



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, September 17, 2025

2:30 pm

San Mateo County Board of Supervisors Chambers

500 County Center

Redwood City, CA 94063

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 September 17, 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, 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 10:00 a.m. the day before the meeting at 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.

(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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

*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: July 16, 2025 *(Page 5)*
 - b. Consideration of LAFCo File No. 25-05 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 2 Summit Way., Unincorporated Redwood City (APN 068-262-150) *(Page 12)*
 - c. Consideration of LAFCo File No. 25-07 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 1945 Edgewood Rd., Unincorporated Redwood City (APN 057-040-220) *(Page 24)*
 - d. Consideration of LAFCo File No. 25-08 – Proposed Annexation of 1345 Westridge Dr., Portola Valley (APN: 077-033-140) to West Bay Sanitary District *(Page 34)*
 - e. Consideration of LAFCo File No. 25-09 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 1235 Edgewood Rd., Unincorporated Redwood City (APN 058-040-310) *(Page 50)*

Public Hearings

4. Consideration of Municipal Service Review Circulation Draft for South County Part 1 - County Service Area 7, Los Trancos County Maintenance District and La Honda Lighting District *(Page 62)*

Regular Agenda

5. Amicus Brief in Support of Monterey LAFCO *(Page 125)*
6. FY 24-25 Year End and FY25-26 Quarterly LAFCo Budget Update – Information Only *(Page 127)*
7. CALAFCO Conference Update – Information Only *(Page 133)*
8. Legislative and Policy Committee
 - a. Legislative Report – Information Only *(Page 134)*
9. Commissioner/Staff Reports – Information Only
10. 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.
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



LOCAL AGENCY FORMATION COMMISSION

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Action Minutes

San Mateo Local Agency Formation Commission Meeting

July 16, 2025

The regular meeting of the San Mateo Local Agency Formation Commission (LAFCo) was held on Wednesday, July 16, 2025, at 2:30 pm in the Manzanita Hall, 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, Ann Draper, Ray Mueller, Kati Martin, , Stephen Rainaldi, Debbie Ruddock, and Virginia Chang Kiraly (Arrived at 2:40 PM)

Members Absent: Commissioner Jackie Speier

Alternate Members Present: Kathryn Slater-Cater, Greg Wright, and Colleen You

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: May 21, 2025
- b) Consideration of LAFCo File No. No. 25-06 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 3865 Jefferson Ave., Unincorporated Redwood City (APN 057-270-110)

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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

DIANE ESTIPONA, CLERK

LAFCo Meeting Packet Page 5

Commission Action

The Commission approved the Consent Agenda, which includes a minor grammatical correction on page 5 of the May 21, 2025, minutes.

Public Speakers: None.

Motion: Commissioner Rainaldi/ Second: Commissioner Ruddock

Ayes: Commissioners Draper, Mueller, Martin, Ruddock, and Rainaldi

Absent: Commissioner Speier and Vice-Chair Chang Kiraly

Motion passed 5-0 by roll call vote.

Public Hearing

4. Adoption of Municipal Service Review Policy Update: Teleconferencing and Public Comment

The Commission received a summarized presentation highlighting the two responses received from the City of San Mateo and the City of Menlo Park, both of which addressed the teleconferencing questions and provided information on their cities' ability to comply with the policy. LAFCo staff reminded the Commission that this policy update does not introduce any new standards or requirements. The recommendations were to open a public hearing and adopt the updated Municipal Service Review policy.

Public Speakers: None.

Commission Action

The Commission approved the adoption of the MSR Policy Update.

Motion: Commissioner Ruddock/ Second: Commissioner Draper

Ayes: Commissioners Draper, Mueller, Martin, Rainaldi, and Ruddock

Absent: Commissioner Speier and Vice-Chair Chang Kiraly

Motion passed 5-0 by roll call vote.

Regular Agenda

5. Appointment of Alternative Public Member

The Commission received the results of the Alternate Public Member recruitment, with Chair Mueller and Commissioners Martin and Rainaldi serving on the recruitment and interview committee. Following the receipt of one application and completion of the interview process, the committee recommended Colleen You for the position, highlighting her experience with the

San Mateo County Civil Grand Jury, her service on school boards and commissions within San Mateo County, and her strong familiarity with local government in the county.

Public Speakers: None.

Commission Action

The Commission appointed Colleen You as the new LAFCo Alternate Public Member position for the term ending in May 2026. She was administered the Oath of Office.

Motion: Commissioner Martin/ Second: Commissioner Rainaldi

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

Absent: Commissioner Speier and Vice-Chair Chang Kiraly

Motion passed 5-0 by roll call vote.

6. Broadmoor Police Protection District Update – Information Only

LAFCo staff provided an update on the Broadmoor Police Protection District (BPPD) following direction from the January 15, 2025, meeting. BPPD submitted a written response on July 3, 2025, addressing budget, staffing, and supplemental tax collection.

The FY 2024-25 budget projects a \$545,000 surplus, with an estimated ending fund balance of \$2.3 million, up from \$1.2 million in FY 2023-24. Revenue is expected to increase to \$3.8 million, mainly due to corrections in supplemental property tax collections, while expenses for FY 2025-26 are projected slightly lower at \$3.28 million. The FY 2023-24 audit is underway with no completion date provided.

BPPD contracted NBS, a financial consulting firm, to audit and recover uncollected supplemental property taxes, resulting in increased projected revenue of \$1.1 million for FY 2025-26. The Commission chose to keep the supplemental tax rate unchanged. ERAF funds of \$550,000 are also budgeted.

In May 2025, BPPD hired Stephen Chang as Chief Financial Officer. However, the FY 2025-26 budget does not reflect funding for this contract; LAFCo recommends future budgets include it. The District has reinstated its Reserve Officer Unit and reports full police staffing.

Two written public comments were received. Andrea Hall expressed concerns over fiscal mismanagement, transparency, and public meeting accessibility. Sandie Arnot, the Treasurer/Tax Collector for San Mateo County responded to BPPD's claims about miscoded documents, stating no requests were received and clarifying their office handles only billing and collection, not document coding.

Commissioner Draper addressed a supplemental report from the BPPD Police Chief dated April 30, which claimed LAFCo's information was inaccurate due to County mapping and clerical errors. She clarified that LAFCo prepares Municipal Service Reviews (MSRs) using the best available data from government agencies and follows a thorough review process. She emphasized that LAFCo does not create original materials for MSRs but compiles existing information provided by public agencies. In response to the report's claim that LAFCo errors contributed to revenue loss for the District, she clarified that LAFCo has taken no action or performed any coding related to that matter. She requested the record reflect LAFCo's role in compiling—not generating—data and highlighted the importance of distinguishing LAFCo's responsibilities from those of other entities.

Commissioner Martin asked why the District chose not to implement the available parcel tax increase. Andrea Hall, an elected member of the Broadmoor Police Commission, responded that the increase was not in alignment with the LAFCo staff recommendation and clearly opposed by the community.

Chair Mueller remarked that he had never heard legal counsel speak about a board member [Andrea Hall] in such a manner. He clarified that his comment was not intended to be derogatory but was simply an observation, noting that this behavior is unusual and not something he has seen in similar meetings before.

Vice-Chair Chang Kiraly expressed concern that the email from Paul Davis to LAFCo staff conflicts with the information provided by Treasurer-Tax Collector Sandie Arnott. She stated that governance within BPPD appears to be an issue and noted that the newest Commissioner on the Board [Andrea Hall] does not seem to be receiving respect from her colleagues. She also emphasized the importance of public information being accessible and questioned whether that is currently the case related to BPPD.

Public Speakers:

Michael G. Colonial

Andrea Hall

John V. Aguerre

Commission Action

The Commission accepted the report

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

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

7. A) CALAFCO 2025 Annual Conference – Information Only

LAFCo staff informed the Commission that registration for the CALAFCO 2025 Annual Conference, scheduled for October 22–24, 2025, in San Diego, will open soon. The early bird registration deadline is July 31, 2025, and additional information is available on the CALAFCO website. The adopted FY 2025–2026 LAFCo budget includes funding for up to seven Commissioners and staff to attend the conference and registration typically opens in July. Commissioners interested in attending were asked to notify staff as soon as possible to allow for timely submission of registration for all San Mateo LAFCo participants.

7. B) CALAFCO Nominations for 2025-2026 Board Members

LAFCo staff reported that CALAFCO has opened the nomination period for the 2025–2026 Board of Directors. The Recruitment Committee is seeking nominations for a City Member and a Public Member representing the Coastal Region, which includes San Mateo LAFCo. A regional map is included in the attached nomination packet. The election is scheduled for the CALAFCO Annual Conference on October 23, 2025. Nominations must be submitted by Friday, September 19, 2025, and require formal nomination by the Commission along with a completed Candidate Resume Form included in the packet.

7. C) Voting Delegates at 2025 California Association of LAFCOs (CALAFCO) Annual Conference

LAFCo staff reported that the 2025 CALAFCO Annual Conference would be held in San Diego from October 22 to 24, 2025. The elections for the CALAFCO Board of Directors will take place at the conference.. Each LAFCo has one vote and must designate a voting delegate in writing before or at the meeting. Delegates can be Commissioners or Executive Officers. Typically, the Chair is designated as the voting delegate when attending, with LAFCo Executive Officer Bartoli attending as well and serving as an alternate if needed.

Commission Action

The Commission appointed Chair Mueller as the voting delegate, with Vice-Chair Chang Kiraly and Executive Officer Rob Bartoli serving as alternate delegates.

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

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

8. Special District Risk Management Authority (SDRMA) Board of Directors Election for 2025

The Commission was informed that the Special District Risk Management Authority (SDRMA), which provides workers' compensation and other insurance coverages to public agencies in California, including San Mateo LAFCo, is governed by a seven-member board with elections held every two years. The next election, scheduled for September 2025, has five candidates running for four available seats: Tom Wright, Mike Schaefer, Robert Heley, Virginia Chang Kiraly, and Steven Ruckters. LAFCo staff recommended that the Commission direct the Executive Officer to submit the necessary authorization documents for the nominated candidates.

Public Speakers: Katheryn Slater-Carter

Commission Action

The Commission authorized the LAFCo Executive Officer to cast the vote for Virginia Chang Kiraly as the SDRMA nominee.

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

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

9. Legislative and Policy Committee Update – Information Only

LAFCo staff updated the Commission on two bills: SB 777 (Richardson) and SB 707 (Durazo). SB 777, amended on July 9, requires the Cemetery and Funeral Bureau to form a workgroup—including CALAFCO and other stakeholders—to address care and maintenance of abandoned cemeteries and consider county responsibilities. The workgroup must report to the Legislature by January 1, 2026. CALAFCO's position remains Oppose. SB 707 would expand teleconferencing rules to more legislative bodies. CALAFCO has no official position, though many California LAFCos likely oppose it.

Vice-Chair Chang Kiraly added to the SB 777 update, noting that the Commission supported the opposition letter drafted by the LAFCo Executive Officer. She also stated that at the last CALAFCO legislative committee meeting, the Commissioners unanimously endorsed the opposing position, and that she would provide any further updates from the upcoming legislative meeting.

10. Commissioner /Staff Reports – Information Only

LAFCo Executive Officer provided an update on the MSR schedule, noting that the Portola Valley and Woodside MSRs have been delayed until November due to the appointment of new Town Managers in both towns. The Commission is scheduled to receive the draft MSR for CSA 7, Los Trancos County Maintenance District, and La Honda Lighting District in September, as planned in the workplan.

Vice-Chair Chang Kiraly informed the Commission that she responded to LAFCo-related questions from an email sent by the Housing Leadership Council, in case other Commissioners are contacted by them.

11. Adjournment

The Commission adjourned at 3:13 PM.

Approved on September 17, 2025

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

September 10, 2025

To: LAFCo Commissioners

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

Subject: Consideration of LAFCo File No. 25-05 - Proposed Outside Service Agreement for water by the City of Redwood City to 2 Summit Way (APN: 068-262-150), 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 2 Summit Way (APN: 068-262-150) will construct a new single-family home on the site of an existing tennis court. The parcel is contiguous to 1 Summit Way which receives water from Redwood City from a connection that was made prior to 2001.

The new water service connection has been approved by the City of Redwood City. Permits for the new water connection are needed from the City and the County of San Mateo Planning and Building Department.

The parcel 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: 068-262-150) shown in the County Assessor records is \$1,800,000. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

COMMISSIONERS: RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT
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DIANE ESTIPONA, CLERK

County Clerk: The territory has 0 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.

County Environmental Health: The property will utilize an on-site septic system. 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 Miscellaneous. 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 a resolution requesting that the OSA be approved. On August 25, 2025, the Redwood City City Council approved the resolution (Attachment C).

County Public Works: This property is not located in a sewer district and service for the parcel will be provided via on-site septic. 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 low density residential. The proposal is consistent with the County's General Plan and zoning.

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: 068-262-150) 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 LAFCo File No. 25-05 - Proposed Outside Service Agreement for water by the City of Redwood City to 2 Summit Way (APN: 068-262-150), Unincorporated Redwood City, pursuant to Government Code Section 56133.

Attachments

- A. OSA application for 2 Summit Way (APN: 068-262-150)
- B. Vicinity Map

C. Resolution No. 16344 from the City of Redwood City

cc: Christian Craig, City of Redwood City
Ed Diaz, San Mateo County Environmental Health
Chephren Goree, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Tiffany Gee, San Mateo County Planning & Building
Ron Grove, Property Owner

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.

For the City of Redwood City to grant water service via an outside service agreement to a new single family house located in San Mateo County at #2 Summit Way, APN 068-252-150

- 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):

X 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.)

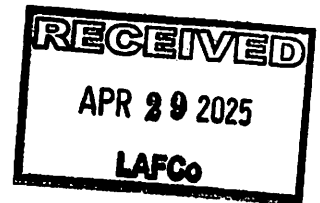
- 3. What are the reasons for the proposal?

This parcel is currently comprised of a tennis court and received water for landscaping from #1 Summit Way (same owner). #1 Summit Way received water from Redwood City via an OSA established prior to 2001.

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

X Yes No

- 5. Estimated acreage: 0.82



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.

Redwood City

- 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>
Water	Redwood City	City	Proponent	Water usage fees

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.

California Way at Summit Way. This parcel is towards the end of Summit Way past the intersection with California Way. This portion of Summit Way is a dead end.

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

Single family lot. Current use is tennis court.

3. How are adjacent lands used?

North: Water tower owned by City of Redwood City

South: Residential

East: Residential

West: Residential

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

Yes. 2 Summit Way will be developed into a new single family home.

The OSA with Redwood City will enable water to service this home.

