provided in Attachment 1 to the Item 10.A staff report relating to the MSR Policy Update, and plans to share the attachment with the League of Women Voters of San Mateo County, where she is an active member.

**12. Adjournment**

The Commission adjourned at 3:10 PM.

Approved on July 16, 2025

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Ray Mueller, Chair

Local Agency Formation Commission of the County of San Mateo

Prepared by: \_\_\_\_\_

Diane Estipona, LAFCo Clerk

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

**July 9, 2025**

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
 Sarah Flamm, Management Analyst

**Subject:** Consideration of LAFCo File No. 25-06 - Proposed Outside Service Agreement for water by the City of Redwood City to 3865 Jefferson Ave. (APN: 057-270-110), Unincorporated Redwood City

## Summary

Pursuant to Government Code Section 56133, Commission approval is required for the extension of service by local agencies to territory outside the agency's boundaries. This section requires that the public agency apply to LAFCo by resolution on behalf of the landowner. In this case, the property owner of 3865 Jefferson Ave. (APN: 057-270-110) is subdividing the property, removing the existing single-family home, and building two new single-family homes on the empty parcels (identified as "Parcel A" and "Parcel B" in attachment C). One new water service is required for Parcel A, while the existing water service provided by the City of Redwood City, will be used for Parcel B.

The project area is within the Sphere of Influence and water service area of the City of Redwood City. However, the property is not contiguous to a City boundary, and annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. LAFCo staff supports an Outside Service Agreement (OSA) in lieu of annexation.

## Departmental Reports

**County Assessor:** The total net assessed land valuation for the parcel (APN 057-270-110) shown in the County Assessor records is \$3,046,536. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

**County Clerk:** The territory has two registered voters. The proposed OSA would not change or conflict with any political subdivision boundaries. If the parcel is annexed by the City of Redwood City, it would need to be changed from an unincorporated area precinct to a precinct within the City of Redwood City.

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
 ▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
 DIANE ESTIPONA, CLERK

*County Environmental Health:* The City of Redwood City and Emerald Lake Heights Sewer District provide the available water and sewer service in the area. The proposal appears appropriate and will not create any unusual health hazards or problems.

*City of Redwood City:* The City recommends approval of the OSA. The City's General Plan designation is Residential-Low Density. The City staff report that the proposed OSA is compatible with the City's General and Specific Plans. The outside service agreement for a water connection requires an authorization letter from the City of Redwood City. This letter is pending transmission from City staff to LAFCo staff, and is anticipated to be provided by the July 16 LAFCo Commission meeting.

*County Public Works:* This property is in the Emerald Lake Heights Sewer Maintenance District. The proposed new water line and associated appurtenances to be constructed shall not conflict with or impact the existing sanitary sewer facilities of the District.

*County Planning:* The County's land use designation is medium to low density residential. The proposal is consistent with the County's General Plan and zoning. The subdivision was approved by County Planning and Building in October 2022 (PLN2021-00357) and is now in review for two new houses on the subdivided property (PLN2025-00201 and PLN2025-00202).

### **Executive Officer's Report**

This proposal submitted by the City of Redwood City is to connect a new single-family residence parcel to City water. The subject property is within the Sphere of Influence of the City but is not contiguous to a City boundary. Therefore, annexation of the parcel at this time would not create a logical boundary or improve the delivery of services. If annexed now, the property (APN 057-270-110) would become an incorporated island. In these circumstances, LAFCo's adopted Outside Service Agreement policy permits the extension of services when annexation is infeasible. As a condition of approval for this project, the property owners will need to execute a deferred annexation agreement for the parcel, as required by the City and LAFCo.

### **California Environmental Quality Act**

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities).

### **Recommended Commission Action**

By motion, approve No. 25-06 - Proposed Outside Service Agreement for water by the City of Redwood City to Parcel A of 3865 Jefferson Ave. (APN 057-270-110), Unincorporated Redwood City, pursuant to Government Code Section 56133.

### **Attachments**

- A. OSA application for Parcel A of 3865 Jefferson Ave. (APN 057-270-110)
- B. Vicinity Map
- C. Draft Tentative Map

D. Authorization Letter from City of Redwood City – To be provided under separate cover

cc: Christian Craig, City of Redwood City  
Ed Diaz, San Mateo County Environmental Health  
Penny Boyd, San Mateo County Clerk  
Andrew Smith, San Mateo County Assessor  
Tiffany Gee, San Mateo County Planning & Building  
Evan Edwards, Project Manager

APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR OUTSIDE SERVICE AGREEMENT TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement. Include the address and APN of the area.

Three horizontal lines for text entry.

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- Landowners or registered voters, by petition
An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

Three horizontal lines for text entry.

4. Does this application have 100% consent of landowners in the affected area?

Yes No

5. Estimated acreage:

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

Five horizontal lines for text entry.

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>

**C. PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

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2. Describe the present land use(s) in the subject territory.

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3. How are adjacent lands used?

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

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Signature of Proponent

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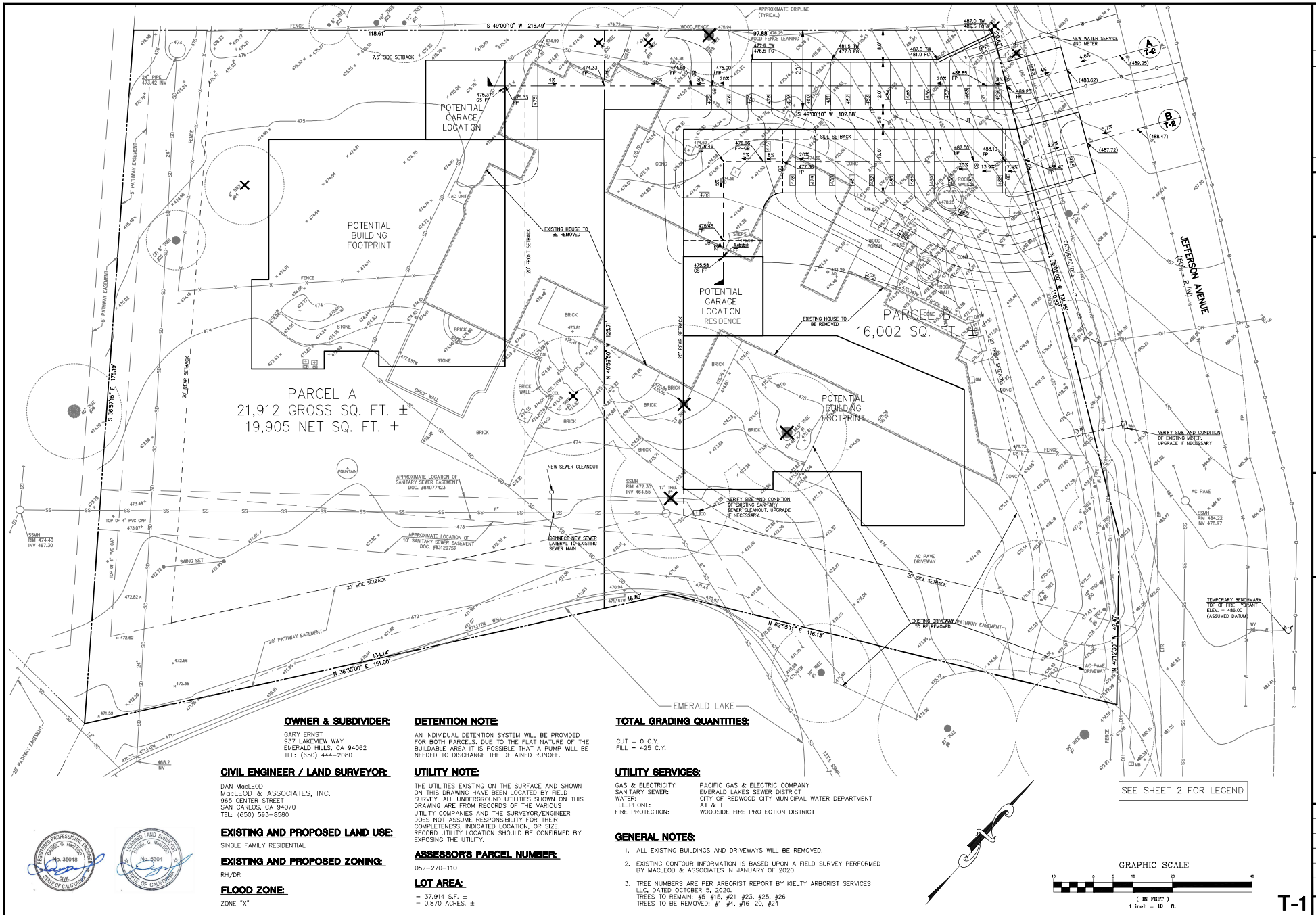


WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
 © Latitude Geographics Group Ltd.

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



**PARCEL A**  
21,912 GROSS SQ. FT. ±  
19,905 NET SQ. FT. ±

**PARCEL B**  
16,002 SQ. FT.

**OWNER & SUBVIDER:**

GARY ERNST  
937 LAKEVIEW WAY  
EMERALD HILLS, CA 94062  
TEL: (650) 444-2080

**CIVIL ENGINEER / LAND SURVEYOR:**

DAN MACLEOD  
MACLEOD & ASSOCIATES, INC.  
965 CENTER STREET  
SAN CARLOS, CA 94070  
TEL: (650) 593-8580

**EXISTING AND PROPOSED LAND USE:**

SINGLE FAMILY RESIDENTIAL

**EXISTING AND PROPOSED ZONING:**

RH/DR

**FLOOD ZONE:**

ZONE "X"

**DETENTION NOTE:**

AN INDIVIDUAL DETENTION SYSTEM WILL BE PROVIDED FOR BOTH PARCELS. DUE TO THE FLAT NATURE OF THE BUILDABLE AREA IT IS POSSIBLE THAT A PUMP WILL BE NEEDED TO DISCHARGE THE DETAINED RUNOFF.

**UTILITY NOTE:**

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS. INDICATED LOCATION, OR SIZE, RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

**ASSESSOR'S PARCEL NUMBER:**

057-270-110

**LOT AREA:**

= 37,914 SF. ±  
= 0.870 ACRES. ±

**TOTAL GRADING QUANTITIES:**

CUT = 0 C.Y.  
FILL = 425 C.Y.