5. What is the general plan designation of the subject territory?

Single family homes

6. What is the existing zoning designation of the subject territory?

Low density, R-1/S-7

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

Single family

8. What additional approvals will be required to proceed?

Redwood City has agreed to provide service water to this parcel, BLD2024-02939

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

Yes, new single family home

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: 

EMAIL: groveconstruction@msn.com

ADDRESS: 1011 Bransten Rd., Unit D, San Carlos, CA 94070

TELEPHONE: 650-867-3531

ATTN: Ron Grove


Signature of Proponent

Applica_blk.doc
(10/6/2000)

Addendum to Application titled LAFCo File No. --
Proposed _____ of/for (Address)

APN's _____ (List)
to 068-252-150 _____

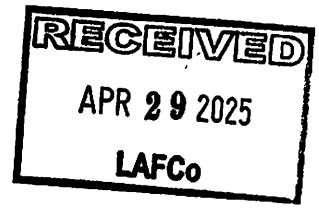
As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

 _____ Date 4-29-2025

_____ Date _____

_____ Date _____

_____ Date _____



RESOLUTION NO. 16344

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AUTHORIZING APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION OF SAN MATEO COUNTY REQUESTING APPROVAL FOR EXTENSION OF WATER SERVICES TO 2 SUMMIT WAY (APN 068-262-150) OUTSIDE JURISDICTIONAL BOUNDARIES PURSUANT TO GOVERNMENT CODE SECTION 56133

WHEREAS, the Government Code Section 56133 authorizes a city or district to provide new or extended services by contract or agreement outside its jurisdictional boundaries only if it first requests and receives written approval from the Local Agency Formation Commission in which the property is located; and

WHEREAS, the property located at 2 Summit Way, APN 068-262-150 (the "Property"), Unincorporated San Mateo County, California is outside the jurisdictional boundaries of the City of Redwood City (the "City"), but inside the City's sphere of influence and water service area; and

WHEREAS, the County of San Mateo is processing an application for the construction of a new single-family home on the Property; and

WHEREAS, the County of San Mateo's approval of the building permits is conditioned upon the property owner obtaining a new water connection and service for the proposed residence from the City; and

WHEREAS, the property owner has requested that the City provide water services to the proposed single-family home on the Property; and

WHEREAS, Local Agency Formation Commission of San Mateo County ("LAFCo") requires that the City Council adopt a resolution authorizing application requesting approval from LAFCo to provide new water service to the Property; and

WHEREAS, this activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The City Manager or their designee is hereby authorized to submit an application to the Local Agency Formation Commission of San Mateo County ("LAFCo") requesting approval of an extension of the water service outside the City's jurisdictional boundaries but within the water service area and the City's sphere of influence to 2 Summit Way, Unincorporated San Mateo County, California (APN 068-262-150)

pursuant to California Government Code Section 56133 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

2. The water service connection proposed for the single-family residence at the property is subject to the following conditions and fees:

- a. Individual property owner shall obtain LAFCo approval of the application for the proposed water service connection;
- b. Individual property owner shall pay LAFCo fees;
- c. After approval of the construction drawings by the San Mateo County Building Department and upon application for new or extended water service, individual property owner shall pay all applicable City fees, including connection fees associated with proposed water service;
- d. Individual property owner shall pay the City's water service annexation fees;
- e. Individual property owner shall install new water service lines;
- f. Individual property owner shall be responsible for the design, construction, and connection of any water main modifications or extensions necessary to provide adequate flow for domestic use and fire suppression, in accordance with City Code Chapter 38 (Water System Regulations) for water and as determined by the City and the Fire Marshal within the local jurisdiction;
- g. Individual property owner shall pay the fees for any construction permit in connection with improvements for new water service and shall pay associated costs for plan review and inspections;
- h. Individual property owner shall obtain a City encroachment permit prior to commencement of construction work within the public right of way for work relating to the water line connection and pay deposit/fees in accordance with the City's master fee schedule along with the service connection request;
- i. Individual property owner shall adhere to all the review comments and conditions of service stated by the City;
- j. Individual property owner shall execute a Declaration of Restriction and record it with the County of San Mateo;
- k. Individual property owner shall execute other agreements with the City, including but not limited to maintenance agreements for the new infrastructure installed, as may be necessary and determined by the City Engineer; and
- l. Individual property owner shall obtain any additional permits from other agencies that may be required for the construction work relating to the new service connection.

3. LAFCo is hereby requested to take proceedings in the manner provided by California Government Code Section 56133.

4. This resolution shall be effective immediately upon adoption.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 25th day of August 2025 by the following votes:

AYES: Chu, Gee, Howard, Padilla, Sturken, Vice Mayor Eakin,
and Mayor Martínez Saballos

NOES: None

ABSENT: None

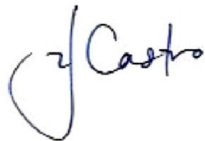
ABSTAINED: None

RECUSED: None



Elmer Martínez Saballos
Mayor of the City of Redwood City

Attest:



Yessika Castro, CMC, CPMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
25th day of August 2025.



Elmer Martínez Saballos
Mayor of the City of Redwood City

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

To: LAFCo Commissioners

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

Subject: Consideration of LAFCo File No. 25-07 - Proposed Outside Service Agreement for water by the City of Redwood City to 1945 Edgewood Road (APN: 057-040-220), 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 1945 Edgewood Rd. (APN: 057-040-220) will transfer water service from an existing connection from the San Francisco Public Utilities Commission (SFPUC) to the City of Redwood City to serve the existing single-family residence. The new water service connection has been approved by the City of Redwood City. Permits for the new water connection are needed from the City and the County of San Mateo Planning and Building Department.

The parcel 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: 057-040-220) shown in the County Assessor records is \$1,887,000. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

County Clerk: The territory has 5 registered voters. The proposed OSA would not change or conflict with any political subdivision boundaries. If the parcel is annexed by the City of

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 ▪ COLLEEN YOU PUBLIC ▪ NOELIA CORZO, COUNTY

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

Redwood City, it would need to be changed from an unincorporated area precinct to a precinct within the City of Redwood City.

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 September 17 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 low density residential. The proposal is consistent with the County's General Plan and zoning.

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: 057-040-220) 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.

The San Francisco Public Utilities Commission directly provides retail water service to select customers outside San Francisco. This includes 85 residential customers which currently have direct retail connections to the SFPUC's regional water Bay Division Pipelines. The Bay Division Pipelines deliver high volumes of water to the Wholesale Customers, as well as to San Francisco. These large regional transmission pipelines are not intended for small retail customer connections for water service. The SFPUC, however, had historically agreed to provide direct retail water service from the Bay Division Pipelines to a number of residential properties in the decades following the pipelines' construction when the nearby retail water systems of the SFPUC's Wholesale Customers (such as Redwood City and Cal Water) were not yet developed or accessible to those properties.

For several decades, the SFPUC has sought solutions to the operational challenges of serving its retail customers in unincorporated San Mateo County. Since 2019, Redwood City, the SFPUC, Cal Water, and LAFCo have had focused discussions and collaborated on a study to determine how to transfer the SFPUC's 85 customers to one of the more appropriate retail water systems in the area. Of these 85 customers, 12 have been identified to eventually be transferred from SFPUC to Redwood City. These 12 parcels are already within the Sphere of Influence of Redwood City and on June 23, 2025, the City and SFPUC approved an agreement to place two

parcels, including 1945 Edgewood Rd., within the water service area of Redwood City. LAFCo approval of an Outside Service Agreement is required to transfer the water connection from SFPUC to the City of Redwood City.

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

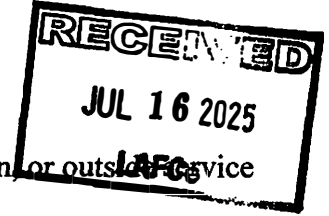
By motion, approve LAFCo File No. 25-07 - Proposed Outside Service Agreement for water by the City of Redwood City to 1945 Edgewood Road (APN: 057-040-220), Unincorporated Redwood City, pursuant to Government Code Section 56133.

Attachments

- A. OSA application for 1945 Edgewood Road (APN: 057-040-220), Unincorporated Redwood City
- B. Vicinity Map
- C. 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
Chephren Goree, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Tiffany Gee, San Mateo County Planning & Building
Rhomel K. Nicolas, Property Owner
Alison Kastama, SFPUC

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.

Property owner requests an outside service agreement for the provision of water by Redwood City Water for 1945 Edgewood Road, Emerald Hills (APN 057040220). The parcel is currently served by SFPUC.

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):

- X 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?

parcels identified by SFPUC in the Edgewood Road area to be transferred to local water systems. Notification letter from SFPUC regarding transfer of water service dated 09APR2025 attached.

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

X Yes No

5. Estimated acreage: 0.9

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.

SFPUC
City of Redwood City

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>
Water	SFPUC	Redwood City	Proponent	fees

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.

1945 Edgewood Road is located across the intersection of the Edgewood Road and Cervantes Road in Emerald Lake Hills neighborhood of unincorporated San Mateo County.

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

Low Density Residential

3. How are adjacent lands used?

North: Low Density Residential

South: Very Low Density Residential

East: Low Density Residential

West: Low Density Residential

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

No, not applicable

5. What is the general plan designation of the subject territory?

Low Density Residential

6. What is the existing zoning designation of the subject territory?

Residential Hillside District / Design Review District

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

8. What additional approvals will be required to proceed?

Approval from Redwood City and SFPUC have been received
Permits for new water connection needed from the City of Redwood City and the County
of San Mateo Planning and Building Department.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

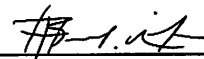
NAME: Rhomel Nicolas

EMAIL: krnicolas@hotmail.com

ADDRESS: 1945 Edgewood Rd, CA 94062

TELEPHONE: (415) 637-7626

ATTN: _____



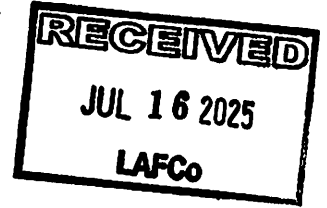


Addendum to Application titled LAFCo File No. _____

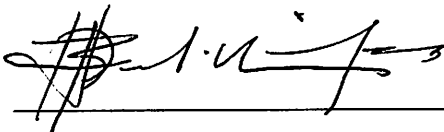
Proposed _____ of/for (Address)

APN's _____ (List)

to _____



As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

 Date 7/16/2025

_____ Date _____

_____ Date _____

_____ Date _____



San Francisco Water Power Sewer

Operator of the Hetch Hetchy Regional Water System

525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

April 9, 2025

Keithryn & Rhomel Nicolas
1945 Edgewood Rd
Emerald Hills, CA 94062

*Keithryn - please stay in touch. Wanted to share our official letter with you please but just needs reach out.
Alan*

Re: Transfer of your water service to City of Redwood City Water System

Dear Keithryn & Rhomel,

The San Francisco Public Utilities Commission Hetch Hetchy Regional Water System has provided drinking water directly to your property from a large regional transmission pipeline for many years. This highly unusual arrangement occurred because your home was built prior to full construction of the local water distribution network. That system is now in place serving Redwood City and portions of nearby unincorporated San Mateo County. To facilitate better water service to your property, we are now in the planning stages of transferring your service to the City of Redwood City water system. We expect this full transition to occur within approximately two years' time.

This change will require you to connect your home to the City of Redwood City's municipal water distribution pipeline in your neighborhood. Redwood City's system of local water mains receives water from the Hetch Hetchy Regional Water System (so the same high-quality water you currently receive), is designed to support individual property connections, and has better operational flexibility and redundancy to serve you.

Your home has been receiving water directly off of a large-diameter (almost 5-foot) pipeline, rather than a local water main (usually 6- or 8-inch). Our large-diameter pipelines are meant to connect major water systems, reservoirs and water treatment plants and are not designed to serve individual homes. This is challenging operationally as your current water service has no back-up delivery system – when we need to do necessary maintenance on our large pipelines, there is no clear solution to maintain water service to your property. This is not ideal for you or for our regional water system.

Local water mains provide multiple pathways for water to reach your home. So if there is broken main, or one is shut down for maintenance, water can be

Daniel L. Lurie
Mayor

Kate H. Stacy
President

Joshua Arce
Vice President

Avni Jamdar
Commissioner

Steve Leveroni
Commissioner

Dennis J. Herrera
General Manager

Services of the San Francisco Public Utilities Commission

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



redirected with minimal or no disruption in service to you. This is not the case with your current connection to our large pipeline. In addition, your local provider can offer expanded connections or configurations to the local water system – which is something the SFPUC cannot accommodate.

We have been working closely with the City of Redwood City on the transfer of your water service. Please be assured that the SFPUC will continue to provide your drinking water until your property is connected to the Redwood City system.

We know you will have questions, and we look forward to continuing the conversation as we work on further details. This may take the form of an onsite meeting with you and/or your neighbors should there be interest. Please let us know what questions you and have so that we can provide the information you need to move forward.

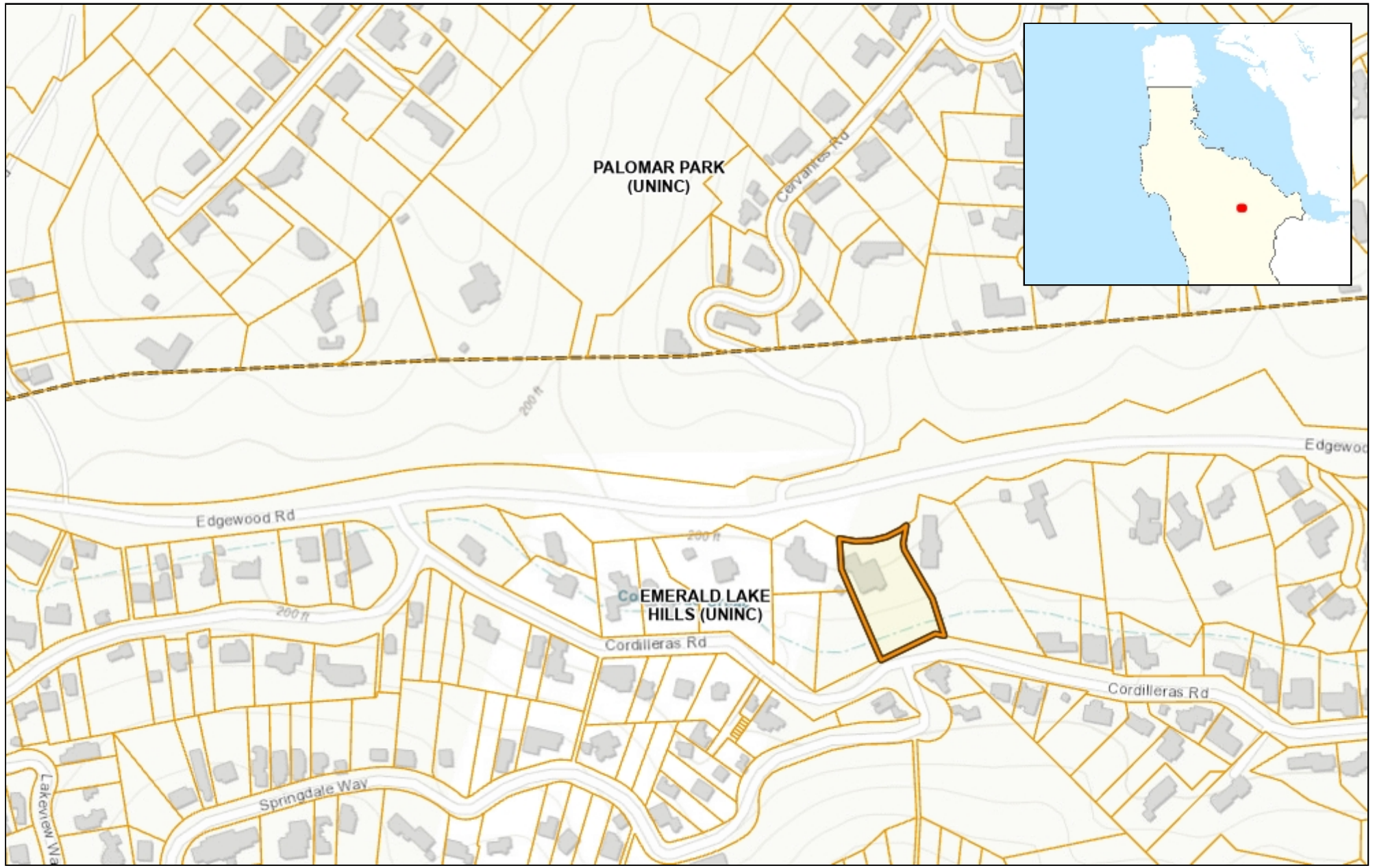
Please reach out to Alison Kastama at aakastama@sflower.org or via phone at (415) 816-9810 with any questions, or to request a meeting.

Sincerely,



Steve Ritchie

Assistant General Manager, Water Enterprise



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

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

To: LAFCo Commissioners

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

Subject: Consideration of LAFCo File No. 25-08 – Proposed Annexation of 1345 Westridge Dr., Portola Valley (APN: 077-033-140) to West Bay Sanitary District

Summary

This proposal, submitted by landowner petition, requests annexation of 1345 Westridge Dr., Portola Valley (APN: 077-033-140) to West Bay Sanitary District and connection to the District's sewer main. The property owners of this single-family home will remove the existing septic tank and leach field once the property is connected to the District's wastewater collection system. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. Commission approval is recommended.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcel (APN: 077-033-140) shown in the County Assessor records is \$2,601,983. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

County Clerk: The territory has two registered voters. If the annexation is approved, the parcel would need to be assigned to a precinct that includes West Bay Sanitary District.

County Environmental Health: The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. Upon connection to WBSD, the existing onsite wastewater treatment system must be properly destroyed under permit from Environmental Health.

Town of Portola Valley: The Town's General Plan designation is Residential Estate. The Town staff report that the proposed annexation is compatible with the Town's General and Specific Plans and recommends approval.

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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

West Bay Sanitary District: Currently, there is a 3-inch force main along Westridge Dr. in front of 1285 Westridge Dr. that needs to be extended by 0.15 miles to 1345 Westridge Dr. to serve the parcel. The proposal is compatible with adopted plans for extending services. The applicant will need to apply for a Class 3 Sewer Permit to extend the existing 3-inch force main to the front of the front of the property and a Class 5 Sewer Permit for Septic Tank Effluent Pump (STEP) and Grinder systems. Annexation to the On-Site Wastewater Disposal Zone (ZONE) is required.

Executive Officer's Report

This proposal has been submitted by landowner petition. The territory proposed for annexation is located at 1345 Westridge Dr. (APN: 077-033-140), Portola Valley. The property is proposed to connect to an existing sewer force main located in front of 1285 Westridge Dr. that needs to be extended to 1345 Westridge Dr.. The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

Annexation to the On-Site Wastewater Disposal Zone

Sections 6960.3 and 6974 of the Health and Safety Code governing sanitary districts require LAFCo approval for formation of, or annexation to, an On-site Wastewater Disposal Zone (Zone) in counties in which LAFCo has added special district members to the Commission and adopted Rules and Regulations Affecting the Functions and Services of Independent Special Districts. West Bay Sanitary District operates a Zone within its jurisdiction to maintain pumping systems where gravity flow to the sewer main is not possible. Annexation of these properties to the Zone is necessary for the District to maintain the pumping system that will be constructed as part of the sewer connection. Staff recommends approval of annexation to the Zone.

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).

Waiver of Conducting Authority Proceedings

Section 56662(a) of the Cortese-Knox-Hertzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceedings is to measure landowner or voter protest within the affected territory. The landowners have requested, and staff recommends waiver of conducting authority proceedings.

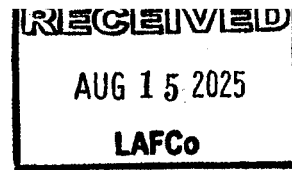
Recommended Commission Action

By resolution, approve LAFCo File No. 25-08 – Proposed Annexation of 1345 Westridge Dr., Portola Valley (APN: 077-033-140) to West Bay Sanitary District subsequent annexation to the On-site Wastewater Disposal Zone and Waiver of Conducting Authority Proceedings.

Attachments

- A. Annexation Application for 1345 Westridge Dr., Portola Valley (APN: 077-033-140) to West Bay Sanitary District
- B. Vicinity Map
- C. Resolution No. 1343

cc: Sergio Ramirez and Mark Robert Robles, West Bay Sanitary District
Emily Lane, Town of Portola Valley
Gregory Smith, San Mateo County Environmental Health
Chephren Goree, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Michael Chang, Property Owner



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.

To establish sanitary sewer service and annex subject property (1345 Westridge Drive, Portola Valley, CA, APN # 077-033-140) into the West Bay Sanitary District sewer system.

- 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):

[x] 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?

There is an existing single family residence on the subject parcel that is on a septic system. The applicant is building a new residence on this parcel.
The reason for the proposal is to connect the proposed new residence to the west bay sewer system for sewer service to the proposed new residence.

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

[x] Yes _____ No

- 5. Estimated acreage: 1.00

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.

West Bay Sanitary Sewer District.

- 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>
SEWER	ONSITE SEPTIC SYSTEM	WBSD	OWNER	FEES

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.

The property is located on Westridge Drive near the cross road of Portola Road. Approximately 4 miles from Highway 280.

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

Residential

3. How are adjacent lands used?

North: Single-family, Residential Property

South: Single-family, Residential Property

East: Single-family, Residential Property

West: Single-family, Residential Property

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

There is a proposed building footprint for the main house and a proposed ADU.

5. What is the general plan designation of the subject territory?

Low Residential

6. What is the existing zoning designation of the subject territory?

Residential Estate, R-E/1A/SD-1a

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

N/A

8. What additional approvals will be required to proceed?

Town of Portola Valley and WBSD

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at: Michael.

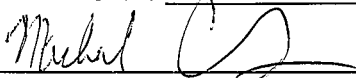
NAME: Michael Chang

EMAIL: chang.mike@gmail.com

ADDRESS: 1345 Westridge Drive, Portola Valley, CA

TELEPHONE: 408.857.2171

ATTN:



Signature of Proponent

Addendum to Application titled LAFCo File No. --

Proposed Annexation of/for (Address)

1345 Westridge Drive

APN's 077-033-140 (List)

to West Bay Sanitary District

As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

Michael Chang Date 8/9/25

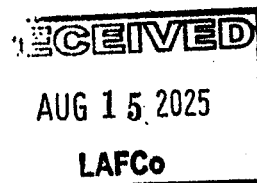
Michael Chang
Michael

Mandy Lin Date 8/9/2025

Mandy Lin

_____ Date _____

_____ Date _____



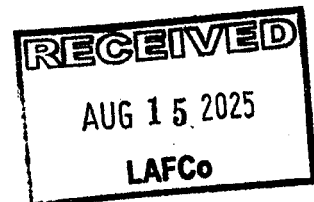
**PETITION
FOR PROCEEDINGS PURSUANT TO
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT
OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are: **Annexation into the West Bay Sanitary Sewer District.**
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein. **See attached Exhibit 'B'**
4. The territory(ies) included in the proposal is/are:

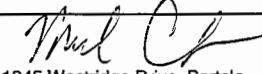
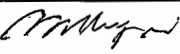
 __ inhabited (12 or more registered voters) Uninhabited
5. This proposal is is not __ consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed _____ (annexation) detachment, reorganization, etc.) is/are:
 To connect to West Bay Sanitary sewer system for building service of proposed new residence.
7. The proposed ^{annexation} _____ is requested to be made subject to the following terms and conditions:
8. The persons signing this petition have signed as:

 __ registered voters **or** Owners of land (check one) within the subject territory.



Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence Address:	APN*
8/9/25	Michael Chang	 1345 Westridge Drive, Portola Valley, CA	077-033-140
8/9/2025	Mandy Lin	 1345 Westridge Drive, Portola Valley, CA	077-033-140

*Assessor's Parcel Number of parcel(s) proposed for annexation.

NOTICE OF INTENT TO CIRCULATE PETITION


(Pursuant to Section 56700. of the Cortese Knox Hertzberg
Local Government Reorganization Act of 2000)

Must be submitted to LAFCo prior to circulating petition.

Notice is hereby given of the intention to circulate a petition proposing:

Annexation of 077-033-140 to WBSD
(Address/APN) (name of agency)

The reasons for the proposal are: To connect to West Bay Sanitary sewer system for building service of proposed new residence.

Submitted by: Michael Chang 
(printed name) (signature)

Street Address: 1345 Westridge Drive

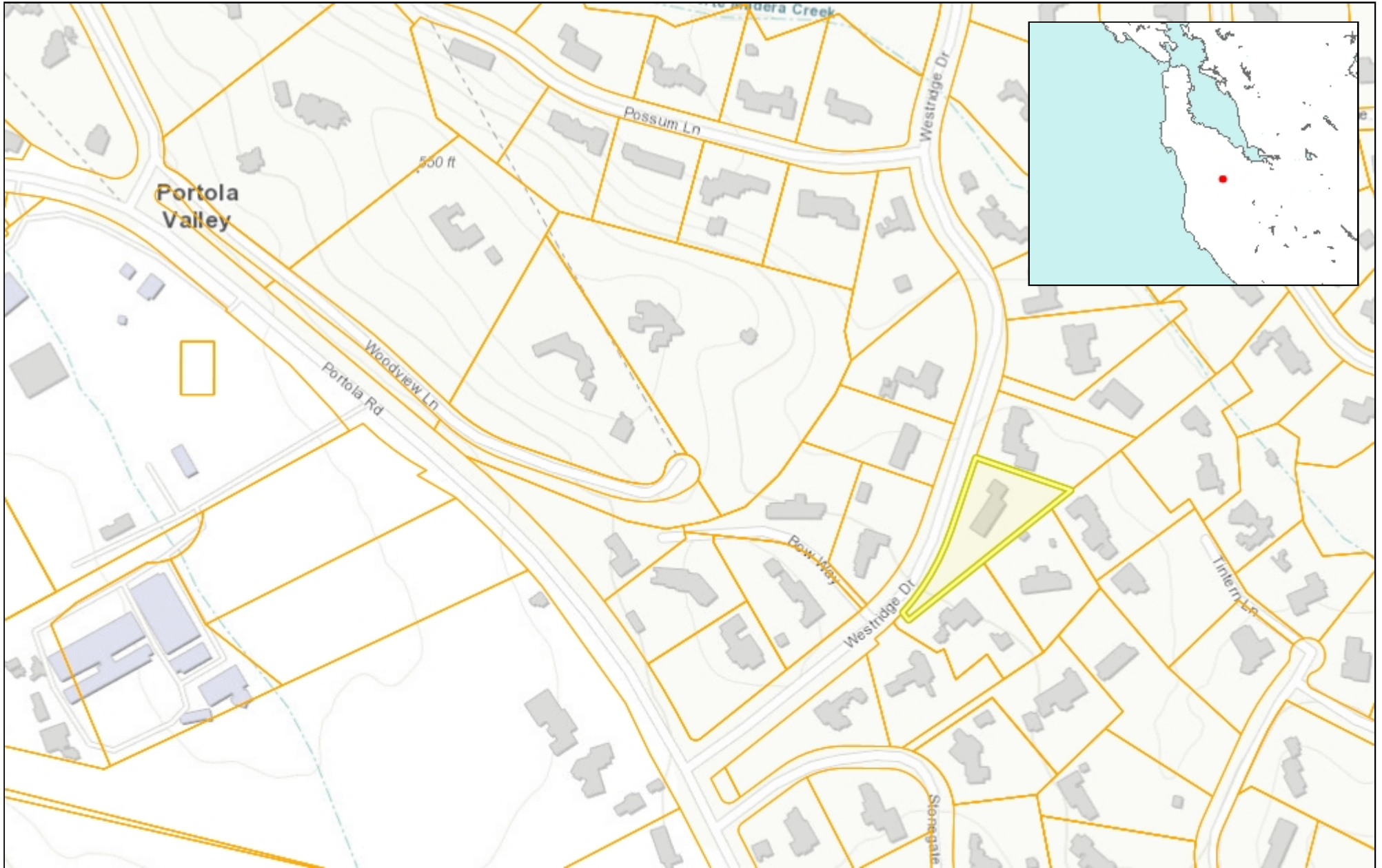
City, State, Zip: Portola Valley, CA

Telephone: 408.857.2171

Email: chang.mike@gmail.com

Prior to circulating any petition for boundary change please complete this form and submit it to San Mateo Local Agency Formation Commission, 455 County Center, Redwood City, CA 94063. If you have any questions, please contact Rob Bartoli at (650) 363-4224 or rbartoli@smcgov.org.

Fax: 650/363-4849



0.14 0 0.07 0.14 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:4,514

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

EXHIBIT "A"

DATE: 6-25-2025

ANNEXED TO: WEST BAY SANITARY DISTRICT

NAME OF ANNEXATION: WEST BAY SANITARY DISTRICT

**GEOGRAPHIC DESCRIPTION
LANDS OF LIN AND A PORTION OF WESTRIDGE DRIVE
PROPOSED WEST BAY SANITARY DISTRICT ANNEXATION
1.31 ACRES +/- PARCEL**

ALL THAT REAL PROPERTY IN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA DESCRIBED AS FOLLOWS:

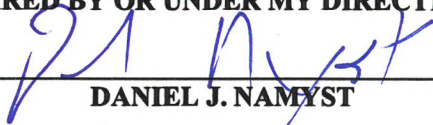
BEING A PORTION OF LOT 1 AND A PORTION OF WESTRIDGE DRIVE, AS DESIGNATED ON THAT CERTAIN MAP ENTITLED "ARROWHEAD MEADOWS", SAN MATEO COUNTY, CALIFORNIA, FIELD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA IN MARCH, 1958 IN BOOK 48 OF MAPS AT PAGE 48-49, AS SHOWN ON 'EXHIBIT B' ATTACHED HERETO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEASTERLY CORNER OF SAID LOT 1, THENCE (1) SOUTH 71°04'00" EAST 263.63 FEET TO THE MOST NORTHWEST CORNER OF SAID LOT;
THENCE ALONG THE EASTERLY LINE OF SAID LOT, (2) SOUTH 51°30'00" WEST 471.53 FEET;
THENCE LEAVING SAID LINE, (3) NORTH 38°30'00" WEST 57.45 FEET TO THE CENTERLINE OF WESTRIDGE DRIVE 70 FEET IN WIDTH, SAID POINT ALSO BEING (4) THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT WITH A RADIUS OF 500.00 FEET, A RADIAL BEARS SOUTH 48°24'14" EAST;
THENCE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 22° 39' 46", AN ARC LENGTH OF 197.77 FEET;
THENCE (5) NORTH 18°56'00" EAST 173.81 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1.31 ACRES MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR ANY OFFER FOR SALE OF THE LAND DESCRIBED.