**UTILITY SERVICES:**

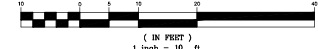
GAS & ELECTRICITY: PACIFIC GAS & ELECTRIC COMPANY  
SANITARY SEWER: EMERALD LAKES SEWER DISTRICT  
WATER: CITY OF REDWOOD CITY MUNICIPAL WATER DEPARTMENT  
TELEPHONE: AT & T  
FIRE PROTECTION: WOODSIDE FIRE PROTECTION DISTRICT

**GENERAL NOTES:**

- ALL EXISTING BUILDINGS AND DRIVEWAYS WILL BE REMOVED.
- EXISTING CONTOUR INFORMATION IS BASED UPON A FIELD SURVEY PERFORMED BY MACLEOD & ASSOCIATES IN JANUARY OF 2020.
- TREE NUMBERS ARE PER ARBORIST REPORT BY KIELTY ARBORIST SERVICES LLC DATED OCTOBER 5, 2020:  
TREES TO REMAIN: #5-#15, #21-#23, #25, #26  
TREES TO BE REMOVED: #1-#4, #16-20, #24

SEE SHEET 2 FOR LEGEND

GRAPHIC SCALE



PREPARED FOR:	VESTING TENTATIVE PARCEL MAP WITH PRELIMINARY DRIVEWAY GRADING & TREE LOCATIONS FOR PARCELS 300, NO. 2016-048226 SAN MATEO COUNTY, CALIFORNIA
DESIGNED BY:	DJK
CHECKED BY:	DMW
SCALE:	1"=10'
DATE:	08-13-21
DRAWING NO.:	4193-TM
SHEET:	1 OF 2
DATE:	08/27/21
D.K.	09/27/21
D.K.	09/27/21
D.K.	09/27/21
D.K.	09/27/21
DESCRIPTION:	PRELIMINARY DRIVEWAY GRADING & TREE LOCATIONS
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**MACLEOD AND ASSOCIATES**  
CIVIL ENGINEERING & LAND SURVEYING  
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# LOCAL AGENCY FORMATION COMMISSION

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**July 9, 2025**

**To:** LAFCo Commissioners

**From:** Sarah Flamm, Management Analyst  
Rob Bartoli, Executive Officer

**Subject:** Final Municipal Service Review (MSR) Policy Update: Teleconferencing and Public Comment

## **Background**

At the March 19, 2025 LAFCo Meeting, the Commission voted 6-0 to direct LAFCo staff to draft a new MSR policy related to public access and meeting participation at public meetings of the County, cities, and special districts. The draft policy was reviewed by the LAFCo Policy and Legislative Committee on April 23, 2025. The committee unanimously agreed to send the policy document to the full Commission for consideration at the May 21, 2025 meeting.

At the May 21, 2025 meeting, the Commission directed LAFCo staff to distribute the draft Teleconferencing and Public Comment Policy to the County, cities, special districts, and other interested parties, and to place the policy on the agenda for potential adoption at the July 16 Commission meeting.

On May 23, 2025 LAFCo staff sent emails to staff at the County, cities, and special districts. LAFCo staff received two emails from the City of San Mateo (Exhibit A) and the City of Menlo Park (Exhibit B). These emails provided responses to the proposed policy questions and included information about the city's current remote meeting process and capabilities. No comments were received by LAFCo regarding the proposed policy itself.

No new standards or requirements are proposed to be established as part of this policy update. The intent of the policy is to ensure that the LAFCo MSR report for any given agency thoroughly reviews public access at public meetings. The policy update is to incorporate the following elements into the analysis and written answer to MSR Determination Area No. 6, "Accountability and Transparency":

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

**Livestream Availability**

- 1) Is the board meeting streamed online with video and/or audio available for the remote public to observe in real time?
- 2) How is remote public comment handled during the livestreamed meeting?

**Meeting Notice**

- 3) Prior to the public meeting, is information disseminated regarding how the public can access the meeting remotely (i.e. website address/URL), and how they can provide comment remotely during the meeting?

**Accessibility**

- 4) Are language interpretation/translations services provided? Are modifications or accommodations available for individuals requiring special assistance to participate or view a public meeting.
- 5) Are figures, documents and presentations presented at the meeting viewable by those view and participating remotely?
- 6) Is the streaming platform free and accessible to the non-subscribing public?
- 7) Are video recordings of meetings available for viewing online after the meeting?

**Recommendation:**

1. Open Public Hearing and Accept Public Comment
2. Adopt the MSR Policy Update relating to Teleconferencing and Public Comment

**Exhibits**

- A. Email Response: City of Menlo Park, City Manager/Clerk's Office, received June 19, 2025
- B. Email Response: City of San Mateo Clerk's Office, received June 23, 2025

May 23, 2025

Circulation of MSR Policy Update for Comment

Page 3

**Attachment A- Staff Memo from the May 21, 2025 LAFCo Meeting**

**To:** LAFCo Commissioners

**From:** Sarah Flamm, Management Analyst  
Rob Bartoli, Executive Officer

**Subject:** MSR Policy Update: Teleconferencing and Public Comment

**Background**

At the March 19, 2025 LAFCo Meeting, the Commission voted 6-0 to direct LAFCo staff to draft a new MSR policy related to public access and meeting participation at public meetings of the County, cities, and special districts. The draft policy was reviewed by the LAFCo Policy and Legislative Committee on April 23, 2025. The committee unanimously agreed to send the policy document to the full Commission for consideration at the May 21, 2025 meeting.

**Teleconferencing and Remote Public Comment**

San Mateo LAFCo recognizes that public participation at local government meetings is important. Robust public discussion and involvement on governmental issues enhances governmental programs, policies, services, and acts. Hearing public comment on each agenda item before the governing body considers the item ensures that the decision makers have a clear and complete understanding of the public's concerns regarding the item.

Not all members of the public are able to attend their local agency's governing body meetings in person, for various reasons. LAFCo acknowledges that different agencies and communities have a variety of needs and expectations related to public meeting participation based on geographic location, size of the agency and population, and accessibility of meeting locations. Livestreaming governing board meetings via an online streaming platform (e.g. Zoom, YouTube, Granicus) enables members of the public to attend remotely. Streaming public meetings online expands public access to the decision-making process.

The infrastructure and processes enabling the livestreaming practice were developed and widely adopted by government agencies during the COVID-19 pandemic lockdown. This practice lingered, even as in-person meetings resumed. As of April 2025, all 20 cities in San Mateo County, along with the County of San Mateo, offer the public livestream video and audio of City Council and Board of Supervisor meetings.<sup>1</sup> Of those 20 cities, 15 offer the opportunity for real-time remote public comment during the meetings. For the 21 independent special districts in San Mateo County, five districts do not livestream their board meetings at all and five districts do livestream their board meetings but do not provide opportunity for public comment. The 41 County and city Dependent Special Districts have their governing body meetings during that governing body's normal meeting schedule. For example, County Service Area 11 is governed by the County Board of Supervisors, and deliberates during the Board's regularly scheduled meetings that are available via livestream.

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<sup>1</sup> See Attachment B.

### Existing Regulations

The Brown Act requires governing boards to allow opportunity for public comment at regular meetings.<sup>2</sup> However, the Brown Act does not require (or does any other law) that governing bodies offer opportunity for remote public comment or remote public access. Some jurisdictions do livestream their public meetings, but do not allow remote public comment. Instead, members of the public must attend in person, or submit written comment prior to the meeting.

Livestreaming is not mandatory. Note that the Brown Act has been amended by the state legislature to include certain teleconferencing provisions for legislative bodies, but none addressing this topic of remote public comment, specifically.<sup>3</sup>

Another area in which the state legislature has addressed accessibility is with the Special Districts Transparency Act (SB 929, 2018).<sup>4</sup> The law states that starting January 1, 2020, all independent special districts must create and consistently maintain a website with specific and detailed information including meeting agendas, clear information on the district's budget and expenditures, compensation reports, and contact information. LAFCo is not an enforcing agent of this law. However, LAFCo does include mention of website accessibility issues, as outlined by SB 929, in the MSR process.

### LAFCo Municipal Service Review to Include Expanded Transparency Component

Section 56430 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000 requires LAFCo to conduct MSRs prior to establishing or updating spheres of influence.<sup>5</sup> The MSR is intended to help LAFCo, the public, and other agencies better understand the governance and delivery of public services.

As part of the MSR process, LAFCo staff and the Commission make determination on seven areas. Under the current format of San Mateo MSRs, discussions about governing body meetings, issues related to Brown Act, and general agency transparency are described under a section entitled "Accountability and Transparency" (MSR Determination #6). Current text states that every MSR shall analyze:

*"Accountability for community service needs, including governmental structure and operational efficiencies. Analysis will include: public availability of agency budget, agenda, reports and other documents; source data such as organizational charts, budgets, website, survey information provided by agencies; and potential reorganization pursuant to CKH Act, enabling legislation and State legislative policies encouraging efficient delivery of services and logical boundaries."*<sup>6</sup>

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<sup>2</sup> Brown Act, Public Comment

<sup>3</sup> <https://legiscan.com/CA/text/AB2449/id/2598323>

<sup>4</sup> [Bill Text: CA SB929 | 2017-2018 | Regular Session | Amended | LegiScan](#)

<sup>5</sup> Government Code Section 56430


<sup>6</sup> San Mateo LAFCo MSR Policy Update 9.18.2019, LAFCo Meeting Packet Page 23

# Summary of Comments on 4.2 Exhibit A. RESPONSE-Menlo Park MSR Policy Update Teleconferencing and Public Comment.pdf

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Page: 4

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 Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:35:42 PM  
SB 707 (Durazo) Open Meetings: Meeting And Teleconference, which is in progress with First Chamber, would require an opportunity for members of the public to attend via a two-way telephonic option or a two-way audiovisual platform.

Although it is unclear if this includes comment, but something to keep an eye on.

LAFCo staff proposes to the Commission that going forward, the following elements shall be included in the analysis and written answer to MSR Determination #6:

**Livestream Availability**

- 1)  the board meeting streamed online with video and/or audio available for the remote public to observe in real time?
- 2)  how is remote public comment handled during the livestreamed meeting?

**Meeting Notice**

- 3)  prior to the public meeting, is information disseminated regarding how the public can access the meeting remotely (i.e. website address/URL), and how they can provide comment remotely during the meeting?

**Accessibility**

- 4)  are language interpretation/translations services provided? Are modifications or accommodations available for individuals requiring special assistance to participate or view a public meeting.
- 5)  are figures, documents and presentations presented at the meeting viewable by those view and participating remotely?
- 6)  is the streaming platform free and accessible to the non-subscribing public?
- 7)  are video recordings of meetings available for viewing online after the meeting?

**Review by Legislative and Policy Committee**

On April 22, 2025, the LAFCo Budget Committee reviewed the draft policy and recommended it for approval.

**Recommendation:** [ADOPTED on 5/21/2025]

By motion, direct LAFCo staff to circulate the draft LAFCo Teleconferencing and Public Comment Policy to the County, cities, and special districts, and other interested parties, and place the policy for consideration of adoption on the agenda for the July 16, 2025 Commission meeting.

---

Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:39:00 PM  
We offer livestreaming through Zoom webinar and at <https://midpenmedia.org/government/>.

We also offer Cable television subscriber in Menlo Park, East Palo Alto, Atherton and Palo Alto: Channel 26 (Uverse channel 99).

---

Number: 2 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:38:43 PM  
In-person comments are taken first. Then Zoom (virtual and call-in) are taken.

---

Number: 3 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:41:44 PM  
Agenda provides the following info on methods of participation and viewing:  
Members of the public can listen to the meeting and participate using the following methods. If you have issues viewing the meeting, please email the city clerk at [jaherren@menlopark.gov](mailto:jaherren@menlopark.gov).  
How to participate in the meeting  
Submit a written comment online up to one-hour before the meeting start time:  
[city.council@menlopark.gov](mailto:city.council@menlopark.gov)  
Attend in person in the City Council Chambers  
Access the meeting real-time online at:  
Zoom.us/join (hyperlink to webinar id)– Meeting ID 832 1285 7140  
Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 832 1285 7140  
Press \*9 to raise hand to speak  
Watch meeting:  
Cable television subscriber in Menlo Park, East Palo Alto, Atherton and Palo Alto: Channel 26 (Uverse channel 99)

The city's calendar web page also lists the above agenda information and includes a link to the livestream: <https://midpenmedia.org/government/>

---

Number: 4 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:43:39 PM  
We have a Spanish interpretation request form on every City Council agenda, agenda web page and calendar page.