**END OF DESCRIPTION
PREPARED BY OR UNDER MY DIRECTION OF:**



DANIEL J. NAMYST



6-29-25

Page 1 of 2

WESTRIDGE DRIVE (70')

LANDS OF CHENG
APN 077-033-130

POINT OF BEGINNING

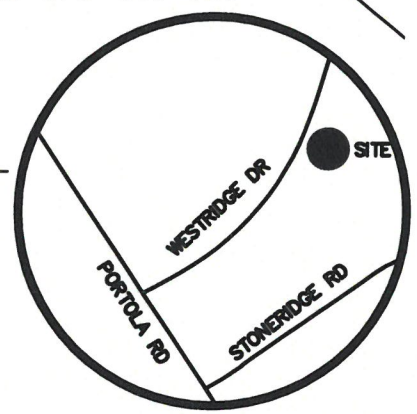
LANDS OF CHANG AND LIN
APN 077-033-140

LANDS OF TIDMARSH/MOULDS
APN 079-011-160

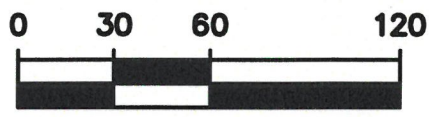
LANDS OF SPECTOR
APN 079-011-150

COURSES:

- ① S71°04'00"E 263.63'
- ② S51°30'00"W 471.53'
- ③ N38°30'00"W 57.45'
- R=500.00'
- ④ L=197.77'
- D=22°39'46"
- ⑤ N18°56'00"E 173.81'



VICINITY MAP
NO SCALE



SCALE: 1" = 60'

LANDS OF 8-29-25
1365 WESTRIDGE LLC
APN 079-011-170

WEST BAY SANITARY DISTRICT
(1345 WESTRIDGE DRIVE)

DISCLAIMER: FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION 2495 INDUSTRIAL PKWY WEST HAYWARD, CALIFORNIA 94545 (P) (510) 887-4086 (F) (510) 887-3019 WWW.LEABRAZE.COM	SACRAMENTO REGION 3017 DOUGLAS BLVD, # 300 ROSEVILLE, CA 95661 (P) (916)966-1338 (F) (916)797-7363
---	--

EXHIBIT 'B'

**PLAT TO ACCOMPANY LEGAL DESCRIPTION
FOR PROPOSED SEWER ANNEXATION,
LANDS OF LIN AND PORTIONS OF
WESTRIDGE DRIVE, TOWN OF PORTOLA
VALLEY, SAN MATEO COUNTY, CALIFORNIA**

JOB NO 2241385

SCALE: 1" = 60'

RESOLUTION NO. 1343

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 25-08 -
ANNEXATION OF 1345 WESTRIDGE DRIVE, PORTOLA VALLEY (APN 077-033-140)
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

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

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.31 acres, is found to be "uninhabited," and is assigned the following distinctive short form designation: Annexation of 1345 Westridge Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

Regularly passed and adopted this _ day of _____.

Ayes and in favor of said resolution:

Commissioners:

Noes and against said resolution:

Commissioner(s):

Absent and/or Abstentions:

Commissioner(s):

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rob Bartoli
 Executive Officer
 Local Agency Formation Commission

Date: _____

I certify that this is a true and correct copy of the resolution above set forth.

Clerk to the Commission
 Local Agency Formation Commission

Date: _____

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

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

Subject: Consideration of LAFCo File No. 25-09 - Proposed Outside Service Agreement for water by the City of Redwood City to 1235 Edgewood Road (APN: 058-040-310), 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 1235 Edgewood Road (APN: 058-040-310) is seeking a new water connection for a new single-family home following an SB-9 property subdivision. The existing property currently receives water from the City of Redwood City. The Planning Department has already reviewed and approved subdivision.

The parcel 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: 058-040-310) shown in the County Assessor records is \$1,606,500. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

County Clerk: The territory has 1 registered voter. 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 ▪ COLLEEN YOU 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. The authorization letter, which was received by LAFCo staff on September 4, 2025.

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 low density residential. The proposal is consistent with the County's General Plan and zoning. An SB 9 lot split was approved under PLN2024-00032. As of September 4, 2025, recordation of the tentative parcel map has not been submitted to the County.

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: 058-040-310) 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

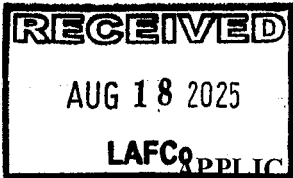
By motion, approve File No. 25-09 - Proposed Outside Service Agreement for water by the City of Redwood City to 1235 Edgewood Road (APN: 058-040-310), Unincorporated Redwood City pursuant to Government Code Section 56133.

Attachments

- A. OSA application for File No. 25-09 - Proposed Outside Service Agreement for water by the City of Redwood City to 1235 Edgewood Road (APN: 058-040-310), Unincorporated Redwood City
- B. Vicinity Map

C. Authorization Letter from the City of Redwood City

cc: Christian Craig, City of Redwood City
Ed Diaz, San Mateo County Environmental Health
Chephren Goree, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Tiffany Gee, San Mateo County Planning & Building
Jim Yang, Property Owner



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.

For the City of Redwood City to grant water service via an outside service agreement to a new single family house located at 1235 Edgewood Rd, Redwood City (APN 058-040-310)

- 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):

X 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?

SB-9 Subdivision for a new SFH Lot
In addition, the existing property is currently served with Redwood City Municipal Water.

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

x Yes No

- 5. Estimated acreage: 0.30 Acre (Including project parcel and 25' easement)

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.

City of Redwood City

- 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>
Water	Redwood City	Redwood City	Proponent	Fees

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.

Corner of Edgewood Road and Yorkshire Lane, Redwood City

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

Single Family House

3. How are adjacent lands used?

North: Yorkshire Lane

South: Single Family House

East: Single Family House

West: Single Family House

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

SB-9 Subdivision for a new SFH Lot

5. What is the general plan designation of the subject territory?

Single Family House

6. What is the existing zoning designation of the subject territory?

San Mateo County Unincorporated Zone (R1/S9)

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

San Mateo County Planning Department already reviewed and approved the subdivision, under PLN#2024-00032.

8. What additional approvals will be required to proceed?

Redwood City agree to provide water service

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

None

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

N/A

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

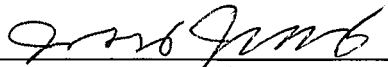
NAME: Jim Yang

EMAIL: yescenter@gmail.com

ADDRESS: 2198 Monterey Ave, Menlo Park, CA 94025

TELEPHONE: San Mateo County (408) 219-2935

ATTN: Jim Yang



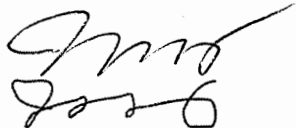
Addendum to Application titled LAFCo File No. --

Proposed ^{New Water Connection} for (Address)
1235 Egdewood Road, Redwood City, CA 94062

APN's (List) APN: 058-040-310

to _____

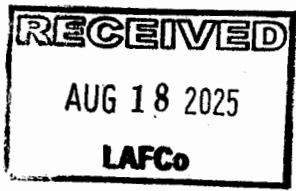
As part of above noted application submitted by petition, the Chief Applicants, (Name of Applicants) as Applicants and subject landowner(s), real parties in interest, agree to defend, indemnify, hold harmless, and release the San Mateo LAFCO, its agents, Commissioners, Executive Officer, attorneys, and employees from any claim, action, proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, and expenses, including attorney fees. The person signing this addendum to above noted application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

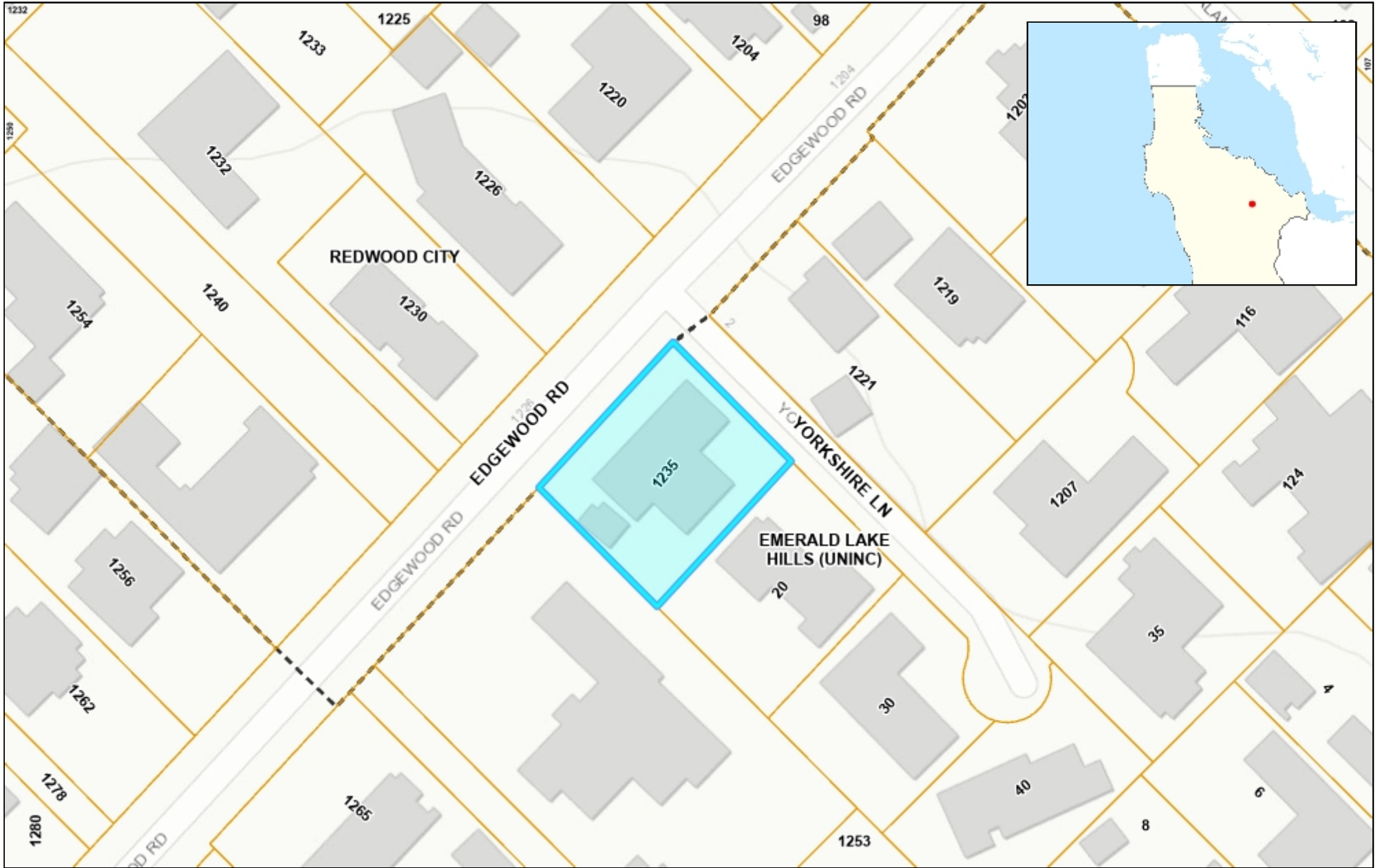

_____ Date 8/11/2025
Jim Yang, Applicant

_____ Date _____

_____ Date _____

_____ Date _____





0.04 0 0.02 0.04 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:1,128

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

Office of the City Manager
Melissa Stevenson Diaz, City Manager

1017 Middlefield Road
Redwood City, CA 94063
(650) 780-7301
Fax (650) 364-3539



September 4, 2025

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

Re: Letter Authorizing Application to the San Mateo Local Agency Formation Commission Requesting Approval for Extension of Water Service to 1235 Edgewood Road, APN: 058-040-310 Outside of Jurisdictional Boundaries Pursuant to Government Code Section 56133

The City of Redwood City has received a request to authorize water service to the property located at 1235 Edgewood Road, APN: 058-040-310 ("Property"). The Property is located in Unincorporated San Mateo County, California, and is outside the jurisdictional boundaries of the City of Redwood City ("City"), but inside the City's sphere of influence and water service area. The County of San Mateo has approved an application to subdivide the Property. County of San Mateo's approval of the building permits is conditioned upon the property owner obtaining authorization for water service on the Property.

On April 28, 2025, Redwood City Council Resolution No. 16293 approved a master resolution for all future applications to the San Mateo Local Agency Formation Commission ("LAFCo") upon request from individual property owners located within a defined Affected Territory. The proposed service extension to the Property is within the Affected Territory and meets the requirements of Resolution No. 16293. The City Engineer is hereby authorized to submit an application to LAFCo requesting approval of the water service outside the City's jurisdictional boundaries but within the City's sphere of influence and water service area to the Property, pursuant to California Government Code Section 56133 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This approval is subject to the conditions in Attachment B.

LAFCo is requested to take proceedings in the manner provided by California Government Code Section 56133 for this application for extension of water service.

Sincerely,

A handwritten signature in blue ink that reads "Melissa Stevenson Diaz". The signature is written in a cursive style.

Melissa Stevenson Diaz
City Manager
City of Redwood City

ATTACHMENTS

- Attachment A – Project Vicinity Map
- Attachment B – Conditions of Approval

cc: Tanisha Werner, Director of Engineering and Transportation
Paolo Baltar, Senior Civil Engineer
Christian Ochoa, Assistant Engineer

ATTACHMENT A – PROJECT VICINITY MAP



ATTACHMENT B – CONDITIONS OF APPROVAL

- a. Individual property owner shall obtain LAFCo approval of the application for the proposed water and/or sewer service connection;
- b. Individual property owner shall pay LAFCo fees;
- c. After approval of the construction drawings by the San Mateo County Building Department and upon application for new or extended water and/or sewer service, individual property owner shall pay all applicable City fees, including connection fees associated with proposed water and/or sewer service;
- d. Individual property owner shall pay the City's water and/or sewer service annexation fees;
- e. Individual property owner shall install new water and/or sewer service lines;
- f. Individual property owner shall be responsible for the design, construction, and connection of any water and/or sewer main modifications or extensions necessary to provide adequate flow for domestic use and fire suppression, in accordance with City Code Chapter 38 (Water System Regulations) for water and City Code Chapter 27 (Sanitary Sewerage Facilities) for sewer and as determined by the City and the Fire Marshal within the local jurisdiction;
- g. Individual property owner shall pay the fees for any construction permit in connection with improvements for new water and/or sewer service and shall pay associated costs for plan review and inspections;
- h. Individual property owner shall obtain a City encroachment permit prior to commencement of construction work within the public right of way for work relating to the water and/or sewer line connection and pay deposit/fees in accordance with the City's master fee schedule along with the service connection request;
- i. Individual property owner shall adhere to all the review comments and conditions of service stated by the City;
- j. Individual property owner shall execute a Declaration of Restriction and record it with the County of San Mateo;
- k. Individual property owner shall execute other agreements with the City, including but not limited to maintenance agreements for the new infrastructure installed, as may be necessary and determined by the City Engineer; and
- l. Individual property owner shall obtain any additional permits from other agencies that may be required for the construction work relating to the new service connection.

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

To: LAFCo Commissioners

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

Subject: Consideration of Draft Municipal Service Review for County Service Area 7, Los Trancos County Maintenance District, and La Honda Lighting Maintenance District

Summary and Background

In 1985, San Mateo LAFCo first prepared comprehensive Sphere of Influence (SOI) studies and adopted SOIs for the County's cities and special districts. Subsequently, LAFCo reviewed and updated spheres on a three-year cycle. SOI updates focus on changes in service demand within the boundaries of cities and special districts. In 2003, in order to comply with the newly enacted CKH Act, LAFCo began the process of preparing SOI updates in conjunction with or following a Municipal Service Review (MSR).

This report reviews three special districts in South San Mateo County: County Service Area 7 (CSA 7), Los Trancos County Maintenance District (LTCMD), and La Honda Lighting Maintenance District (LHLMD).

County Service Area 7 (CSA 7)

In 1965, the San Mateo County Board of Supervisors formed CSA 7. CSA 7 operates according to Government Code Section 25210 et seq. and is authorized to provide domestic water services within its boundaries. For the past 60 years, CSA 7 has sold potable water to 68 residential customers in two non-contiguous areas near La Honda, totaling 1 square mile.

Los Trancos County Maintenance District (LTCMD)

In 2015, the Board of Supervisors formed the LTCMD as the successor agency to the Los Trancos County Water District. LTCMD was formed according to Section 5820 et seq. of the Streets and Highways Code to carry out enhanced fire safety, storm drain and road improvements, and land stewardship in 335 acres of land in the unincorporated San Mateo County neighborhoods of Los Trancos Woods, Vista Verde, and Oak Forest Court.

La Honda Lighting Maintenance District

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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

In 1960, the Board of Supervisors formed the LHLMD under Section 5820 et. Seq. of the CA Streets and Highways Code to provide street lighting for a portion of the La Honda unincorporated community by maintaining 34 street lights. LHLMD is one of 11 street lighting districts within the County.

Current Key Issues

Key issues identified in compiling information on CSA 7, LTCMD, and LHLMD include:

CSA 7 –

- CSA 7 serves 68 connections in the La Honda area. The primary source of revenue for CSA 7 (nearly 100%) is from charges for water service and usage for residential customers. Due to the small ratepayer base, having sufficient funding for needed capital projects has been challenging. In several instances, funding for these projects has been from the County in the form of loans to the District. While the District did adopt a rate schedule in 2021 which covers increased operational costs, fund balance and reserve amounts for CSA 7 are still insufficient to cover most of the identified capital costs along with any emergency costs such as broken water lines or the hauling in of water to customers.
- CSA 7 is in a remote portion of the County with limited opportunities for additional shared services. Governance changes, such as the formation of a Community Services District or the transfer of service to another entity, are unlikely to occur and will still require significant funding from rate payers for capital improvements.

Los Trancos County Maintenance District –

- LTCMD provides enhanced fire safety, storm drain and road improvements, and land stewardship. The funding for these projects and services comes from property taxes from parcels within the District. While there is sufficient funding to pay for a contract with the Woodside Fire Protect District for enhanced fire safety services, funding for the construction and operation of stormwater projects has presented a greater challenge. Due to limited funding for storm drain projects, they are typically only funded when there is sufficient fund balance.

La Honda Lighting Maintenance District –

- No issues identified.

Proposed Municipal Service Review Determinations and Recommendations

As required by California Government Code Section 56430, this Circulation Draft MSR has seven determination areas and recommendations:

COUNTY SERVICE AREA 7

I. Growth and Population Determination

Over the next 5-10 years, no significant population changes or new development is expected within the current CSA 7 boundaries, based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments. As of 2020, the population count for CSA 7 is approximately 176 people. Growth in the CSA 7 area is substantially constrained by

limited water supply, land use policies, use of septic systems, and geography, amongst other factors. The projected population growth will not directly impact the District's service needs and demands.

Recommendation: None

II. Disadvantaged Unincorporated Communities Determination

The District's sphere and corporate boundaries are contiguous. County Service Area 7's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

Recommendation: None

III. Capacity and Adequacy of Public Facilities and Services Determination

LAFCo is not aware of any deficiencies that impact regular water service. The system relies on Alpine Creek's water flow, which has historically run low or disappeared during extreme weather events. With little to no increase in population or development expected in CSA 7 in the foreseeable future, it is probable that demand for water services will continue to be met. Like many water systems in the Western United States, the primary threat to CSA 7's capacity to meet service demands of residents and visitors is influenced more dramatically by the increasingly unpredictable availability of water.

In order to address CSA 7 infrastructure, in 2015 the County completed a Water System Feasibility Study, Seismic Retrofit, and Water System Improvement Recommendation Report. Based on the analysis in the Report, a Capital Improvement Program priority list was established, which estimated that the total cost for all projects was \$6.2 million. However, the cost of recommended improvements has always been disproportional to the size of the rate payer base.

Recommendation:

1. As noted in the Financial Ability Determination, it is recommended that CSA 7 periodically update the capital improvement project list and evaluate funding sources for outstanding projects.

IV. Financial Ability Determination

The San Mateo County Board of Supervisors serves as the official governing board of CSA 7, in which business is agendized and conducted at the Board of Supervisor's regular meetings. The budget for CSA 7 is within the Department of Public Works' purview and is consistently adopted on time and presented to the Board in a public meeting. Independent audits of CSA 7 occur indirectly as part of the Department of Public Works internal auditing process.¹ The Citizens Advisory Committee publishes quarterly, line-item budget reports for CSA 7 on its website, available from 2020 to the present.

The primary source of revenue for CSA 7 (nearly 100%) is from charges for water service and usage for residential customers. Most expenditures are allocated to water system operational

¹ [Department of Public Works Summary \(4500D\) | San Mateo County Performance](#)
LAFCo Meeting Packet Page 64

services, performed via contract with the competitively procured independent contractor, Bracewell Engineering, Inc.. CSA 7 does not have any directly employed staff.

Since water rates do not provide sufficient revenue to cover all necessary capital projects, the County Board of Supervisors periodically approves appropriations to fund CSA 7 projects. The County has spent at least \$3.8M on capital projects for CSA 7 since 2018. CSA 7 water rates have built-in amounts appropriated towards reserves. However, reserves are not sufficient to protect against unexpected events such as major waterline breaks, hauling in water during a drought, or infrastructure repair. CSA 7 relies on County appropriations for support and is currently researching whether grants can fund other capital projects.

Recommendations:

2. The District should evaluate ways to fund specific long-term capital projects. Estimates for CSA 7 CIP projects should be updated as part of this process. CSA 7 could also explore other possible revenue sources, such as a fee to customers for funding related infrastructure replacement projects, when reviewing water rates.
3. While CSA 7 has recently adopted revised rates, it is recommended that CSA 7 continues to review water rates on a regular basis. Current water rates do not support the completion of capital improvement projects for the system. DPW is exploring the use of grant funding for some projects, and in the past, have had to rely on loans from the County to undertake capital projects.

V. Shared Service and Facilities Determination

Through this MSR process, staff has not identified any new opportunities for shared facilities. CSA 7 currently partners with multiple agencies, including CSA 11, CalFire, the community of La Honda, and other regional organizations.

Recommendation: None

VI. Accountability, Structure, and Efficiencies Determination

Alternative models to the current governance by a County Service Area in which the Board of Supervisors is the governing body and the County of Public Works Department operates the water system, include:

- Community Services District
- Transfer of the system to a private utility or entity including CalWater
- Formation of a mutual water company

The alternatives summarized above would be alternatives to consider if the County of San Mateo determines that it is not feasible for the County to continue operating the system due lack of rate payer support resulting in inadequate revenues. According to the County of San Mateo, there is no proposed change to the current structure of CSA 7.

The CSA 7 Citizens Advisory Committee publishes quarterly line-item budget reports for CSA 7 on its website, available from 2020 to the present. There are many documents that are available on

the CSA 7 advisory committee's website, but not on the CSA 7 County website, which can lead to conflicting information.

Recommendations:

4. To enhance transparency, it is recommended that CSA 7 staff and the CSA 7 advisory committee review information on the CSA 7 Advisory Committee website to confirm accuracy of the documents and data. It is also recommended that County DPW post timely information about the CSA 7 Advisory Committee, such as agendas and meeting minutes, on the County's website.

VII. Other Issues Determination

CSA 7 and the County are exploring alternative water sources to Alpine Creek, such as La Honda Creek, however, efforts have not been successful.

The stationing of CalFire at Glenwood Camp starting August 1, 2025 will help curtail the risk of devastating fire in the area. The crews stationed at the Glenwood Fire Center are focusing on fuel reduction, prescribed burns, community projects, and other wildfire prevention efforts.

Recommendation: None

Sphere of Influence Determinations

As required by State law, LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency as set forth in Government Code Section 56425(e) that addresses the following:

I. The present and planned land uses in the area, including agricultural and open-space lands.

CSA 7 land is primarily for low-density residential use, along with public recreation and institutional uses at the County-owned facilities. CSA 7 land is surrounded by, but does not include, open space and agricultural lands.

II. The present and probable need for public facilities and services in the area.

There are approximately 176 residents that live year-round in CSA 7 and require water services. Minimal population growth is expected in the next 5-10 years, and so the demand for water services will likely remain steady. During periods of extreme weather events, such as drought or a storm in which the water becomes too muddy to run through the filtration systems, the County has hauled in water purchased from private suppliers, such as CalWater. There is no "backup" water source in the area, and neighboring Cuesta La Honda Guild does not have enough water to serve its own population and to share. Efforts to find a secondary water source have been deprioritized compared to other capital projects, but remain ongoing.

III. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

Since 2011, the County has successfully contracted with Bracewell Engineering, Inc. for operation and management of CSA 7. Bracewell in partnership with the County Public Works

Department have implemented capital improvement projects as funding becomes available. The water distribution system was constructed in the 1920s and still needs upgrades and improvements to provide reliable water services to residents.

IV. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

CSA 7 includes Sam McDonald Park which hosts occasional events that attracts visitors. Glenwood Camp facilities will host CalFire for an initial two-year period starting August 2025.

V. For an update of a SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

No change to the SOI for CSA 7 is proposed at this time.

LOS TRANCOS COUNTY MAINTENANCE DISTRICT

I. Growth and Population:

The population of Los Trancos County Maintenance District (LTCMD) is 650, according to the 2020 US Census, with most residents in the Los Trancos Woods and Vista Verde neighborhoods. Over the next 5-10 years, no significant population change or development is expected within this portion of unincorporated San Mateo County based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments.² No foreseen population changes will directly impact the District's service needs and demands.

II. Disadvantaged Unincorporated Communities

Los Trancos County Maintenance District's sphere of influence and boundaries do not include disadvantaged unincorporated communities.

III. Capacity and Adequacy of Public Facilities and Services

LTCMD provides enhanced stormwater control, enhanced fire protection, road maintenance, and land management services. The District is currently utilizing the 2013 Storm Drainage Master Plan for stormwater improvements. LTCMD contracts with the Woodside Fire Protection District for enhanced fire protection services such as a Home Hardening and Defensible Space Fire Safety Incentive Program, defensible space programs, and Alpine Road shaded fuel break.

Recommendation:

5. LAFCo recommends reviewing and updating the 2013 Storm Drainage Master Plan, particularly related to providing updated cost estimates for recommended projects, as well as evaluating whether existing projects should be updated or new projects added. The timelines of the capital projects should also be reviewed against the existing use of funds for LTCMD, such as the use of funds for the fire protection services. An ongoing list of priority projects or services could also assist in decisions regarding fund allocation.

² Association of Bay Area Governments (ABAG) Projections 2040 - Forecasts for Population Households and Jobs
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IV. Financial Ability

The enhanced improvements and services to properties in the LTCMD are primarily funded through a share (approximately 10%) of the 1 percent property tax collected within the District. These funds are allocated to several services, including a contract with the Woodside Fire Protection District. Capital projects are funded by LTCMD on an as needed basis. Due to the limited funding sources, it may take several years for sufficient funds to be available for these capital projects.

V. Shared Services

Los Trancos County Maintenance District shares fire protection services from Woodside. The Department of Public Works provides operations management of the District. Oversight and governance is provided by the County Board of Supervisors.

VI. Accountability, Structure, and Efficiencies

Because LTCMD is governed by the County Board of Supervisors, all budget information and department-wide audit reports are available to the public on the Controller's Office website. Information regarding the Community Advisory Committee can be found on the Vista Verde Community Association website. However, the last meeting notes and recordings are from 2023 and there are no other public available documents on the website regarding other past meetings.

Recommendation:

6. To enhance transparency, it is recommended that DPW staff and the LTCMD advisory committee review information on the Vista Verde Community Association website to confirm accuracy of the documents and data. It is also recommended that County Public Works post information about the Community Advisory Committee, such as agendas and meeting minutes, on the County's website.

VII. Other Issues

The LTCMD has increased the scope and funding for the Home Hardening and Defensible Space Fire Safety Incentive Program in recent years. The Program has helped align the District's properties with the Woodside Fire Protection District's fire code requirements. According to the CAC, as of July 2025, over 40% of the 260 households within the LTCMD have participated in the fire safety incentive program.

LA HONDA LIGHTING MAINTENANCE DISTRICT

I. Growth and Population:

According to the 2020 Census, the Census Designated place of La Honda has a population of 979. Over the next 5-10 years, no significant population change or development is expected within La Honda, and, by extension, the La Honda Lighting Maintenance District boundaries. No foreseen population changes will directly impact the District's service needs and demands.

II. Disadvantaged Unincorporated Communities

La Honda Lighting Maintenance District's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

III. Capacity and Adequacy of Public Facilities and Services

The District supports the costs associated with maintaining and operating all 34 existing and any new poles, posts, wires, pipes, conduits, tunnels, lamps and other suitable or necessary appliances for the purpose of lighting streets, places, or public ways in the District. Funds are also to be used for necessary repairs, replacements, fuel, power, electric current, care, supervision, and any other items. Public Works personnel maintain and service county-maintained streetlight fixtures on both PG&E and County owned poles. Public Works does not maintain PG&E poles or any other PG&E or utility company equipment that the poles contain. PG&E provides electricity and an electrical connection to each county-maintained streetlight. PG&E is paid a fixed monthly fee for electrical energy to these fixtures.

IV. Financial Ability

Most District revenue is from property taxes. The District receives a share (approximately 8%) of the 1% property tax as a result of Proposition 13. According to County Public Works, there is no capital improvement plan for the District. Projects occur as needed.

V. Shared Services

The La Honda Lighting Maintenance District shares operations and maintenance staff with the 10 other County Lighting Districts. Oversight and governance is provided by the County Board of Supervisors.

VI. Accountability, Structure, and Efficiencies

Because La Honda Lighting Maintenance District is governed by the County Board of Supervisors, all budget information and department-wide audit reports are available to the public on the Controller's Office website. The Department of Public Works provides operations management of the District.

VII. Other Issues

PG&E performs proactive tree trimming to help mitigate the potential danger that falling tree limbs could pose on its power lines.

Public/Agency Involvement

San Mateo LAFCo submitted a request for data to the County Department of Public Works, and on May 20, 2025, the District provided a response to this request. The information from the District's response has been incorporated into this report. Additional primary sources of information used in this MSR include the District's adopted plans, budgets, reports, and policies.

LAFCo staff will host a virtual workshop for this MSR on October 7 at 6:30pm to allow the public to ask questions and provide additional comments on the report.

Environmental Review/CEQA

The MSR is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under Section 15303, Class 6, which allows for the basic data collection, research, experimental management, and resource evaluation activities that do not result in a serious or major disturbance to an environmental resource. The MSR collects data for the purpose of evaluating municipal services provided by an agency. There are no land use changes or environmental impacts created by this study.

The MSR is also exempt from CEQA under section 15061(b)(3), the common sense provision, which states that CEQA applies only to projects which have the potential to cause a significant effect on the environment and where it is certain that the activity will have no possible significant effect on the environment, the activity is exempt from CEQA.

The MSR and SOI update will not have a significant effect on the environment as there are no land use changes associated with the documents.

Staff's Recommendation to Commission

1. Open the public hearing and accept public comment.
2. Provide Commissioner comment.
3. Direct the Executive Officer to schedule the Final Municipal Service Review for CSA 7, Los Trancos County Maintenance District and La Honda Lighting Maintenance District for a public hearing at the next Commission meeting on November 19, 2025, and circulate it with any necessary amendments to the County, cities, and independent special districts.
4. Direct the Executive Officer to schedule a virtual public workshop for October 7, 2025.