[Reunión del Ayuntamiento forma de solicitud de interpretación presencial en español](#) – Por favor, envíelo la forma 72 horas antes de la reunion.

[City Council Meeting In-person Spanish Interpretation Request Form](#) – please submit at least 72-hours before the meeting.

If we receive a request with the 72-hour notice, we provide in-person and Zoom Spanish interpretation.

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Number: 5 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:44:19 PM  
Yes; Zoom, livestream (midpen) and cable channels.

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Number: 6 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:45:03 PM  
Yes. We do not require registration and Zoom required email and name fields can be anonymous.


---

Number: 7 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:45:44 PM  
Yes; these are added to the agenda page within 24-hours of the meeting. The video links to the body's YouTube channel.

**Attachment B** - List of San Mateo County Cities and Independent Special Districts and status of streaming of public meetings as of 5/23/2025

Cities	Livestreams Governing Board Meetings?	Allow remote public comment?	Video Archive?
City of Belmont	Yes	Yes	Yes
City of Brisbane	Yes	Yes	Yes
City of Burlingame	Yes	No	Yes
City of Daly City	Yes	<i>Option to submit public comment form during live meeting to be read aloud</i>	Yes
City of East Palo Alto	Yes	Yes	Yes
City of Foster City	Yes	Yes	Yes
City of Half Moon Bay	Yes	Yes	Yes
City of Menlo Park	Yes	Yes	Yes
City of Millbrae	Yes	Yes	Yes
City of Pacifica	Yes	Yes	Yes
Redwood City	Yes	No	Yes
City of San Bruno	Yes	No	Yes
City of San Carlos	Yes	Yes	Yes
City of San Mateo	Yes	Yes	Yes
City of South San Francisco	Yes	No	Yes
Town of Atherton	Yes	Yes	Yes
Town of Colma	Yes	No	No video
Town of Hillsborough	Yes	Yes	Yes
Town of Portola Valley	Yes	Yes	Yes
Town of Woodside	Yes	Yes	Yes

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 Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:46:22 PM  
Confirming this is all correct.

Independent Special Districts	Livestreams Governing Board Meetings?	Allow remote public comment?	Video Archive?
Bayshore Sanitary District	No	No	No video
Broadmoor Police Protection District	No	No	No video
Coastside County Water District	Yes	Yes	Yes
Coastside Fire Protection District	Yes	Yes	Yes
Colma Fire Protection District	No	No	No (written minutes and agenda also lacking)
Granada Community Services District	Yes	Yes	Yes
Highlands Recreation District	Yes	Yes	Yes
Ladera Recreation District	No	No	No video (written minutes and agenda also lacking)
Menlo Park Fire Protection District	Yes	No	No
Midpeninsula Regional Open Space District*	Yes	<i>Yes, but must submit a public comment form. Requests to provide oral comment via Zoom must be submitted prior to the time public comment on the agenda item is closed.</i>	Yes
Mid-Peninsula Water District	Yes	No	Yes
Montara Water and Sanitary District	Yes	Yes	Yes
North Coast County Water District	Yes	Yes	No video
Peninsula Health Care District	Yes	No	Yes
San Mateo County Harbor District	Yes	Yes	Yes
San Mateo County Mosquito and Vector Control District	Yes	Yes	No video
San Mateo County Resource Conservation District	Yes	Yes	No video
Sequoia Healthcare District	Yes	Yes	No Video
West Bay Sanitary District	Yes	Yes	No video
Westborough Water District	No	No	No video
Woodside Fire Protection District	Yes	Yes	Yes

\*Midpeninsula ROSD is a multi- county special district, with Santa Clara LAFCo acting as the principal LAFCO for adopting service reviews

### **Attachment C- Considerations for livestreaming public meetings**

**Technology Considerations:** Livestreaming a meeting involves capturing the video and audio of everyone in attendance, including in-person and remote board members, public speakers, the meeting clerk/secretary, and other staff. The required equipment includes a camera, microphone, speakers and a computer that runs a streaming platform to compress the video and audio into digital format that can be accessed on the internet and viewed on folks' computers and mobile devices. A web-based software such as Zoom, YouTube or Granicus will work. **Test all equipment before the meeting starts.**

**Communicate Accessibility:** The posted agenda for each meeting should list the link to the URL for the teleconference, and/or call-in numbers. **The agenda should clearly identify at what point in the meeting public comment will occur (i.e. at the beginning or end of the meeting, and/or after each item presentation).** The meeting body should communicate the constraints on the length or content of the comments (i.e. barring obscene or threatening speech, time limit of three minutes, etc.). The public body should display the email address or URL for submittal of public comments in the chyron on any live broadcast of the meeting if possible.

**Mitigating Disruptions:** Providing the public access to live teleconferencing risks disruptive or inappropriate behavior (i.e. "Zoom-Bombing"). **Staff should have administrative rights to mute or disconnect public participants.** The Chair of the meeting should not serve this role – the Chair should remain free to manage the regular business of the meeting without the distraction of software controls.

If disruption problems persist, consider limiting access to teleconferenced meetings to persons who preregister. Some conferencing platforms provide a "waiting room" that allows an administrator to vet participants before granting them access to the main meeting – use this type of feature if available.

**Limit screen sharing options** so that only select participants who will provide necessary content for the meeting may share their computer screen. Any chat features on the streaming platform should be eliminated. The microphone should be set to default to "off".

#### **Pass a Teleconference Meeting Resolution**

Consider adopting a resolution concerning public comment during virtual meetings. The resolution could include:

- (1) Public participants will only be allowed to speak during the designated public comment portion of the virtual meeting;
- (2) Public participants' lines will be muted until they are recognized by the Chair;
- (3) **Public participants must keep their comments to less than [3 minutes];**
- (4) Abusive or obscene comments will be prohibited and grounds for the public participant to be removed from the virtual meeting.
- (5) Livestreaming rules and procedures apply to [some/all] subsidiary bodies of the local government, including boards and commissions.

- 
- Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:27:04 PM  
We also run tests before each meeting. We test all microphones (dais, staff, public comment podium), video, screen share of presentations, digital voting (VoteCast).

---

  - Number: 2 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:08:01 PM  
Difficult to identify times given closed sessions or special meetings preceding a regular meeting. Also difficult to gauge public comment time due to unknown length of City Council (or Board) discussion.

---

  - Number: 3 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:13:27 PM  
If using Zoom, recommend setting up meetings as "Webinars". This allows additional controls for the Zoom host.

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  - Number: 4 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:15:29 PM  
Staff and city attorney have a procedure and script to use in cases of "Zoom-bombings". If the speaker goes off topic or is inappropriate, the city attorney or city clerk will mute participate, remind them of decorum and allow them to continue their comment. If the inappropriate behavior is continued, the person is muted and unable to provide comment for the duration of the meeting.

---

  - Number: 5 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:47:39 PM  
As mentioned, Zoom Webinar is a preferred method for Menlo Park, as Attendees do not have ability to share screen, engage video or un-mute. The un-mute functionality for virtual and call-in is controlled by the Zoom host (city clerk in Menlo Park).  
  
Panelists do have the ability to share screen and control their own video and microphone.

---

  - Number: 6 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:48:43 PM  
In our City Council procedures manual we allot 3-minutes per speaker, unless there are more than 10 speakers on an item and then the time is reduced to 2-minutes per speaker. City Council also designate the Mayor (or Chair) to impose alternate time limits live at the meeting. As an example, if there are 20+ speakers on an item and the item has been heard before, reduce to 90-seconds.

**Attachment D. Sample Language for Public Comment During Meeting Teleconference**

*For reference, below is the language San Mateo LAFCo uses on meeting agendas:*

**Hybrid Public Participation**

The LAFCo regular meeting may be accessed through Zoom online at LINK [TO ZOOM MEETING](#). The webinar ID is \_\_\_\_\_. The meeting may also be accessed by telephone by dialing \_\_\_\_\_ (local) and entering webinar ID then #. Members of the public may also attend this meeting physically in the Board of Supervisors Chambers at 500 County Center, Redwood City, CA 94063.

\*Written public comments may be emailed to [lafco@smcgov.org](mailto:lafco@smcgov.org), and should include the specific agenda item on which you are commenting.

\* Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. **Public comments via Zoom will be taken first, followed by speakers in person.**

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

--- AGENDA ---

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

During the LAFCo hybrid meeting, 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 [lafco@smcgov.org](mailto:lafco@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your 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 p.m. 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. If emailed comments are received after 5:00 p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Commission and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.


**\*Spoken Comments**

**In-person Participation:**

---

 Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:19:14 PM  
Menlo Park allows in-person speakers to go first and then Zoom Attendees.

---

 Number: 2 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:50:13 PM  
Are written comments also included on the meeting minutes?

We allow written comments to [city.council@menlopark.gov](mailto:city.council@menlopark.gov), which are automatically added to a web portal for public viewing, but emails received are not included at the meeting or the meeting minutes.

1. If you wish to speak to the Commission, please fill out a **Speaker's slip** located at the entrance. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the Clerk who will distribute the information to the Commission members and staff.

**Via Teleconference (Zoom):**

1. The Commission meeting may be accessed through Zoom online at ZOOM [LINK](#). The webinar ID is \_\_\_\_\_. The Commission meeting may also be accessed via telephone by dialing \_\_\_\_\_ (local). Enter the webinar ID, then press #. Members of the public can also attend this meeting physically in the Board of Supervisors' Chambers at 500 County Center, Redwood City, CA 94063.

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 Clerk calls for the item on which you wish to speak, click on "raise hand."** Speakers will be notified shortly before they are called to speak.

**Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Commission.

**Comments Made by Staff at the LAFCo meeting**

"Please note that LAFCo meetings are a limited public forum, and all public comment must relate to something that is within the subject matter jurisdiction of the Board. If comments do not relate to the subject matter jurisdiction of the Board, we will stop the comment and move on to the next speaker. The County Attorney will assist in identifying comments that are not related to the subject matter jurisdiction of the Board."

---

Number: 1 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:21:45 PM  
Menlo Park speaker cards are available in English and Spanish (one card, double sided).

All information is option, but we encourage that minimally a name is included in the submitted card.

---

Number: 2 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:23:04 PM  
We also allow public comment from people who have dialed into the meeting. When call for comment on an item we also note to press \*9 for people calling in from a landline or cell phone to raise their virtual hand.

---

Number: 3 Author: Judi Herren Subject: Comment on Text Date: 6/16/2025 1:24:48 PM  
The city clerks email address is also included at the top of agendas:  
"If you have issues viewing the meeting, please email the city clerk at jaherren@menlopark.gov."