Attachments

- A. Draft Municipal Service Review for CSA 7, Los Trancos County Maintenance District and La Honda Lighting Maintenance District.
- B. District Maps
- C. Public Comment email correspondence from Mr. Tom Uridel



**Municipal Service Review and Sphere of Influence
Review for San Mateo County Service Area 7, Los
Trancos County Maintenance District and
La Honda Lighting Maintenance District**

Circulation Draft

Released September 10, 2025

Municipal Service Review and Sphere of Influence Review for County Service Area 7, Los Trancos County Maintenance District, and La Honda Lighting Maintenance District

SUBJECT AGENCIES:

County Service Area 7

Department of Public Works
County of San Mateo
555 County Center, Redwood City, CA 94063
Contact: Ann Stillman, astillman@smcgov.org

Los Trancos County Maintenance District

Department of Public Works
County of San Mateo
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Contact: Ann Stillman, astillman@smcgov.org

La Honda Lighting Maintenance District

Department of Public Works
County of San Mateo
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Contact: Ann Stillman, astillman@smcgov.org

CONDUCTED BY:

San Mateo Local Agency Formation Commission
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Virginia Chang Kiraly, Vice Chair, Special District Member
Ann Draper, Public Member
Kati Martin, Special District Member
Debi Ruddock, City Member
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Staff:

Rob Bartoli, Executive Officer
Sarah Flamm, Management Analyst
Diane Estipona, Commission Clerk
Tim Fox, Legal Counsel

Commission Alternates:

Noelia Corzo, County Member
Colleen You, Public Member
Katheryn Slater-Carter, Special District Member
Greg Wright, City Member

Municipal Service Review and Sphere of Influence Review Report

County Service Area 7, Los Trancos County Maintenance District, and La Honda Lighting Maintenance District

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EXECUTIVE SUMMARY

Section I: Report Overview

This report is a Municipal Service Review (MSR) and Sphere of Influence (SOI) study for San Mateo County Service Area 7, as well as a review of the Los Trancos County Maintenance District and La Honda Lighting Maintenance District (LHLMD).

California Government Code Section 56430 requires that Local Agency Formation Commissions (LAFCo's) complete MSR and SOI reviews on all cities and special districts. These state-mandated reports are studies of an agency's service provision and logical boundaries. The review process is intended to identify municipal service delivery challenges and opportunities, provide the public and affected agencies with a platform to comment on an agency's services and finances, and review opportunities to share governmental resources. Once the MSR determinations are adopted, the SOI—the plan for the boundaries of a city or special district— is reviewed, pursuant to Section 56425.

San Mateo Local Agency Formation Commission

San Mateo LAFCo is a State-mandated, independent entity with county-wide jurisdiction over the boundaries and organization of cities and special districts. LAFCo reviews annexations, detachments, incorporations, formations, and dissolutions. LAFCo also has authority over extensions of service outside city or district boundaries, and activation or divestiture of special district powers. The purpose of LAFCo includes discouraging urban sprawl, preserving open space and prime agricultural lands, planning for the efficient provision of government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances.

LAFCo operates pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) contained in California Government Code Sections 56000 and 57000. The Commission includes two members of the County Board of Supervisors, two city councilmembers from two of the County's 20 cities, two special district board members from two of the 21 independent special districts, one member of the public, and four alternate members (county, city, special district, and public).

In 1985, San Mateo LAFCo first prepared comprehensive SOI studies and adopted SOI's for the County's cities and special districts. Subsequently, LAFCo reviewed and updated SOI's on a three-year cycle. SOI updates focus on changes in service demand within the boundaries of cities and special districts. In 2003, in order to comply with the newly enacted CKH Act, LAFCo began the process of preparing SOI updates/reviews in conjunction with or following a Municipal Service Review.

Local Government in San Mateo County

Municipal service providers in San Mateo County include the County of San Mateo, 20 cities, 21 independent special districts, six subsidiary districts governed by city councils, and 33 County-governed special districts. Independent special districts provide a limited set of services based on their enabling legislation (i.e., fire, water, sanitation, etc.), while cities generally provide a wider

array of basic services including police, recreation programs, planning, street repair, and building inspection. The County, as a subdivision of the State, provides a vast array of services for all residents across its cities, special districts and subsidiary districts, including social services, public health protection, housing programs, property tax assessments, tax collection, elections, and public safety. The County also provides basic municipal services for residents who live in unincorporated areas who are not part of any city or special district. According to Census 2020 data, 63,205 of the County's total 765,417 residents live in unincorporated areas.

MSR and SOI Determinations

LAFCo prepared three MSR and SOI updates compiled in this one report.

Per Government Code Section 56430, LAFCo is required to include MSR Determinations that address the following areas for any local agency:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities¹ within or contiguous to the SOI.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.
4. Financial ability of the agency to provide services.
5. Status of, and opportunities for shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by LAFCo policy.
 - a. Water Resiliency and Climate Change
 - b. Impact of Natural Hazards and Mitigation Planning

MSR Determinations must be adopted before the Commission updates or amends a SOI. Per Government Code Section 56425, LAFCo is required to make the following five written determinations when establishing, amending, or updating an SOI for any local agency:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

¹ "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the Statewide annual median household income. This area of determination does not apply to the study area.

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to Section 56425(g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Report Review Process

A Draft Report is first circulated for comment to the agency under study, as well as interested individuals and groups. The Final Report will be presented before the Commission for consideration during its public meeting and will include the comments on the circulation draft, as well as LAFCo staff's Determinations and Recommendations. This report has been written based on source documents that included Adopted Budgets, Capital Improvement Plans, Meeting Minutes, Staff Reports, Consultant Reports, and information provided by County staff.

Disadvantaged Unincorporated Communities

In 2011, SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to "disadvantaged unincorporated communities," including the addition of MSR determination #2 and SOI determination #5 listed above. Disadvantaged unincorporated communities, or "DUCs," are inhabited, unincorporated territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income. There are no disadvantaged unincorporated communities within the current boundaries or service areas of County Service Area 7, Los Trancos County Maintenance District, or La Honda Lighting Maintenance District.

Section II. Summary of Key Issues

County Service Area 7

CSA 7 serves 68 connections in the La Honda area. The primary source of revenue for CSA 7 (nearly 100%) is from charges for water service and usage for residential customers. Due to the small ratepayer base, having sufficient funding for needed capital projects has been challenging. In several instances, funding for these projects has been from the County in the form of loans to the District. While the District did adopt a rate schedule in 2021 which covered increased operational costs, fund balance and reserve amounts for CSA 7 are still insufficient to cover most of the identified capital costs along with any emergency costs such as broken water lines or the hauling in of water to customers.

CSA 7 is in a remote portion of the County with limited opportunities for additional shared services. Governance changes, such as the formation of a Community Services District or the transfer of service to another entity, are unlikely to occur and will still require significant funding from rate payers for capital improvements.

Los Trancos County Maintenance District

LTCMD provides enhanced fire safety, storm drain and road improvements, and land stewardship. The funding for these projects and services comes from property taxes from parcels within the District. While there is sufficient funding to pay for a contract with the Woodside Fire Protect District for enhanced fire safety services, funding for the construction and operation of stormwater projects has presented a greater challenge. Due to limited funding for storm drain projects, they are typically only funded when there is sufficient fund balance.

La Honda Lighting Maintenance District

None.

Section III: Municipal Service Review for County Service Area 7

Background

On December 28, 1965, the San Mateo County Board of Supervisors formed County Service Area 7 (CSA 7) for the purpose of operating the existing water system serving a portion of to the unincorporated La Honda community, and the County-owned and operated Camp Glenwood Youth Facility² and Sam McDonald Park.³ CSA 7 is operating pursuant to the County Service Area Law under CA Government Code Section 25210.1 et seq.⁴ to provide water facilities and services.⁵

CSA 7 was originally known as the La Honda Community Water System, formed in the 1920s when private developers diverted surface water from Alpine Creek to serve a small subdivision consisting primarily of vacation homes. In 1958, the water system was acquired by San Mateo County, at the same time as the County acquired Sam McDonald Park. The water system was subsequently expanded to serve Camp Glenwood and the visitor facilities at Sam McDonald Park. The County performed repairs and upgrades to the system, including constructing a 500,000-gallon steel water storage tank in 1967 (General Fund appropriation) and building a water treatment plant in 1993 (County Prop 86 Fund appropriation).

² Camp Glenwood is a 25,922 square foot facility within a 60-acre parcel of land located at 400 Log Cabin Road. This facility was a former County Youth Detention Center but the County discontinued operations there in 2019. As of June 2025, the site will host the Glenwood Fire Center, a CalFire facility, for 9 months each year.

³ “Whereas, the area known as McDonald Park presently contains many residences originally intended for summer use, but... are now being used year round, thus requiring more extensive water services. It is necessary and desirable to provide water facilities and services...”. County of San Mateo RES-21962
And County of San Mateo RES-22014

⁴ “25210.7 (e) Except as provided in this chapter, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Division 3 (commencing with Section 56000) of Title 5) shall govern any change of organization or reorganization of a county service area. In the case of any conflict between that division or this chapter, the provisions of this chapter shall prevail.” CA GOV CODE

⁵ Government Code Section 56425 (i) and (j) requires that in conducting MSRs, LAFCo’s prepare an inventory of all authorized powers under a district’s enabling legislation and identify those powers that are active versus inactive. Government Code Section 56824.12 requires that before a District activates an inactive service or divests of an active service, it must first apply to LAFCo and obtain LAFCo approval.

Water for CSA 7 residents, Camp Glenwood and Sam McDonald Park requires treatment and the three entities are able to share the cost of one treatment facility. Much of the CSA 7 water distribution system, treatment facility and storage facility are located on Sam McDonald Park. CSA 7 does Sam McDonald Park for water, however it does bill Camp Glenwood for associated utility costs. In the recently approved lease of agreement for Camp Glenwood between the County of San Mateo and Cal Fire, Cal Fire as the new tenant of Camp Glenwood, will be required to pay for any costs associated with water to the site. Much of the CSA 7 water distribution system, treatment facility and storage facility are located on Sam McDonald Park. CSA 7 does not rent these lands or own easements for these facilities, which affords an in-kind contribution from County Parks and a savings to CSA 7. CSA 7 and the Probation Department pay a proportionate share of the treatment plant operation costs.

In 1997, the County Board of Supervisors established via ordinance the CSA 7 Customer Advisory Committee. While the Board of Supervisors serves as the official governing board of CSA 7, in which business is agendized and conducted at the Board of Supervisor’s regular meetings, the Advisory Committee is intended to represent the best interests of CSA 7 customers.⁶ The Advisory Committee makes recommendations to the Public Works Director regarding water rates, plans for system improvements, and organizational and operational issues. The Advisory Committee holds regular meetings online on a quarterly basis, via Zoom on Saturdays at 11AM. To attend the meeting, the public must email request the Zoom link from an Advisory Committee Member. The Advisory Committee’s website provides the public with historical meeting minutes, quarterly budget reports showing monthly expenditures, and details on capital improvement schedules and expenses, among other information.⁷

Enabling Legislation

CSA 7 operates according to Government Code Section 25210 et seq. and is authorized to provide domestic water services within its boundaries. Districts formed under this section may provide a broad set of municipal services, in essence all services a city may provide (except land use) if these powers are activated by LAFCo. Services can include, police and fire protection, parks and recreation, sewer and water services, and flood control and drainage.

Inventory of Active Services

Provisions of the CKH Act require that LAFCo identify which of the services of a multi-purpose district are actively provided and which are inactive. Pursuant to Government Code Section 56425(i), in preparing a municipal service review and update, LAFCo is required to prepare a statement of the nature and location of functions and services provided by the districts. If a district proposes to add a new service permitted under district enabling legislation, the District must apply to LAFCo for approval.

⁶ CSA7 operating by-laws last amended in March 2020.

⁷ [CSA7 Customer Advisory Committee, La Honda, California Home Page](#)

CSA 7 provides the following services in the areas as specified, and any other services authorized by County Service Area enabling legislation are inactive:

- District-wide Water Service

If in the future it is determined that other services permitted in CSA enabling legislation should be provided and funded by CSA 7, the County Board of Supervisors as governing body of the District could apply to LAFCo. The application would include a plan for providing services and a proposed budget including revenues to fund service and any associated revenue sources such as an assessment, fee, or tax.

Overview

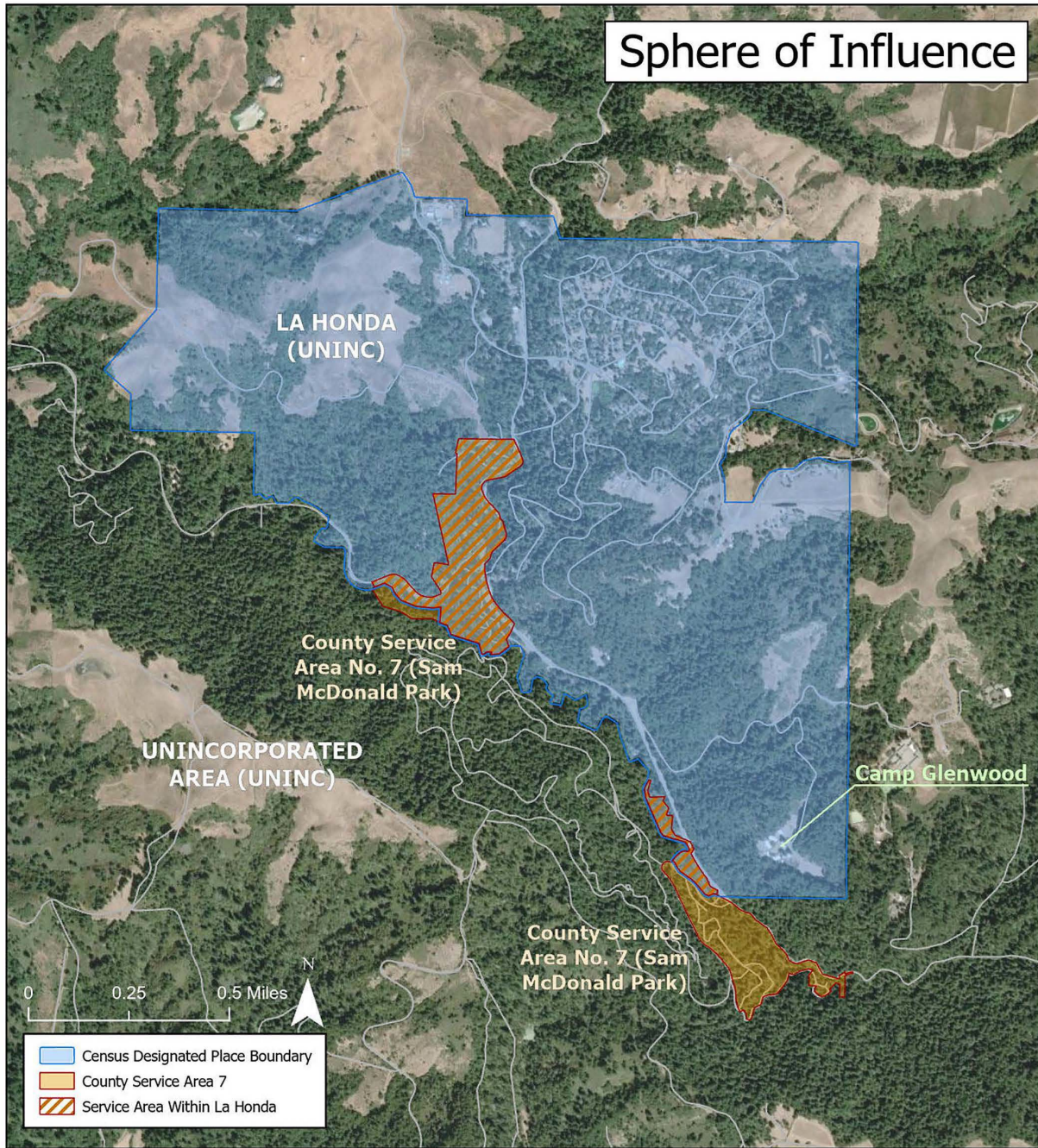
CSA 7 delivers potable water to 68 residential customers in two non-contiguous areas totaling 1 square mile. CSA 7 shares water infrastructure and a treatment plant with two County facilities that are outside CSA 7 boundaries: Camp Glenwood and Sam McDonald County Park.⁸ The CSA 7 water system's primary water source is surface water from Alpine Creek—a five-mile-long perennial creek. The property owners within the boundaries CSA 7 own their water rights, individually but the water distribution system is owned by CSA 7. The neighboring properties that are not served water by CSA 7 are served by either the Cuesta La Honda Guild or individual wells. CSA 7 boundaries are contiguous with its sphere of influence, see Figure 1 below. LAFCo last conducted an MSR and SOI review for CSA 7 in 2011.

While CSA 7, Camp Glenwood and Sam McDonald Park share certain infrastructure and a water treatment facility, each entity has separate daily maximum volumes within the adjudication of their separate water rights. All three entities share the same water source: Alpine Creek, and therefore are similarly impacted by the availability of water. Sam McDonald Park has a visitor center offering public restrooms with flush toilets and a drinking water fountain. The amount of water used by Camp Glenwood will likely increase starting in August 2025, coinciding with the commencement of a two-year lease (August 1, 2025 to July 31, 2027) with CalFire for the new "Glenwood Fire Center". Since 2019, Camp Glenwood, a former San Mateo County Probation facility, has been vacant. According to the agreement, CalFire will pay a monthly base rent of \$24,999 to the County. The agreement contains a clause stating that the State (CalFire) shall comply with the daily maximum volume of water allowed (4,000 gallons per day), and if it exceeds that amount, it must "immediately make such improvements or modifications to its operations to prevent further overuse of water."

The two County-owned facilities are not within CSA 7's boundaries or sphere of influence. There is no discussion of annexing the County-owned facilities into CSA 7.

⁸ CSA 7 is considered, by State Standards, to be a small water supplier, serving 15 to 2,999 service connections, inclusive, and that provides less than 3,000 acre-feet of water annually (Water Code §10609.51 subd. (k)).

Figure 1. Sphere of Influence Map of CSA 7



County Service Area No. 7

SAN MATEO
LAF
LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 383-4224 • FAX (650) 363-4849



1) Growth and Population: CSA 7

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist. If most or all determinations are not significant, the Commission may find that an MSR update is not warranted.

Growth and population projections for CSA 7	Yes	Maybe	No
a) Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?			X
b) Will population changes have an impact on the subject agency’s service needs and demands?			X
c) Will projected growth require a change in the agency’s service boundary?			X

a) Is the agency’s territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?

Over the next 5-10 years, no significant population changes or new development is expected within the current CSA 7 boundaries, based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments. As of 2020, the population count for CSA 7 is approximately 176 persons⁹. The projected population growth rate for this area for the ten-year period from 2025-2035 is between 1 to 5%.¹⁰ This is below the growth rate of San Mateo County. Growth in the CSA 7 area is substantially constrained by limited water supply, land use policies, use of septic systems, and geography, amongst other factors. According to the County of San Mateo 2023-31 Housing Element, there are no developable housing sites identified in CSA 7. According to the County Assessor’s Office, the average assessed value of a parcel in CSA 7 is amongst the lowest in the County at \$287,280.

CSA 7 land is primarily for low-density residential use, along with public recreation and institutional uses at the County-owned facilities, along with numerous vacant parcels. CSA 7 also contains a privately owned trailer park located on the west side of the intersection of La Honda Road (State Hwy 84) and Pescadero Creek Road. The trailer park is served by two water connections, but according to the Master Plan of 1998 for CSA 7, there are 22 household units in the trailer park. CSA 7 land is surrounded by, but does not include open space and agricultural lands.

⁹ This figure is an estimate by LAFCo staff. Census 2020 reports 2.33 persons per household for the census designated place La Honda (pop. 979), of which CSA 7 partially overlaps. CSA 7 serves 68 water connections. Two of those water connections are for the Trailer Park, which has around 22 housing units, with an estimated 1 person per unit. Therefore, $66 \times 2.33 = 154 + 22$, rounded up to 176.

¹⁰ Association of Bay Area Governments (ABAG) Projections 2040 - Forecasts for Population Households and Jobs

b) Will the population changes have an impact on the subject agency’s service needs and demands?

The population of CSA 7 is projected to remain relatively flat, therefore should not impact service needs and demands. No increase in number of water connections is expected. Indeed, the number of water connections has remained at 68 (plus or minus one connection) since inception, in 1965.

c) Will projected growth require a change in the agency’s service boundary?
No.

Growth and Population MSR Determination

Over the next 5-10 years, no significant population changes or new development is expected within the current CSA 7 boundaries, based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments. As of 2020, the population count for CSA 7 is approximately 176 people. Growth in the CSA 7 area is substantially constrained by limited water supply, land use policies, use of septic systems, and geography, amongst other factors. The projected population growth will not directly impact the District’s service needs and demands.

Recommendation: None

2) Disadvantaged Unincorporated Communities: CSA 7

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.	Yes	Maybe	No
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?	X		
b) Are there any “inhabited unincorporated communities” within or adjacent to the subject agency’s sphere of influence that are considered “disadvantaged” (80% or less of the Statewide median household income)?			X

a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?

Yes, CSA 7 provides municipal water service to a portion of the La Honda area in unincorporated San Mateo County. CSA 7 does not provide any other services, such as sewer or structural fire protection.

b) Are there any inhabited unincorporated communities within or adjacent to the subject agency’s sphere of influence that are considered disadvantaged (80% or less of the statewide median household income)?

No. CSA 7 does not service and is not adjacent any disadvantaged unincorporated communities.

Disadvantaged Unincorporated Communities MSR Determination

County Service Area 7’s sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

3) Capacity and Adequacy of Public Facilities and Services CSA 7

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?		X	
b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?		X	
c) Are there any concerns regarding public services provided by the agency being considered adequate?			X
d) Are there any significant infrastructure needs or deficiencies to be addressed?	X		
e) Are there changes in State regulations on the horizon that will require significant facility and/or infrastructure upgrades?		X	
f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency’s sphere of influence?			X

a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory?

LAFCo is not aware of any deficiencies that impact regular water service. The system relies on Alpine Creek’s water flow, which has historically run low or disappeared during extreme weather events. CSA 7 has a drought contingency plan which guides processes and procedures for periods

of low or no-flow.¹¹ The plan specifies that if necessary, County Public Works Roads Division will coordinate hauling water to CSA 7 from an outside water supplier, such as CalWater. However, CSA 7 does not have funds budgeted to pay for hauling water; funds must be secured from a state emergency grant, or a County budget appropriation.¹² For example, in the winter storm of 2017, water hauling was necessary, with costs amounting to \$24,674, of which \$19,995 was reimbursed by FEMA and CAL OES, funded by the County General Fund. Suffice it to say, the limited and fragile water supply in Alpine Creek impacts the reliability of water service for CSA 7 residents and visitors.

b) Are there any issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?

With little to no increase in population or development expected in CSA 7 in the foreseeable future, it is probable that demand for water services will continue to be met. Like many water systems in the Western United States, the primary threat to CSA 7’s capacity to meet service demands of residents and visitors is influenced more dramatically by the increasingly unpredictable availability of water.

c) Are there any concerns regarding public services provided by the agency being considered adequate?

LAFCo does not have any concerns regarding the adequacy of the public services currently being delivered by CSA 7.

The US Environmental Protection Agency (EPA) requires community water systems to deliver the Consumer Confidence Report to customers by July 1, every year. The system is currently in compliance with all state and federal regulations. However, it is worth noting that during the period from January 1, 2017-October 10, 2019, CSA 7’s drinking water quality was out of compliance with state regulations, testing for excessive amounts of trihalomethanes (TTHM).¹³ According to County Department of Public Works staff, CSA 7 completed the Water System Seismic Retrofit and Disinfection Byproduct Control Project in 2019 that addressed the TTHM levels.

Boil Water Notices

Over the approximately 3.5-year period from 6/1/2021-1/31/2025 (the period for which data was available), CSA 7 issued twelve boil water notices to customers. The Boil Water Notices were issued due to water main breaks, distribution system shutdown or repairs, or loss of water pressure events, and were not necessarily associated with violations of the Safe Drinking Water

¹¹ County Department of Public Works, *Public Meeting Regarding Drought and Water Conservation*, August 22, 2014.

¹² In July 2014, CSA 7 requested a grant from the State Water Resources Control Board’s Public Water System Drought Emergency Funding Program. [Drought Emergency Grant Funding Request for San Mateo County Service Area \(CSA\) #7](#). The state DWR offers a variety of grants: [New DWR Grants Funded by Proposition 4](#)

¹³ [COUNTY SERVICE AREA 7 Consumer Confidence Report](#)

Act or the National Primary Drinking Water Regulations. Three of those notices were applicable to the entire CSA 7 water system, while the remaining nine were for specific neighborhoods. The median duration of the Boil Water Notice was six days.

Table 1. CSA 7 Boil Water Notices¹⁴

Date Issued and Cancelled	Duration (Days)	Area
1/15/2025-1/21/2025	6	Neighborhoods
6/25/2024-6/28/2024	3	Specific Properties
2/5/2024-2/16/2024	11	Neighborhoods
11/1/2023-11/3/2023	2	Neighborhoods
10/24/2023-10/30/2023	6	Neighborhoods
10/14/2023-10/20/2023	6	Entire CSA 7 system
9/30/2023-10/5/2023	6	Neighborhoods
3/23/2023-4/03/2023	10	Neighborhoods
12/3/2022-12/9/2022	9	Neighborhoods
11/21/2022-12/02/2022	11	Neighborhoods
6/22/2021-6/30/2021	8	Entire CSA system
6/7/2021-6/10/2021	3	Entire CSA system

*Notices were from the County or System Operator (Bracewell Engineering, Inc.)

d) Are there any significant infrastructure needs or deficiencies to be addressed?

In 1996, the County commissioned a “Master Plan” report to provide a big picture, long term framework for the maintenance, improvement, and sustainability of the CSA 7 water system.¹⁵ The environmental engineering and consulting company that wrote the plan, Brown and Caldwell, conducted a system-wide inspection and assessment of all elements of the water system. The main components of the water system are a diversion on Alpine Creek at Pescadero Creek Road bridge that collects water to pump to a 70,000-gallon redwood storage tank (unknown construction date). From there, the water is then processed through the water treatment plant (constructed in 1994) and then delivered to customers and/or stored in a 500,000-gallon treated water steel storage tank (built in 1967). The distribution lines were originally installed in the 1920s and are vulnerable and subject to rupture, given their age, construction materials and poor installation. (No lead pipes are present in the system.)

In 2015, the County completed a Water System Feasibility Study, Seismic Retrofit, and Water System Improvement Recommendation Report for CSA 7¹⁶. The Report re-evaluated the findings and recommendations made in the 1998 Master Plan. Based on the analysis in the Report, a

¹⁴ Past CSA7 County Notices — CSA7 Customer Advisory Committee, La Honda, California

¹⁵ Brown and Caldwell, County Service Area No. 7 La Honda Water System Master Plan, April 1998.

¹⁶ Waterworks Engineers, CSA No. 7 – Water System Feasibility Study and Seismic Retrofit Project Water System Improvement Recommendation Report, October 2015

Capital Improvement Program priority list was established, which estimated a total cost of \$6.2 million to complete all projects. However, the cost of recommended improvements has always been disproportional to the size of the rate payer base. There are at least three significant capital improvement projects that remain incomplete as of June 2025: 1) securing an alternate water source, 2) upgrades to the water distribution system, and 3) repayment of a 70,000 gallon raw water storage tank. Work on two projects remains ongoing: pipeline improvements are occurring in phases, with some neighborhoods completed.¹⁷ Attempts to secure an alternative water source have not succeeded: DPW has drilled one exploratory well to no avail. While there are some customers in CSA 7 that have water rights to La Honda Creek and could allow for an intake for CSA 7 along this water way, there would need to be an evaluation of how much water could be pulled from the Creek based on these water rights and the rights of other property owners along the Creek. Currently, CSA 7 does not have adequate funding to undertake the water tank replacement and County staff are exploring potential grant funding for this project.

e) Are there changes in State regulations on the horizon that will require significant facility and/or infrastructure upgrades?

There are no specific changes in state regulations on the horizon that CSA 7 is aware of that will require significant upgrades. The State Water Resources Control Board and Federal Environmental Protect Agency have instituted various new reporting requirements of public water systems in recent years, such as the monthly Water System Monitoring Report, annual Consumer Confidence Report, annual Small Water System Annual Report to the Drinking Water Program, and others. Staff time spent to complete these and any other new reports would not significantly impact CSA 7, as Bracewell Engineering Inc. completes all reports as part of its ongoing contract agreement as system operator. If there were any new metrics required in a new report that CSA 7 is not currently tracking, the infrastructure to capture that metric would need to be procured by CSA 7.

f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency’s sphere of influence?

No, there are no disadvantaged unincorporated communities identified within or adjacent to CSA 7.

Capacity and Adequacy of Public Facilities and Services MSR Determination

LAFCo is not aware of any deficiencies that impact regular water service. The system relies on Alpine Creek’s water flow, which has historically run low or disappeared during extreme weather events. With little to no increase in population or development expected in CSA 7 in the foreseeable future, it is probable that demand for water services will continue to be met. Like many water systems in the Western United States, the primary threat to CSA 7’s capacity to meet

¹⁷ [CSA 7 Water System Distribution Pipeline Improvement Project | County of San Mateo, CA](#)

service demands of residents and visitors is influenced more dramatically by the increasingly unpredictable availability of water.

In order to address CSA 7 infrastructure, in 2015 the County completed a Water System Feasibility Study, Seismic Retrofit, and Water System Improvement Recommendation Report. Based on the analysis in the Report, a Capital Improvement Program priority list was established, which estimated that the total cost for all projects was \$6.2 million. However, the cost of recommended improvements has always been disproportional to the size of the rate payer base.

Recommendation:

1. As noted in the Financial Ability Determination, it is recommended that CSA 7 periodically update the capital improvement project list and evaluate funding sources for outstanding projects.

4) Financial Ability: CSA 7

Financial ability of agencies to provide service	Yes	Maybe	No
a) Does the organization routinely engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, failing to commission independent audits, or adopting its budget late?			X
b) Is the organization lacking adequate reserve to protect against unexpected events or upcoming significant costs?	X		
c) Is the organization’s rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?		X	
d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?	X		
e) Is the organization lacking financial policies that ensure its continued financial accountability and stability?		X	
f) Is the organization’s debt at an unmanageable level?		X	

- a) Does the District routinely engage in budgeting practices that may indicate poor financial management such as overspending its revenue, failing to commission independent audits, or adopted its budget late?

The Board of Supervisors serves as the official governing board of CSA 7, in which business is agendized and conducted at the Board of Supervisor’s regular meetings. The budget for CSA 7 is

within the Department of Public Works’ purview and is consistently adopted on time and presented to the Board in a public meeting. Independent audits of CSA 7 occur indirectly as part of the Department of Public Works internal auditing process.¹⁸ The Citizens Advisory Committee publishes quarterly, line-item budget reports for CSA 7 on its website, available from 2020 to the present. The Advisory Committee’s website provides valuable archive specific to CSA 7 business.

Budget

The primary source of revenue for CSA 7 (nearly 100%) is from charges for water service and usage for residential customers (revenue is comprised of a “Service Charge”, which is a flat monthly charge and a “Volume Charge”, which is based on the amount of water used). Water service charges totaled \$139,736 in FY 2021-22, \$157,829 in FY 2022-23, and \$155,021 in FY 2023-24. As of June 30, 2023, the fund balance available to the district is \$28,696.