CITY OF SAN MATEO  
CITY CLERK'S DEPARTMENT

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403-1338  
www.cityofsanmateo.org  
(650) 522-7040

June 23, 2025

Dear Sarah Flamm,

Thank you for circulating the draft MSR policy update regarding public access and participation at public meetings. I've reviewed the proposed elements and appreciate LAFCo's efforts to strengthen transparency and accountability in this area.

### **Livestream Availability**

1. Is the board meeting streamed online with video and/or audio available for the remote public to observe in real time?  
*Yes.*
2. How is remote public comment handled during the livestreamed meeting?  
*Requests to speak from the remote environment are handled through the Zoom platform, users raise their hands and Clerk's Office staff enable speaking based on the order the requests are received. In person requests are received before the virtual requests.*

### **Meeting Notice**

3. Prior to the public meeting, is information disseminated regarding how the public can access the meeting remotely (i.e. website address/URL), and how they can provide comment remotely during the meeting?  
*This information is included on the agenda and depending on the topic can be included within outreach materials.*

### **Accessibility**

4. Are language interpretation/translations services provided? Are modifications or accommodations available for individuals requiring special assistance to participate or view a public meeting.  
*Language interpretation and translation services are available upon request. If this is required, we double the amount of speaking time allotted to ensure that the speaker has enough time to convey their remarks.*
5. Are figures, documents and presentations presented at the meeting viewable by those view and participating remotely?  
*Yes, all content is viewable from the virtual environment.*
6. Is the streaming platform free and accessible to the non-subscribing public?  
*Yes, we offer viewing through both Zoom and YouTube, with no fee required.*
7. Are video recordings of meetings available for viewing online after the meeting?  
*Yes.*

Thank you again for the opportunity to provide feedback on the proposed policy update. Please feel free to reach out if any additional information would be helpful, and we look forward to supporting LAFCo's ongoing efforts to promote transparency and public engagement across our local agencies.



---

Martin McTaggart  
CITY CLERK

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

**July 9, 2025**

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
**Subject:** Appointment of Alternate Public Member

## Summary

In March 2025, Jim O’Neill, the Alternate Public Member resigned from his position. The term of office for this position ends May 2026. The upcoming term begins May 2022 and expires May 2026. Staff distributed and posted a notice of the vacancy dated May 9 for submittal of applications by June 30. Notices were distributed by mail to cities, special districts, and the County. In addition, the announcement was posted on social media reaching San Mateo County residents.

Chair Mueller and Commissioners Martin and Rainaldi were appointed on May 21 to serve on the Public Member Recruitment Committee to interview applicants for the alternate public member position.

The Commission received one application in response to the vacancy. After conducting interview with the applicants and careful consideration of their applications, the Committee recommends Colleen You for the Alternate Public Member position based on her experience with the San Mateo County Civil Grand Jury, her membership on school boards and commissions in San Mateo County and her familiarity with local government in the County.

Government Code Sections 56325 (d) requires an affirmative vote from the majority of the Commission, including an affirmative vote from at least one each of the County, City, and Special District members to appoint a public member.

## Recommended Commission Action

By motion, make an appointment to the LAFCo Alternate Public Member position for the term ending in May 2026.

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
 ▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
 DIANE ESTIPONA, CLERK

**Attachment**

- A. Application from Colleen You



**SAN MATEO LAFCO**  
LOCAL AGENCY FORMATION COMMISSION

455 County Center, 2nd Floor  
Redwood City, CA 94063  
Phone: 650-363-4224 Fax: 650-363-4849  
www.sanmateolafco.org

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**Application for Public Member and Alternate Public Member of the Commission**

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Information provided on this application is public information and may be made available to other applicants, members of the press, or the general public.

Application for: Public Member  Alternate Public Member  Either Position

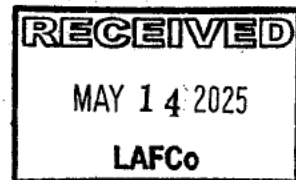
Name: Colleen A R You Phone: [REDACTED]

Address: [REDACTED] Email: [REDACTED]

Present Employer: Retired Position: Community Volunteer

Work Address: N/A Work Phone: N/A

How long have you resided in San Mateo County? 53 years



**Educational Background:**

AS Degree; Canada College  
Canada College Radiologic Technology Program Graduate with current American Society of Radiologic Technology certificate and California State RT(R) credential.

**Employment and/or Professional Experience:**

Staff Radiologic Technologist and Medical Assistant - Immediate Care Medical Clinic  
Numerous volunteer community positions/responsibilities as outlined below.

**Civic Activities**

(Please include any present or past membership on county or city boards, committees, as well as participation in the activities of community groups or organizations.)

Member Belmont-Redwood Shores Elementary School District Governing Board; Member San Mateo County Office of Education's County Committee on School District Organization; three term member San Mateo County Civil Grand Jury (15-16, 16-17, 20-21); board member San Mateo County Association of Civil Grand Jurors; Vice President Friends of the Belmont Library board; 32 year member of Parent Teacher Association including 17th District (SMC) president; California State PTA Leadership Services Commission (three terms); CAPTA VP Family Engagement, VP Health, President-elect, and State PTA President.

Would you be available to attend daytime meetings? Yes

Why are you seeking this appointment? (Please include in your response any **qualifications/special interests** related to this position that may not have been covered in your previous responses.)

While serving on the SMC Civil Grand Jury, we were briefed on Cities and Special Districts and about the role of LAFCO. The aspect of the Commission that most interests me is the Municipal Service Review process. Additionally, the SMC County Committee on School District Organization considered school district boundary issues, so I am familiar with that component of the work. I am able to work independently or collaboratively as demonstrated by my three term service on the Grand Jury, am dependable, thoughtful, and enjoy service to and for the County.

Have you attended any meetings of the Commission? No

How did you become aware of the recruitment? Kati Martin

Date: 05/10/25

*Colleen A. R. You*  
Your Signature

In addition to completing this application, you may attach a resume if you wish.

This application will remain on file for at least one year from the date of receipt.

Please return via email to Rob Bartoli at [rbartoli@smcgov.org](mailto:rbartoli@smcgov.org), or send to:

Rob Bartoli, Executive Officer  
San Mateo LAFCo  
455 County Center, 2nd Floor  
Redwood City, CA 94063

Please respond no later than **Monday, June 30, 2025 at 5:00pm** for your application to be considered.

*Thank you for your interest in LAFCo*

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

July 9, 2025

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Broadmoor Police Protection District Update – Information Only

## Background

At the March 15, 2023 LAFCo meeting, Commissioners approved the Broadmoor Police Protection District (BPPD) Special Study. At the May 15, 2024 LAFCo meeting, Commissioners approved a Municipal Service Review for BPPD. At the January 15, 2025 LAFCo meeting, the Commission directed staff to provide updates regarding BPPD at the July 16, 2025 meeting.

## Update

In May 2025, LAFCo staff requested information from BPPD to better understand the current status of the District.

### *BPPD Commission*

The BPPD is governed by a three-member Commission. In December 2024, Commissioner John Aguerre was appointed to the BPPD Commission when Commissioner Marie Brizuela vacated her seat. v. In January 2025, Commissioner Andrea Hall was elected to the BPPD Commission. The third Commissioner is Ralph Hutchens.

### *Budget and Financial Information*

In June 2025, the BPPD approved their FY 2025-26 budget. The adopted budget projects a surplus of approximately \$545,000 for the upcoming fiscal year. The budget also includes information about the FY 2024-25 Budget and Actual revenue and expenditures, however the actuals were only through April 2025 and did not include a full projection of the whole fiscal year. According to BPPD's response to LAFCo's request for information, the ending fund balance for FY 2023-24 was \$1.2 million and FY 2024-25 is estimated at \$2.3 million. In general, revenue to the District is projected to increase to \$3.8 million, a \$900,000 increase from FY 2023-24

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**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪

DIANE ESTIPONA, CLERK

when BPPD projected a deficit. Total expenses in FY 2025-26 (\$3.28 million) are lower than FY 2023-24 (\$3.33 million).

Per BPPD staff, a new auditor is currently working on the audit for the Fiscal Year ending on June 30, 2024. The date for the completion of this audit is not known at this time.

In 2024 and 2025, the District hired NBS, a financial consulting firm, to audit parcels within the District and collect the outstanding BPPD supplemental property tax. Per the District, there were numerous instances of the tax not being collected in the amount approved by the District. The majority of these issues has been corrected on the FY 2024-25 property tax bills. NBS is continuing work on this matter. The increase in revenue seems to largely come from the correction to the supplemental property tax rates as the budgeted revenue for FY 2025-26 is \$1.1 million up from \$790,000 in FY 2024-25. While the BPPD Commission has the option of increasing the rate of the supplemental tax on an annual basis, the Commission voted to retain the same tax level from FY 2024-25 for FY 2025-26. Also, projected ERAF funds are included in the budget at \$550,000 for FY 2025-26.

In November 2024, BPPD ballot Measure I to institute a parcel tax for five years and raise \$700,000 per year was put before the voters of the District. The measure failed, with 57% voting No and 43% voting Yes. The measure required 2/3 approval. However, even without this revenue, BPPD has approved a FY 2025-26 budget with a \$545,000 surplus.

### *Staffing*

In the previous Special Study and Municipal Service Review for BPPD, LAFCo recommended that the District explore hiring financial staff. In May 2025, BPPD entered into a contract with Stephen Chang as the District Chief Financial Officer. Mr. Chang previously was the contracted independent auditor for BPPD. However, in LAFCo's review of the adopted budget for FY 2025-26, there did not appear to be funds allocated for this contract. LAFCo recommends including the cost of the contract for the District Chief Financial Officer in future budgets.

BPPD has reestablished the Reserve Officer Unit and is now back at full staffing levels for full-time police officers.

### **Recommendation**

Receive the informational report and, if desired, provide direction to LAFCo staff regarding any future updates to the LAFCo Commission regarding the Broadmoor Police Protection District.

### **Attachment**

- A. July 3, 2025 response to LAFCo request for information from Paul M. Davis, District Counsel.

SEATTLE  
(206) 497-1188  
WASHINGTON, DC  
(202) 241-1316  
SAN MATEO  
(650) 349-0700

PAUL M. DAVIS  
ATTORNEY AT LAW  
1 BLACKFIELD DRIVE  
SUITE 193  
TIBURON, CALIFORNIA 94920-2053

PAUL M. DAVIS  
ALSO ADMITTED IN THE  
DISTRICT OF COLUMBIA  
AND THE  
STATE OF WASHINGTON

TELEPHONE: (415) 884-2555

July 3, 2025

BY EMAIL ONLY  
rbartoli@smcgov.org

Robert Bartoli, Director  
San Mateo County LAFCo  
455 County Center  
Redwood City, California 94063

In re: *Broadmoor Police Protection District*

Dear Director Bartoli:

This is in response to your email to me in response to my email to you of May 20, 2025. The District is pleased to respond to your email and by this correspondence does so *ad seriatim*.

**ITEM NO. 1:** The most recently available audit on the website for BPPD is for the Fiscal Year ending on June 30, 2023. What is the current status of the audit for the Fiscal Year ending on June 30, 2024?

**RESPONSE:** The audit for the period ending on June 30, 2023, is complete and is posted on the District's website. The audit ending on June 30, 2024, is still in progress. That audit is an in-depth audit due to the mismanagement of prior administrations. I have not been provided with a date by which its completion is anticipated. This audit is the first audit being conducted by a new auditor, so it is taking longer than it ordinarily would take.

**ITEM NO. 2:** What was the estimated ending fund balances for FY23-24 and FY24-25? The most recently adopted budget shows estimated actuals for FY24-25, but those are only through 4/1/25.

**RESPONSE:** According to the information I received the balances are FY23/24 is \$1,255,954.31 and FY 24/25 is \$2,306,431.01.

July 3, 2025

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**ITEM NO. 3:** What actions has the District taken related to either reducing costs or increase revenue in the previous and upcoming fiscal years?

**RESPONSE:** The District on its own, and with the assistance of NBS, has identified numerous parcels of real estate that have escaped the payment of the District's special taxes. The precise amount of the escaped taxes is unknown but it likely will exceed a million dollars. As of the last tax bill, some (not all) of this has been corrected *going forward*, but this does not address the escaped taxes. The reason for the escaped taxes is unknown but the taxes did not appear on many tax bills. NBS is still working on this.

**ITEM NO. 4:** A recent agenda item included the potential hiring of a District Fiscal Office. (*sic*) What is the status of that action? If the position was filled by contract, how long is the contract for?

**RESPONSE:** At the regular meeting of the Police Commission on May 13, 2025, the Commission appointed Stephen Chang, CPA, as the District's Chief Financial Officer. This was done at the suggestion of LAFCo. The contract between the District and Mr. Chang is ongoing and is terminable by either party on thirty days' notice.

**ITEM NO. 5:** BPPD was proposing to expand the scope related to NBS and *ad valorem* property tax. What is the current status of this effort?

**RESPONSE:** The District has expanded the scope of NBS's engagement. NBS is diligently sorting out the escaped taxes, as well as other issues relating to coding (actually mis-coding) of some documents in the Tax Collector's Office that pertain to the District's share of the *ad valorem* taxes. Because this is an ongoing investigation I am not able to provide more information at this time. This process has been difficult, tedious, and time-consuming in large part because the documents NBS has requested from the Tax Collector's Office have not been forthcoming. The process has been further complicated because it involves the state's Board of Equalization and the County. NBS personnel are diligently working on this.

**ITEM NO. 6:** Are there any additional efforts or actions that BPPD would like to make LAFCo aware of at this time?

Robert Bartoli (. . . cont'd.)

July 3, 2025

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**RESPONSE:** The Reserve Officer Unit that has been the backbone of the District since 1948 was decommissioned a few years ago due to prior back-to-back mismanagement. On October 8, 2024, the Police Commission unanimously passed and adopted Resolution 2024/25-03, which re-commissioned the Reserve Officer Unit in compliance with Penal Code §830.6(a). Additionally, the District is pleased to report that the full-time compliment of police officers is back up to full staffing after a brief period of a reduction in force in 2023 due to a temporary financial squeeze, the result prior back-to-back mismanagement. That issue is now fully remedied.

The District is now in excellent and sound financial condition. The discovery of the escaped taxes and other issues being explored by NBS will substantially improve its financial condition. The current financial forecast for the District is very good.

Sincerely,

BROADMOOR POLICE PROTECTION  
DISTRICT

*Paul M. Davis* (e-signature)

Paul M. Davis  
District Counsel

cc: Board of Police Commissioners  
Michael P. Connolly ICOP/IDM  
Michael Colantuono, Esq.

SAN MATEO



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**July 9, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** CALAFCO 2025 Annual Conference - Information Only

## Summary

Registration is now open for the CALAFCO 2025 annual conference that will be held on October 22-24, 2025 in San Diego. The registration form is enclosed in the agenda packet, and Commissioners may also register online at [www.calafco.org](http://www.calafco.org). The deadline for early bird registration is July 31, 2025. More details are on the CALAFCO website.

The adopted FY25-26 LAFCo Budget allows for 7 LAFCo Commissioners and staff to attend the CALAFCO Conference. Typically, registration for the Conference will open in July. Commissioners who wish to attend should notify staff at their earliest convenience in order for staff to submit the conference registration for all San Mateo LAFCo participants.

## Recommendation

Receive the report

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DIANE ESTIPONA, CLERK

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July 9, 2025

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
**Subject:** CALAFCO Nominations for 2025-2026 Board Members

CALAFCO has announced that nominations are now open for the 2025-2026 Board of Directors. The Recruitment Committee is accepting nominations for a City Member and a Public Member in the Coastal Region, which is the region to which San Mateo LAFCo is assigned. The map of the regions is in the attached nomination packet. The election will be conducted during the CALAFCO Annual Conference on October 23, 2025.

Nominations are due by Friday, September 19, 2025 and require nomination by the Commission and submittal of the attached Candidate Resume Form.

**Recommendation:**

Advise staff as to any proposed Board of Directors nominations.

**Attachments**

- A. CALAFCO Nominations for 2025-2026 Board Members Packet and Form

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DIANE ESTIPONA, CLERK



Date: June 25, 2025
To: Local Agency Formation Commission Members and Alternate Members
From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee / CALAFCO Board of Directors
RE: CALAFCO Board of Directors Nomination Period Now Open for 2025-2026

The Nomination period is now open for the fall elections of the CALAFCO Board of Directors for the following seats:

Table with 4 columns: CENTRAL REGION, COASTAL REGION, NORTHERN REGION, SOUTHERN REGION\*. Rows include City Member and Public Member for Central and Coastal regions, and County Member and District Member for Northern and Southern regions.

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

FRIDAY, SEPTEMBER 19, 2025

This is a critical transition time for CALAFCO and the Association is looking for Board members who are fully committed to moving the organization forward. While the work is challenging, requiring engagement, collaboration, dedication, and the ability to make difficult decisions, this time of transition creates ample opportunities for positive change and growth.

\*Due to the pending departure of four of the LAFCOs in the Southern Region, the Executive Committee of the CALAFCO Board, along with the Election Committee, approved holding the two pending open seats in the southern region vacant for a one-year period (District and Public). The two remaining LAFCO Executive Officers in that region have also provided their approval. This decision is scheduled to be ratified by the full Board on July 25, 2025.

Serving on the CALAFCO Board is a unique opportunity to work with other LAFCO professionals throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year. You will find the 2026 meeting calendar included in this nomination packet, and you are asked to commit to full attendance and participation. There is typically a hybrid option available for most meetings. However, strategic plan retreats and other meetings may be scheduled in-person and locations may alternate around the state. A job description is attached that more fully describes Director responsibilities and time commitment (which will be revised at some time in the next year).

Board terms span a two-year period, with no term limits, and any LAFCO commissioner or alternate commissioner is eligible to run for a Board seat. Elections will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 23, 2025 at the Wyndham Bayside Hotel, San Diego, California.

Please consider your desire to participate on the CALAFCO Board of Directors carefully. Especially during this time of transition, as it is an important commitment.

All candidates must:

- Have the support of their Commission;
- Have the support of their respective Executive Officer;
- Complete the Nomination Form and Candidate Form in their entirety; and
- Submit all required paperwork by the deadline.

All candidates are encouraged to attend a 1-hour candidate nomination orientation to be held virtually on Friday, September 5, 2025, at 9 a.m. Should you be interested, please notify Pamela Miller at pmiller@millermcg.com no later than Friday, August 29, 2025 at 3 p.m. and a meeting access link will be provided to you. Your Executive Officer is also strongly encouraged to attend with you.

All newly elected Board members and their Executive Officers are required to attend a Board Member Orientation between the election and the December 5, 2025 Board meeting. You will receive a one-to-one orientation either in person or virtually, depending upon your location. This must be completed prior to your first full Board meeting.

**Should your Commission nominate a candidate, please return the completed Nomination Form and Candidate Form by the deadline. Completed nomination forms and all materials must be RECEIVED by CALAFCO by the deadline of September 19, 2025.**

Electronic filing of nomination forms is **highly encouraged** to facilitate the recruitment process. Please email to [info@calafco.org](mailto:info@calafco.org). However, hard copy forms and materials may also be mailed to:

Election Committee c/o Interim Executive Director  
California Association of Local Agency Formation Commissions  
1451 River Park Drive, Suite 185  
Sacramento, CA 95815

Complete nomination packets received by the **September 19, 2025** deadline will be included in the Election Committee's Report that will be distributed to LAFCO members. Candidate names will be listed in the report, and on the ballot, in the order nominations are received. The Election Committee Report will be distributed no later than October 8, 2025, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a voting delegate to the Annual Meeting, an electronic ballot will be made available **if requested in advance**. **Ballot requests must also be received no later than Friday, September 19, 2025, with completed absentee ballots due to CALAFCO no later than Friday, October 17, 2025.**

#### 2025 NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **June 25** – Nomination Announcement and packet sent to LAFCO membership and posted on the CALAFCO website.
- **September 19** – Completed Nomination packet due @ 12 p.m.
- **September 19** – Request for an absentee/electronic ballot due @ 12 p.m.
- **September 19** – Voting delegate name due to CALAFCO @ 12 p.m.
- **October 8** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 8** – Distribution of requested absentee/electronic ballots.
- **October 17** – Absentee ballots due to CALAFCO @ 12 p.m.
- **October 23** - Elections

If you have any questions about the election process, please contact CALAFCO Transition Team Specialist Pamela Miller at [pmiller@millermcg.com](mailto:pmiller@millermcg.com). Or you may contact the CALAFCO Interim Executive Director José Henríquez at [jhenriquez@calafco.org](mailto:jhenriquez@calafco.org) or by calling 916-442-6536 and leaving a message.

Members of the 2025/2026 CALAFCO Election Committee are:

Wendy Root Askew, Committee Chair  
(831) 883-7570

Monterey LAFCO (Coastal Region)  
[District4@countyofmonterey.gov](mailto:District4@countyofmonterey.gov)

Gay Jones  
(916) 874-6458

Sacramento LAFCO (Central Region)  
[h2ogay@pacbell.net](mailto:h2ogay@pacbell.net)

Steve Sanchez  
(951) 369-0631

Riverside LAFCO (Southern Region)  
[ssanchez@laquintaca.gov](mailto:ssanchez@laquintaca.gov)

Paul Minchella  
(916) 926-7793

Modoc LAFCO (Northern Region)  
[Pminchella@yahoo.com](mailto:Pminchella@yahoo.com)

To assist you in this consideration, included for your reference are the following documents:

- Nomination Form (to be completed and returned)
- Candidate Form (to be completed and returned)
- CALAFCO Board Member Job Description
- Board of Directors meeting calendar December 2025 through December 2026
- CALAFCO Board of Directors Nomination and Election Policies
- Current listing of Board Members and corresponding terms of office. The seats eligible for election this year are highlighted.

We sincerely hope you will consider joining us in making a difference for LAFCOs statewide, and for CALAFCO's future.



## Board of Directors Nomination and Election Policies, Procedures and Forms

### 5.1 Board Nomination and Election Procedures

The procedures for nominations and election of CALAFCO Board [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

#### 1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Election Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a Regional Officer to serve as staff in cooperation with the Executive Director.
- c. Each Regional Officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Election Committee are to encourage and solicit candidates by region who represent member LAFcos across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

#### 2. ANNOUNCEMENT TO ALL MEMBER LAFcos:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFco for distribution to each commissioner and alternate. The announcement shall include the following:
  - i. A statement clearly indicating which offices are subject to the election.
  - ii. A regional map including LAFcos listed by region.
  - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFco marked "Received too late for Election Committee action."
  - iv. The names of the Election Committee members and the name of their LAFco, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.

- v. The email address and physical address to send the nominations forms.
  - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
  - vii. The specific date by which all voting delegate names are due.
  - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will distribute the absentee ballots and the date by which they must be received by the Executive Director.
- b. A copy of these procedures shall be posted on the web site.

### 3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned Regional Officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the Regional Officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a Regional Officer from a region other than their own, as assigned by the Executive Director.

- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

#### **4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING**

Limited to the elections of the Board:

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

#### **5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:**

- a. The Presiding Officer shall:
  - i. Review the election procedure with the membership of their region.
  - ii. Present the Election Committee Report (previously distributed).
  - iii. Call for nominations from the floor by category for those seats subject to this election:
    1. For city member.
    2. For county member.
    3. For public member.
    4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:

- i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
  1. Name the nominees and offices for which they are nominated.
  2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
  1. Poll the LAFCoS in good standing by written ballot.
  2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
  3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
  4. With assistance from the Regional Officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
  1. A majority of the total number of LAFCoS in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
  2. The nominee receiving the majority of votes cast is elected.
  3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
  4. In case of tie votes:
    - a. A second run-off election shall be held with the same two nominees.
    - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

## 6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.

- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board Members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

## **7. LOSS OF ELECTION IN HOME LAFCO**

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

## **8. FILLING BOARD VACANCIES**

Vacancies on the Board may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, 29 April 2011, 11 July 2014, 27 October 2017, 11 May 2018, 24 July 2020, 30 April 2021, 30 July, 2021, and 21 January, 2022. They supersede all previous versions of the policies.

# CALAFCO's Four Regions



As of June 25, 2025, the LAFCOs in each of the four regions consist of the following:

**Northern Region**

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Nevada  
Plumas  
Shasta  
Sierra  
Siskiyou  
Sutter  
Tehama  
Trinity  
Yuba

CONTACT: Stephen Lucas  
Butte LAFCO  
[slucas@buttecounty.net](mailto:slucas@buttecounty.net)

After June 30:  
Shannon Costa  
Butte LAFCO  
[scosta@buttecounty.net](mailto:scosta@buttecounty.net)

**Southern Region**

Imperial  
Los Angeles\*  
Orange\*  
Riverside  
San Bernardino\*  
San Diego\*

CONTACT: Adriana Romo  
Los Angeles LAFCO  
[aromo@lalafco.org](mailto:aromo@lalafco.org)

After June 30:  
José Henriquez  
Interim Executive Director  
[jhenriquez@calafco.org](mailto:jhenriquez@calafco.org)

**Coastal Region**

Alameda  
Contra Costa  
Marin  
Monterey  
Napa\*  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz  
Solano  
Sonoma  
Ventura

CONTACT: Joe Serrano  
Santa Cruz LAFCO  
[joe@santacruzlafco.org](mailto:joe@santacruzlafco.org)

**Central Region**

Alpine  
Amador  
Calaveras  
El Dorado\*  
Fresno  
Inyo  
Kings  
Madera  
Mariposa  
Merced  
Mono  
Placer  
Sacramento  
San Joaquin  
Stanislaus  
Tulare  
Tuolumne  
Yolo

CONTACT: José Henriquez  
Sacramento LAFCO  
[henriquez@sacounty.net](mailto:henriquez@sacounty.net)

*LAFCOs noted with an asterisk (\*) have provided CALAFCO official notice they will end their membership effective June 30, 2025.*

Date Received  
\_\_\_\_\_



Board of Directors  
2025/2026 Nomination Form  
*(Must accompany the Candidate Form)*

*Nomination to the CALAFCO Board of Directors*

In accordance with the Nominations and Election Procedures of CALAFCO,

\_\_\_\_\_ LAFCO of the \_\_\_\_\_ Region

Nominates \_\_\_\_\_

for the (check one)     City     County     Special District     Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association. *As Chair, I attest that our LAFCO fully supports this Commissioner as a CALAFCO Board member. Further, I attest that our Executive Officer will support this Commissioner during their tenure on the CALAFCO Board.*

\_\_\_\_\_ LAFCO Chair

\_\_\_\_\_ Date

**NOTICE OF DEADLINE**

Nomination Packets must be received by **September 19, 2025** to be considered by the Election Committee.

Send completed nominations to [info@calafco.org](mailto:info@calafco.org)

Or, mail to:

CALAFCO Election Committee  
CALAFCO  
1451 River Park Drive, Ste. 185  
Sacramento, CA 95815



# Board of Directors 2025/2026 Candidate Form

*(All sections and questions must be thoroughly answered)  
Please attach your professional resume or vitae to this form.*

Nominated By: \_\_\_\_\_ LAFCO Date: \_\_\_\_\_

Region (please check one):  Northern  Coastal  Central  Southern

Category (please check one):  City  County  Special District  Public

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Office \_\_\_\_\_ Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

**PART ONE - LAFCO experience:**

- How many years on your LAFCO?
- How many of your LAFCO meetings have you missed in the past 2 years?
- What are some examples of major projects, applications, or issues your LAFCO has undertaken/addressed during your tenure?

**PART TWO - CALAFCO experience:**

- How many CALAFCO conferences have you attended?
- When was the last time you attended a LAFCO 101 session?

**PART THREE - Pertinent professional background:**

- What background besides LAFCO experience do you have that may be applicable to representing LAFCOs statewide as a CALAFCO Board member?

- What particular set of skills do you bring to the CALAFCO Board that you believe will be useful at this critical transition time?

**PART FOUR - Confirmation of availability:**

- I confirm my understanding that being elected to the Board is a responsibility that requires my commitment to showing up, being fully present, and fully engaged.
- I confirm that I understand the Board’s attendance policy and that I will attend the following Board meetings for 2025/2026 (barring any unforeseen emergency):
  - December 5, 2025 – in-person with hybrid option (San Jose or Sacramento)
  - February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
  - February 27, 2026 – in-person Board meeting (Sacramento)
  - May 8, 2026 – virtual
  - August 7, 2026 - in-person with hybrid option
  - October 23, 2026 – in-person at annual conference (Sacramento)
  - December 11, 2026 – in-person with hybrid option (southern CA)
- I confirm that I will volunteer for and fully participate in at least one of the following Board Committees:
  - Legislative
  - Annual Conference Planning
  - Elections
  - Achievement Awards

**PART FIVE - Other Comments or information:**

**NOTICE OF DEADLINE**

Complete Nomination Packets must be received by **September 19, 2024** to be considered by the Election Committee.

Send completed nominations to [info@calafco.org](mailto:info@calafco.org)

Or, mail to:

CALAFCO Election Committee  
 CALAFCO  
 1451 River Park Drive, Ste. 185  
 Sacramento, CA 95815



## Board Member Job Description Adopted April 12, 2024

### Duties

Board members have the following legal duties:

1. **Duty of Care:** *Ensuring prudent use of all assets including financial, facility, people, and good will.*
2. **Duty of Loyalty:** *Ensuring that the association's activities and transactions are, first and foremost, advancing its mission; Recognizing and disclosing conflicts of interest; Making decisions that are in the best interest of the association and not in the best interest of an individual board member, or any other individual or entity.*
3. **Duty of Obedience:** *Ensuring that the association obeys applicable laws and regulations; follows its own bylaws and policies; and that it adheres to its stated corporate purposes/mission.*

### Position

Serving as a CALAFCO Board member is an extraordinary opportunity for an individual who is passionate about the importance of the role that LAFCOs play in the sustainable growth of a region, and who has a track record of leadership. His/her accomplishments will allow him/her to interface effectively with the state legislature, as well as attract other well-qualified, high- performing board members.

As a governing body, the Board is expected to support the work of CALAFCO by providing mission-based leadership and strategic governance. While day-to-day operations are led by CALAFCO's Executive Director (E.D.), the Board-E.D. relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Board members are tasked with the Leadership, Governance, and Oversight of the association through the following responsibilities:

- Representing CALAFCO to stakeholders; acting as an ambassador for the organization to regional members and California legislators.
- Approving policies that provide the appropriate authority and guidance for/to the E.D. in the administration of the organization.
- Serving as a trusted advisor to the E.D.
- Participating in strategic planning retreats.
- Reviewing agenda and supporting materials, and communicating questions to the E.D., prior to board and committee meetings.
- Weighing the organization's outcomes against strategic plan initiatives.

- Approving CALAFCO's annual budget, financial reports, and business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assisting the E.D. and board chair in identifying and recruiting other board members to ensure CALAFCO's commitment to a diverse board and staff that recognizes the differing perspectives among LAFCOs.
- Partnering with the E.D. and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments, as needed.



## Board of Directors Meeting Calendar December 2025 – December 2026

*Approved by the Executive Committee of the Board on Wednesday, June 18, 2025  
To be ratified by the full Board on July 25, 2025*

*For regular meetings, please schedule from approx. 9 a.m. – 2 p.m. Meetings may be shorter in duration.*

*Teambuilding / strategic planning session is an all-day event. The Board meeting the following day is typically 9 a.m. – 12 p.m.*

*All CALAFCO members will have virtual access to attend Board meetings except for the February 26, 2026 retreat. There is no virtual option for this session.*

- December 5, 2025 – in-person with hybrid option (San Jose or Sacramento - TBD)
- February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
- February 27, 2026 – in-person Board meeting (Sacramento)
- May 8, 2026 – virtual
- August 7, 2026 - in-person with hybrid option
- October 23, 2026 – in-person at annual conference (Sacramento)
- December 11, 2026 – in-person with hybrid option (southern CA)

**CALAFCO Board Members 2024-25**

(as of June 23, 2025)

<b>Board Member Name</b>	<b>LAFCO – Region</b>	<b>Type – Term Expires</b>
Jaron Brandon	Tuolumne – Central	County – 2026
Virginia Chang Kiraly	San Mateo – Coastal	District – 2026
Kimberly Cox	San Bernardino – Southern	District – 2025 Seat being held open for 1 year
Yxstian Gutierrez	Riverside – Southern	County – 2025
Gay Jones	Sacramento – Central	District – 2026
Kenneth Leary	Napa – Coastal	Public – 2025
Derek McGregor	Orange – Southern	Public – 2026 Seat being held open for 1 year upon vacating
Paul Minchella	Modoc – Northern	City – 2026
Nancy Ogren	Siskiyou – Northern	County – 2025
Anita Paque	Calaveras – Central	Public – 2025
Wendy Root Askew	Monterey – Coastal	County – 2026
Steve Sanchez	Riverside – Southern	City – 2026
Josh Susman	Nevada – Northern	Public – 2026
Vacant	Central	City – 2025
Vacant	Coastal	City – 2025
Vacant	Northern	District – 2025

**Seats up for election for the 2025-26 year**

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

**July 9, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Voting Delegates at 2025 California Association of LAFCOs (CALAFC) Annual Conference

## Summary

The 2025 California Association of LAFCOs (CALAFCO) Annual Conference will be in San Diego from October 22nd to October 24th. As part of the Conference, elections will be held for the CALAFCO Board of Directors.

Each LAFCO is entitled to one vote for Board elections and other business before the membership. The CALAFCO bylaws require that member LAFCOs designate their delegate in writing, such as a minute order, prior to or at the annual meeting. Delegates may be a Commissioner or an Executive Officer.

In years where the Chair has attended the Conference, the Chair has been designated as the voting delegate. Executive Officer Bartoli will also be attending the Conference. In previous years, the Executive Officer has been selected as an alternate in the event that the designated Commissioner or alternate Commissioner is not able to participate in the election.

## Recommendation

By motion, appoint a voting delegate and alternate voting delegate to the 2025 California Association of LAFCOs (CALAFCO) Conference and direct the Executive Officer to file required documents related to this appointment.

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

**July 9, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer

**Subject:** Special District Risk Management Authority (SDRMA) Board of Directors Election for 2025

## Summary

The Special District Risk Management Authority (SDRMA) provides workers compensation and other insurance coverage to public agencies in California, including San Mateo LAFCo. SDRMA is governed by a seven-member board. Every two years, SDRMA conducts elections for its board of directors. As a member agency of SDRMA, San Mateo LAFCo is eligible to vote in this election.

For the 2025 Board of Directions election five candidates are running for the four available seats:

- Tom Wright (Incumbent) - Clovis Veterans Memorial District
- Mike Scheafer (Incumbent) - Costa Mesa Sanitary District
- Robert Housley, CSDM (Incumbent) - Midway City Sanitary District
- Virginia Chang Kiraly - San Mateo County Harbor District
- Steven Ruetters - Kern Mosquito & Vector Control District

SDRMA's Election Committee provided LAFCo with election materials in May, including Candidate Statements (Attachment A)

## Recommendation

By motion, provide direction to the Executive Officer regarding the nominees for the SDRMA Board of Directors Election for 2025 and authorize the Executive Officer to submit the required election documents by the September 22, 2025 deadline

## Attachments

### A. 2025 SDRMA Board of Directors Election Packet

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK



**SDRMA’S BOARD OF DIRECTORS  
ELECTION BALLOT INSTRUCTIONS**

Notification of nominations for four (4) seats on the Special District Risk Management Authority’s (SDRMA’s) Board of Directors was announced to the membership in March 2025.

On May 22, 2025, SDRMA’s Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA’s Policy No. 2024-08 Establishing Guidelines for Director Elections. The Election Committee confirmed that (5) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate are posted to the SDRMA MemberPlus portal along with these instructions. The election instructions are as follows:

1. Cast your vote in MemberPlus by clicking on the “Board Election” dropdown on the left hand side, and selecting the “Submit Ballot” link. You may choose up to four (4) candidates.
2. **The Primary Contact assigned to each agency will have the authority to vote online.** If you would like to assign an alternate to vote, the Primary Contact or General Manager assigned to your agency must email [crichardson@sdrma.org](mailto:crichardson@sdrma.org) and choose a Designated Voting Representative.
3. Please contact Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org) if you wish to submit a paper ballot.
4. Votes must be submitted on or before 4:30 p.m. on Monday September 22, 2025.
5. The four-year terms for newly elected Directors will begin on January 1, 2026, and terminate on December 31, 2029.
6. Important balloting and election dates are:
  - **September 22, 2025:** Deadline for members to submit your vote.
  - **September 23-26, 2025:** Ballots are tabulated.
  - **September 29, 2025:** Election results are announced, and candidates notified.
  - **November 5-6, 2025:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
  - **January 2026:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA’s Management Analyst Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org) or 800-537-7790 if you have any questions regarding the election and balloting process.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate\* *Thomas B. Wright*  
District/Agency *Clovis Veterans Memorial District*  
Work Address *808 4th St. Clovis, CA 93612*  
Work Phone *559-299-0473* Cell Phone *559-341-2857*  
\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I was honored to be elected to the SDRMA Board for the first time four years ago. During my time on the Board I have come to appreciate the role of this organization and its extreme importance to Special Districts throughout the state. I believe SDRMA to be the finest example of "government" doing its job in the best possible manner. I would be honored to continue serving with this organization.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been active in California Special Districts for decades. I am currently serving as Chairman of the Clovis Veterans Memorial District. Four years ago I was elected to the SDRMA Board of Directors, and subsequently appointed to the Special Districts Leadership Foundation board.

I have been involved in community and regional leadership activities all of my adult life; ranging from service clubs like Rotary and Lions Clubs, Chambers of Commerce, city and school district bond and tax elections, and local service organizations like the Clovis Rodeo Association. During my term with the SDRMA Board I have come to understand and appreciate the professionalism, extremely high standards, and effectiveness of the SDRMA in serving Special Districts.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have served in leadership positions for many community organizations, local governments, educational boards and committees at all levels, and grassroots movements to assist with emergencies and special needs. Beyond local and state matters, I've been privileged to work with national and even international services in which people working together for the betterment of communities in need and make amazing things happen.

**What is your overall vision for SDRMA? (Response Required)**

My vision for the SDRMA is to continue to build upon the services it offers its members, always with an eye upon the quality of what we offer and to keep its costs at fair and minimal levels. We have endured some excruciating challenges at SDRMA over the past four years, from wildfires to the abandonment of California by many of its traditional insurance companies. The sound financial condition of SDRMA and its determination to maintain its high standards has served our membership well.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James B Wylet Date MARCH 24, 2025

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

**Candidate\*** MIKE SCHEAFER

**District/Agency** COSTA MESA SANITARY DISTRICT

**Work Address** 290 PAULARINO AVE, COSTA MESA, CA92626

**Work Phone** 949-645-8400

**Cell Phone** 714-552-9858

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent of the SDRMA Board I wish to continue providing my expertise, decision making and ability to help Special Districts manage their insurance and risk management challenges and programs. I have dedicated many hours towards those efforts and feel I continue being a valuable asset to the member agencies.

I am uniquely qualified to continue serving on the SDRMA Board as I have over 50 years of experience in the private insurance field.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have served on the the SDRMA Board since 2014, with 3+ years as Board President. I have continued to work for policies that provide exceptional protection at rates that are reasonable. I am always mindful that public agencies need to protect their constituents at the most affordable rates.

I have been an insurance professional in my private career for over 50 years. I have been awarded numerous insurance industry awards and recognitions for service and dedication to my customers.

I currently hold a Community College teaching credential in insurance education. Additionally I have provided training course instruction for new insurance professionals.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I am the current Board President for the Costa Mesa Sanitary District, serving on that Board for 16 years. I am a former City Councilmember for the City of Costa Mesa, a former Parks and Recreation Commissioner and past President of the Costa Mesa Senior Center.

I have been a dedicated member of the Lions Club, serving as District Governor in 1997-1998.

I founded the Costa Mesa Little League, served as President and coached. I served as a Little League Assistant District Administrator. Served as President of the local Boys and Girls Club Board of Directors.

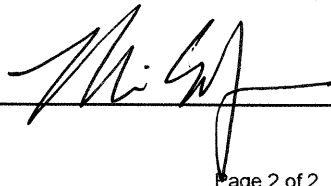
**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue helping Special Districts have the very best, most comprehensive risk protection at the most affordable rates. To continue helping Districts and agencies with outstanding, innovative, and comprehensive programs that give them peace of mind knowing that unforeseen contingencies will not disrupt or destroy the services they provide.

Insurance can be very difficult, especially now with the state of issues in California. Districts need the experienced hand that I will continue to provide. I will work to make it less difficult and more affordable.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

5/12/25

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\* Robert Housley, CSDM

District/Agency Midway City Sanitary District

Work Address 14451 Cedarwood Street, Westminster, CA 92683

Work Phone 714-893-3553

Cell Phone 562-239-7557

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I am seeking to continue my service on the SDRMA Board of Directors, to share my experience and insights, stay actively engaged, and continue learning from others in the industry. With 25 years of experience working in a variety of special districts, including those with very limited financial resources, I understand the challenges many agencies face in balancing fiscal responsibility with providing essential services.

Serving in this capacity would allow me to give back to other agencies by sharing my perspective, helping to shape policies, and supporting collaborative solutions that benefit members. I see this as an opportunity to strengthen risk management practices, advocate for special districts, and ensure that all agencies, regardless of size or resources, have access to the support they need to succeed and serve their communities.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the SDRMA Board of Directors and have additional board and committee experience as a member of the Alliance Executive Council (AEC), the CSDA Professional Development Committee, and, as a staff member at Midway City Sanitary District, I actively participate in the Legislative & Public Affairs Outreach Committee and the Franchise Committee.

With 26 years of experience in special districts, as a General Manager and previously as a Director of Finance & Human Resources, I have regularly collaborated with many governing bodies at many different levels and statewide associations, gaining practical experience in policy development, risk management, and member services, all of which directly support the responsibilities of an effective SDRMA Board Member.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have an MBA from the University of La Verne with an emphasis in accounting and I am also a Certified Special District Manager (CSDM).

My other special skills and experience include being a forward-thinking, community-focused leader and a problem solver with more than 26 years of experience working in various special districts. I value collaboration, active listening, and service to others.

I have volunteered as an assistant coach for both Up & Running Again at the Orange County Rescue Mission and as a coach for Back on My Feet at the Long Beach Rescue Mission, both are programs that support individuals experiencing homelessness through community and goal setting. I have also volunteered with the food pantry at church, and I have coached and refereed for many years in AYSO soccer. These experiences reflect my long-standing commitment to public service and community involvement.

**What is your overall vision for SDRMA? (Response Required)**

I am eager to help advance the outstanding work currently being done by SDRMA. As a General Manager, I understand the critical importance of effective risk management for all Special Districts, as well as the fiscal constraints and limited access to resources that many districts face, particularly those with smaller operations or minimal staffing.

It is my vision to continue building on SDRMA's solid foundation by broadening awareness of its services and ensuring that all Special Districts recognize and benefit from the valuable support it provides. I believe SDRMA should serve as both a partner and an extension of every member district, delivering not only services but also the dependable support districts need to operate safely, efficiently, and confidently in service to their communities.

I am also committed to identifying and pursuing value-added services and new opportunities that enhance the benefits of membership while keeping costs manageable for all members. By expanding outreach and engagement, we can grow SDRMA's reach and deepen its impact across the state.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

5/1/2025

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate\*                    **Virginia Chang Kiraly**  
District/Agency            San Mateo County Harbor District  
Work Address                P.O. Box 1449, El Granada Ca, 94018  
Work Phone    650-583-4400                    Cell Phone            650-868-8515

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I believe in SDRMA's mission to provide financially-sound pool resources for risk management, and risk financing for public agencies. Special districts throughout California provide services to tens of millions of Californians, and risk management becomes more crucial every year to safeguard against significant risk exposure.

I have personally seen the value that SDRMA has added for the San Mateo County Harbor District during the ten years I have been an elected Commissioner. Special districts like the Harbor District's commonly face challenges caused by specious claims or lawsuits, captious board governance, or providing affordable medical coverage for employees. SDRMA has been there for the Harbor District and the 780,000 San Mateo County residents to mitigate risk exposure and curb financial liability. I've seen firsthand the value SDRMA provided to the Harbor District, and want to ensure their services remain available.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

My extensive board experience on elected and appointed boards/committees and on nonprofit boards/committees have given me knowledge about board governance, parliamentary procedure, the public process, organizational integrity and ethical standards, transparency, and accountability.

***Public Service & Elected Office***

For more than two decades, I have served on various nonprofit boards and currently serve on two independent special district elected boards: the Menlo Park Fire Protection District Board of Directors (Fire Board) and the San Mateo County Harbor District Board of Commissioners (Harbor Board).

I also served for seven years as a Commissioner on the California Commission for Economic Development, appointed by Governor Schwarzenegger. On the California Commission for Economic Development, I was appointed by then-Lt. Governor Garamendi to chair the Biotech Advisory Committee and serve on the Goods Movement Committee and the Agriculture Committee. In 2014, the Commission for Economic Development became Go Biz, which is the California Governor's Office of Business and Economic Development created by Governor Brown.

I have served as President, Vice President, Treasurer, and Secretary on both the Harbor and Fire Boards, as well as chairing and serving on various Brown Act committees, such as finance and human resources. Overseeing tens of millions of tax dollars, my experience in finance and budgeting have greatly contributed to the fact that both the Harbor Board and Fire Board are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and

**Special District Risk Management Authority  
Board of Directors  
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improved the readability of both budgets so that the public can understand how their tax dollars are spent.

For the Harbor Board, I have also served, and currently serve, on the Oyster Point Marina Liaison Committee, which works with two South San Francisco councilmembers and meets at least once a year, to ensure that the terms of the Memorandum of Understanding are being honored as the manager of the marina, and that any updates are discussed for the benefit of the public, Oyster Point Marina tenants, and the Water Emergency Transportation Authority (WETA) that is San Mateo County's only public ferry transportation provider.

In San Mateo County, I have served on the San Mateo County Civil Grand Jury as a juror and foreperson. I currently serve on the San Mateo County LAFCO Board as one of two special district representatives, and on the San Mateo County Treasury Oversight Committee, which was established after the county pool lost \$155 million from the Lehman Brothers bankruptcy. These two committees are important for good government, transparency, and accountability.

Serving as a public servant on elected and appointed boards carries a responsibility to ensure the public's work is done on policymaking, fiscal oversight, making recommendations for the benefit of all Californians, and ensuring that public services and revenue generation continue so that essential services are provided and local economies thrive.

***Nonprofit Board Service***

While I have served on various nonprofit boards locally, some of my more notable board service statewide and regionally include:

- Silicon Valley Chapter of the American Red Cross
- California State Parks Foundation
- The Tech Museum of Innovation in San Jose
- Cultural Initiatives Silicon Valley

For traditional nonprofits, I have primarily served on fundraising committees, finance committees, and nominating committees. From my community service, I have had the honor of being recognized by the Silicon Valley Business Journal as a "Woman of Influence" in 2015.

Currently, I serve on the board of the California Association of Local Agency Formation Commissions (CALAFCO). For CALAFCO's board, I was elected to represent special districts for the Coastal Region, which is comprised of 15 counties from Ventura County to Sonoma County and going as far east as Alameda County and Contra Costa County. As part of CALAFCO's Legislative Committee, I research state legislation and bills and discuss how they affect LAFCOs in California's 58 counties.

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

I have an extensive background in financial research, planning, investments, and the capital markets. I have been involved with stock compensation plans, cash management, and retirement planning, as well as selling insurance products when I had a Series 6 license to do so. Further, I traded options for hedging purposes and also traded stocks and bonds for middle-markets institutional investors and high-net worth retail investors. My experience with risk management and mitigation has afforded me critical skills to help my agencies plan for future capital projects, pay down unfunded pension liabilities, and invest tax dollars to capitalize on the current economic

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conditions and fluctuations in the capital markets.

I have a BA in Government and a minor Economics from the University of Texas at Austin and a Masters of Public Administration from the University of Southern California's Sol Price School of Public Policy. With my educational background and experience in elected offices, I understand how government and public agencies work from the elected officials' and public administrators' perspectives.

I have been able to use my professional experience by developing investment policies for both the Harbor District and Fire District and followed these policies to ensure principle preservation and meeting cash-flow needs. Further, since being elected to both the Harbor Board and Fire Board, I am proud that both agencies are debt-free, have consistently paid down unfunded pension liabilities, hired an investment advisor for cash management, capitalized on macroeconomic factors to earn interest income, and improved the readability of both budgets so that the public can understand how their tax dollars are spent. I have also served on the Audit Committee of both districts, which have consistently had clean audits.

As a member of the San Mateo County Treasury Oversight Committee, overseeing approximately \$4 billion, my financial expertise and background have been put to use to navigate market uncertainties and an inverted-yield curve environment that required more short-term investments to capture higher yields over the last couple of years. Also, having served on San Mateo County's Measure G Parcel Tax Committee for the San Mateo County Community College District, I understand the importance of the role of oversight of tax dollars. Financial transparency and accountability are crucial for public agencies to keep the public's trust as fiduciaries of tax dollars, and I will bring this experience to the SDRMA Board.

Working on nonprofit boards has given me an opportunity to advocate for organizations whose work I believe in. I have primarily been an advocate for disaster preparedness, state parks, mental health, senior services, and education. I have served on various boards and committees that have allowed me to plan an author's salon to raise money for senior services and San Mateo County's Meals on Wheels program, to lobby the state legislators to protect California state parks during Park Advocacy Day, to provide mental-health services for first responders and the Asian community after the farmworker shooting in Half Moon Bay, and to raise money for my local public schools, among many other causes. Because of my background in business development, advocacy, and sales, I have generally been involved with fundraising committees for the nonprofits, which has allowed me to build partnerships with corporate sponsors and donors and work well with board colleagues and staff.

**What is your overall vision for SDRMA? (Response Required)**

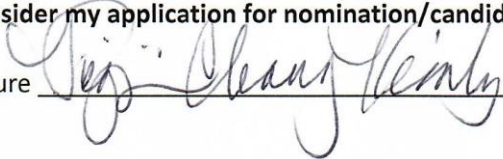
My overall vision for SDRMA is to increase its membership and educate prospective members about how SDRMA's pool is important for special districts' risk management and why being an SDRMA member is a great investment for special districts. California has approximately 3,400 special districts, so there is a tremendous opportunity to increase membership. There is also an opportunity to provide members with more education about SDRG and the benefits of reinsurance for customized coverage and long-term stability for risk management. In the end, a special district's bottom line could benefit with more members, and these benefits should be part of the communication narrative to the public as an excellent way of protecting public services and public assets.

My professional background in finance and the capital markets and my role in elected office and oversight committees give me a great understanding of risk management for special districts, which provide essential

**Special District Risk Management Authority  
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services funded by tax dollars. I would be honored to have your vote to serve on the SDRMA Board of Directors. Thank you for your consideration.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 5/13/2025

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\* Steven Ruetters  
District/Agency Kern Mosquito & Vector Control District  
Work Address 4705 Allen Road, Bakersfield, CA 93314  
Work Phone (661) 589-2744 Cell Phone (661) 332-8287

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

To serve the needs of the SDRMA members consistent with SDRMA's mission statement: to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.

I recently retired from the Kern County Water Agency, and desire to continue to contribute to the needs of special districts as I have in the past. This opportunity matches well with my experience, education, and dedication.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Served 22 years on the Audit-Finance Committee of the ACWA JPIA\* (see below), which provided financial oversight to the organization and its programs (Liability, Property, Workers Compensation, Health Insurance, and pass through insurance).

Served 1 year on the Property Committee of the ACWA JPIA\* (see below) before I was asked to serve on the Audit-Finance Committee.

Kern Mosquito & Vector Control District (current Board Member)

North of the River Sanitary District (current Board Member with 17 years experience)

North of the River Recreation & Park District (past Board Member with 22 years experience)

\* ACWA JPIA (Association of California Water Agencies Joint Powers Insurance Authority) is a collection of risk pools similar to SDRMA serving nearly 400 California water districts, which has similar member services available and a captive insurance entity.

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**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Oregon State University, BS Finance, Minor Economics  
California State University, Bakersfield, MBA  
Business Manager, Kern County Water Agency, 33 years

**What is your overall vision for SDRMA? (Response Required)**

To remain consistent with the vision of the SDRMA as outlined in its mission statement. The goals of cost-effectiveness, stability, and reliability in the current insurance/risk market is difficult, though worth pursuing in earnest for all SDRMA members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Shannon Ferguson Date May 14, 2025

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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

**July 9, 2025**

**To:** LAFCo Commissioners

**From:** Rob Bartoli, Executive Officer  
Sarah Flamm, Management Analyst

**Subject:** Legislative Report – Information Only

## Summary

### *Legislative tracker*

As of July 9, 2025, CALAFCO is tracking several bills, including of note:

- **SB 5 (Cabaldon)** would prohibit enhanced infrastructure financing districts (EIFDs) and community revitalization and investment authorities (CRIAs) from including taxes levied upon parcels enrolled in a Williamson Act or farmland security zone contract and provides that parcels subject to such a contract that has been canceled or nonrenewed cannot be included until the next equalized assessment roll made after cancellation or nonrenewal and rezoning of that parcel. (*CALAFCO – Watch*)
- **SB 777 (Richardson)** would require a local agency formation commission for the county in which an abandoned endowment care cemetery, as defined by the Cemetery and Funeral Bureau, to identify a local agency to be responsible for the care, maintenance, and embellishment of the cemetery, as specified. The bill would vest fee title of the cemetery in the local agency and would restrict the local agency's use of the property to uses consistent with cemetery purposes. The bill would give the local agency title to any endowment care funds of the prior cemetery authority held by the bureau, and would require the local agency to take possession of all necessary books, records, real property, personal property, and assets of the fund. This bill would require that cities, counties, or special districts would be required to assume the responsibility of failed private cemeteries. There have been recent amendments to the bill including the inclusion of language to convene a working group with representatives from CALAFCO, county, city, and state to this bill in response to concerns, however CALAFCO and San Mateo LAFCo still oppose the bill. (*CALAFCO – Oppose*)

**COMMISSIONERS:** RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT  
▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪  
DIANE ESTIPONA, CLERK

- **SB 707 (Durazo)** addresses public participation in local government meetings by introducing additional provisions to the Ralph M. Brown Act, to take effect until 2030. The bill would introduce teleconferencing requirements, enabling broader public access and participation, to the following legislative bodies:
  - (A) A city council of a city with a population of 30,000 or more;
  - (B) A county board of supervisors of a county, or city and county, with a population of 30,000 or more;
  - (C) A city council of a city located in a county with a population of 200,000 or more; and
  - (D) The board of directors of a special district that serves over 200,000 people or more and has an internet website.

The bill mandates oral reporting for specific compensation actions affecting unrepresented employees and requires meeting agendas to be translated into languages spoken by at least 20% of non-English fluent residents within an eligible city or county. It would remove the provision restricting public comment on already committee-reviewed items. Emergency meeting protocols and special meeting notice requirements would be widened to include all legislative bodies, with disruptions during teleconferencing meetings subject to current removal policies. (*CALAFCO – No position*)

### **Recommendation**

Receive the report.