Most expenditures are allocated to water system operational services, performed via contract with Bracewell Engineering, Inc.

Table 2. Net Budget (Actuals) for CSA 7, FY 21/22-FY 23/24

	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Water Sales	\$70,920	\$87,294	\$83,225	\$88,042
Water Service Charges	\$66,965	\$68,175	\$69,897	\$71,789
Surcharges & Penalties	\$1,575	\$1,960	\$1,575	\$1,470
Other	\$595	\$800	\$2,764	\$1,721
Subtotal Revenue	\$140,055	158,229	\$157,461	\$163,022
Water System Maintenance	\$92,322	\$92,142	\$92,655	\$80,133
Electric & Gas Utilities	\$7,043	\$5,665	\$8,099	\$6,988
Engineering Services (Public Works)	\$24,078	\$17,091	\$41,512	\$38,433
Other	\$12,014	\$22,100	\$16,395	\$25,144
Subtotal Expenses	\$135,457	\$136,998	\$158,661	\$150,698
Net	\$4,598	\$21,231	\$(1,200)	\$12,323

Source: County of San Mateo, Department of Public Works

Operations & Maintenance

CSA 7 does not have any staff. All CSA 7 operations and maintenance work is conducted by the competitively procured independent contractor, Bracewell Engineering, Inc. (Bracewell). The County (as governing body of CSA 7) utilizes the County Department of Public Works, who manage the contract with Bracewell, including all billing and oversight. The contract with Bracewell includes the “Treatment Plan Operations and Maintenance Services Contract” for CSA 7 as well as “Operations, Monitoring, and Reporting Services Contract” for CSA 11.

¹⁸ [Department of Public Works Summary \(4500D\) | San Mateo County Performance](#)

Since 2011, CSA 7 and CSA 11 have had all operations and maintenance performed by Bracewell.¹⁹ Bundling the contract may result in efficiency gains from the two County Service Areas due to sharing one licensed water operator staff²⁰ and resources, the County does not have to procure and manage two separate contracts, and the County Service Areas do not have to provide salary or benefits, including retirement benefits. Prior to 2011, the County had an inhouse certified water system operator. The County tracks the costs for CSA 7 and CSA 11 separately to ensure there is no comingling of funds between the two districts.

Table 3. Bracewell Engineering, Inc. Contract History for CSA 7 and CSA 11, 2015-present

Contract Term	Not-to-Exceed Amount	% Change
5/20/2025*-5/19/2030	\$990,000	
10/20/2020-10/19/2025	\$875,000	13%
11/3/2015-10/22/2020	\$850,000	3%

* Note: According to DPW, DPW issued an RFP prior to the expiration date of the current contract as staff determined that the remaining balance in the contract would be insufficient to cover the operational and maintenance costs of the water systems through the full contract term ending in October 2025.

For the CSA 7 contract component, Bracewell is responsible for managing daily operations including routine water quality testing and monitoring, ensuring compliance with State water diversion and domestic water supply permits, monitoring creek conditions to ensure sufficient storage supply, providing maintenance on pumps and other equipment, annually flushing the water mains, quarterly meter reading, customer billing, and responding to water line breaks, customer complaints, and public noticing.

Capital Expenditures

Since water rates do not provide sufficient revenue to cover all necessary capital projects (identified in the 2015 report at an estimated \$6.2 million), the County Board of Supervisors periodically approves appropriations to fund CSA 7 projects. The County has spent at least \$3.8M on capital projects for CSA 7 since 2018. The majority of County funds are appropriations from Measure K²¹ or from the County General Fund. For example, in September 2024, the Board of Supervisors appropriated \$1.4M to be spent over the subsequent three fiscal years for CSA 7 and CSA 11 emergency response plan development and other infrastructure improvements to address emergency preparedness. Table 5 shows the status of recent County-funded capital improvement projects in CSA 7.

¹⁹ The CA Department of Water Resources requires certified operators for small water systems.

²⁰ The US Safe Drinking Water Act establishes minimum professional standards for the operation and maintenance of public water systems. [About Operator Certification | US EPA](#)

²¹ Measure K is a half-cent countywide sales tax. The measure was placed on the November 2016 ballot to extend a previously approved (Measure A) half-cent tax until 2043.

Table 4. County-funded Capital Improvement Projects for CSA 7

Priority	Project	Status	Expenditure to Date	Funding Source
				County Measure K (originally Measure A)
1	Water Tank Retrofit	Completed 2019	\$1,109,482	\$1,109,482
2	Change Sand Media of Sand Filters	Completed 2025	\$1,340,782	\$1,340,782
2	Flocculation Chamber Recoating	Completed 2025	\$440,219	\$440,219
2	Northern Area Water Distribution System	Ongoing	\$835,049	\$835,049
3	Looping Water Main	Ongoing	\$102,445	\$102,445
4	Additional Water Source	Ongoing	\$150,199	\$150,199
5	System-wide Water Meter Replacement	TBD		
Total			\$3,896,565	

Source: Department of Public Works via Citizens Advisory Committee website

CSA 7 also maintains and completes its own list of capital improvement projects. The projects are prioritized and discussed during the quarterly Advisory Committee meetings, and funded through incremental revenue from water rates, with a total net capital reserve of \$146,276 as of June 26, 2025. Below, Table 6 shows recent projects funded by CSA 7. All County-funded and CSA 7-funded capital projects and expenditures to date are publicly available on the Advisory Committee website.

Table 5. CSA 7 Capital Improvement Projects, FY 2020/21-2024/25

	CSA 7 funded Projects	Cost
FY 20/21	Replacement pH Probe and Flush Line Strainer Hose Bibb	\$503
FY 20/21	Replacement heater in treatment plant	\$146
FY21/22	Truck Mount Crane	\$298
FY 22/23	Water meter replacement at 8125/8129 La Honda Rd	\$390
FY 22/23	Analog output module for Sensaphone Controller	\$136
FY 23/24	New pH probe and diaphragm for CL pump	\$599
FY 24/25	Sulfuric Acid for Treatment Plant	\$588
FY 24/25	Materials for water main break at 14 Pope Road	\$296
FY 24/25	Sensaphone repair, creek pump renewal	\$605
<i>Total</i>		<i>\$3,561</i>

b) Is the organization lacking adequate reserves to protect against unexpected events or upcoming significant costs?

CSA 7 water rates have built-in amounts appropriated towards reserves. However, reserves are not sufficient to protect against unexpected events such as major waterline breaks, hauling in water during a drought, or infrastructure repair. CSA 7 has had to rely on County appropriations for support.

Table 6. CSA 7 Fund Balance, FY 2011/12-2022/23



Source: Department of Public Works

c) Is the organization’s rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?

CSA 7 customers are quarterly billed a flat service charge and a volume charge (not tiered). On May 4, 2021, the County Board of Supervisors (CSA 7 governing body) approved a resolution (No. 078145) to set the CSA 7 water service charges for the five-year period from FY 2021/22- FY 2025/26, with both the service charge and usage charge set to increase 3% annually (see Table 7. As of September 2025, CSA 7 is in year five of the five-year rate increases. The County will be reviewing a new rate schedule in the near future.

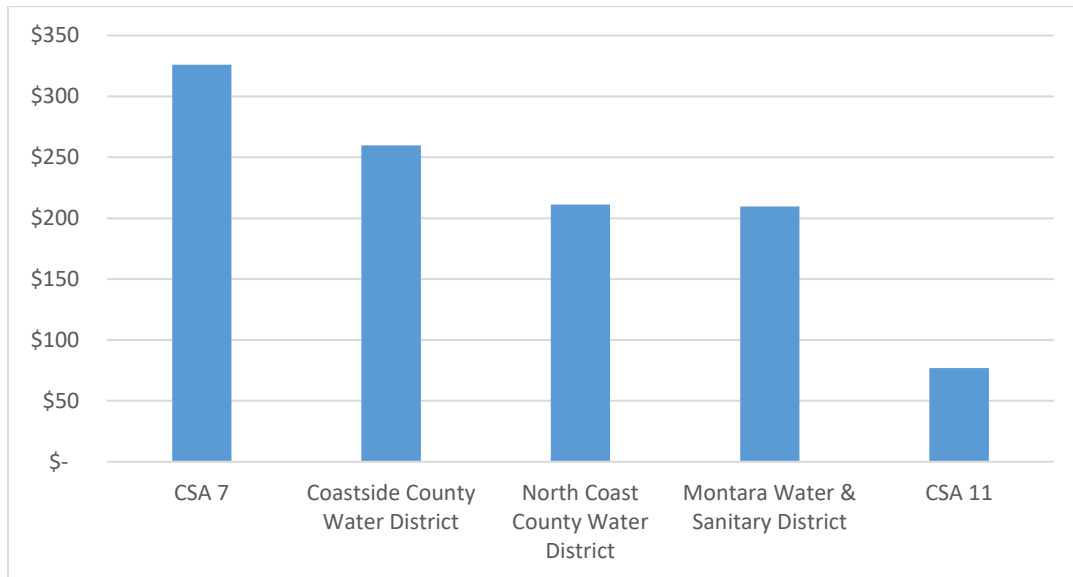
Table 7. CSA 7 Rate Information, FY 21/22- FY 25/26

	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
Service Charge (per month)	\$85.16	\$87.71	\$90.34	\$93.05	\$95.84
Usage Charge (per unit)	\$20.45	\$21.06	\$21.69	\$22.34	\$23.01

Source: San Mateo County Public Works

The CSA 7 water rates for FY 2025-26 are higher than neighboring water systems (Figure 1). This is in large part due to the fact that CSA 7 relies on ratepayers to support operational costs and a share of capital improvement costs, while other water districts in the County (Montara Water and Sanitary District, Coastside County Water District, and North Coast County Water District) receive a share of property tax revenue. CSA 11 also relies primarily on ratepayers to support operational costs, however CSA 11 has not yet raised rates, as of September 2025.

Table 8. CSA 7 Water rates vs. Neighboring Rates, FY 2025-26



Note: Comparison of monthly bill (service and usage charge) for residential water services.

d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?

No. CSA 7 is unable to afford the improvements necessary due to the magnitude of needed capital improvement projects and small customer base. There are unfunded capital improvement projects that are in the queue. For example, replacing water meters throughout the system. Several recent capital projects have had to rely on grant funding or funding from the County.

e) Is the organization lacking financial policies that ensure its continued financial accountability and stability?

County DPW does have a rate setting policy in place for CSA 7.

F) Is the organization's debt at an unmanageable level?

During FY 2015-16 the Department of Public Works secured a \$43,000 water system loan to assist with the restoration of services for the system due to a mainline break which rendered the water system un-operational for several days. CSA 7's revenues from water sales will be used in repaying the loan.. There are no other outstanding loans.

As of July 2025, the current debt level for CSA 7 is \$21,256.32.

Financial Ability MSR Determination

The San Mateo County Board of Supervisors serves as the official governing board of CSA 7, in which business is agendized and conducted at the Board of Supervisor's regular meetings. The budget for CSA 7 is within the Department of Public Works' purview and is consistently adopted on time and presented to the Board in a public meeting. Independent audits of CSA 7 occur indirectly as part of the Department of Public Works internal auditing process. The Citizens Advisory Committee publishes quarterly, line-item budget reports for CSA 7 on its website, available from 2020 to the present.

The primary source of revenue for CSA 7 (nearly 100%) is from charges for water service and usage for residential customers. Most expenditures are allocated to water system operational services, performed via contract with the competitively procured independent contractor, Bracewell Engineering, Inc. CSA 7 does not have any directly employed staff.

Since water rates do not provide sufficient revenue to cover all necessary capital projects, the County Board of Supervisors periodically approves appropriations to fund CSA 7 projects. The County has spent at least \$3.8M on capital projects for CSA 7 since 2018. CSA 7 water rates have built-in amounts appropriated towards reserves. However, reserves are not sufficient to protect against unexpected events such as major waterline breaks, hauling in water during a drought, or infrastructure repair. CSA 7 relies on County appropriations for support and is looking at grants for capital projects.

Recommendations

2. The District should evaluate ways to fund specific long-term capital projects. Estimates for CSA 7 CIP projects should be updated as part of this process. CSA 7 could also explore other possible revenue sources, such as a fee to customers for funding related infrastructure replacement projects, when reviewing water rates.
3. While CSA 7 has recently adopted revised rates, it is recommended that CSA 7 continues to review water rates on a regular basis. Current water rates do not support the completion of capital improvement projects for the system. DPW is exploring the use of

grant funding for some projects, and in the past, have had to rely on loans from the County to undertake capital projects.

5) Shared Services and Facilities

Status of, and opportunities for, shared facilities	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.	X		
b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?		X	
c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?		X	

a) Is the agency currently sharing services or facilities with other organizations?

Much of the CSA 7 water distribution system and storage tanks are located on County-owned Sam McDonald Park land. CSA 7 does not rent these lands or own an easement for these facilities. The County Probation Department, which had operated Camp Glenwood, has shared 50% of treatment plant operation and water supply source related costs with CSA 7. The lease will CalFire requires that they pay CSA 7 for their water service.

CSA 7 occasionally holds public meetings at the La Honda Fire Station, home of the all-volunteer La Honda Fire Brigade.

In June 2025, the County Board of Supervisors approved an Agreement with CalFire to lease property at Camp Glenwood for the establishment of the Glenwood Fire Center.²² The crews stationed at the Glenwood Fire Center will focus on fuel reduction, prescribed burns, community projects, and other wildfire prevention efforts. The Agreement is for two years (August 1, 2025 to July 31, 2027) with a monthly base rent of \$24,999.

CSA 7 and CSA 11 continue to share the County contract for operations and maintenance with Bracewell Engineering. The two County Service Areas share staff, equipment, and other resources. County Public Works tracks all costs to ensure there is no comingling of funds.

Furthermore, the CSA 7 Advisory Committee participates in regional discussions related to water concerns.

CSA 7 does not have any intertie agreements in place with other water systems.

²² County of San Mateo - File #: 25-518

b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?

LAFCo does not identify any opportunities that are not currently being utilized, or that have not been attempted in the past. For example, CSA 7 has reached out to Cuesta La Honda Guild to purchase water during periods of drought, but have been rejected by the Guild. CSA 7 had also reached out to Cal Water, but Cal Water did not express interest in the system. There does not appear to be opportunity for coordination between other water systems.

c) Are there governance options to allow appropriate facilities and/or resources to be shared, or making excess capacity available to others, and avoid construction of extra or unnecessary infrastructure or eliminate duplicative resources?

Alternative models to the current governance by a County Service Area in which the Board of Supervisors is the governing body and the County of Public Works Department operates the water system, include:

- Community Services District that would be governed by a locally elected board that would either employ staff or contract with another entity for services. The locally elected board would be responsible for setting rates, operating the system, and maintaining compliance with State regulations concerning public water systems.
- Transfer of the system to a private utility or entity including CalWater
- Formation of a mutual water company

A Community Services District (CSD) that would need to employ staff for the sole purpose of operating one small system does not appear feasible at this time based on the condition of the distribution system, lack of adequate revenues to fund improvements, and small ratepayer base. A CSD would face similar issues that the CSA currently faces, such as a small rate base and ageing infrastructure. An additional hurdle would be that CSD would be a completely independent entity from the County and would not be able to rely on any funding from the County that CSA 7 has relied on previously. Based on the condition of the system, needed improvements and lack of revenues available to complete improvements, CSA 7 is not a candidate for transfer to another private entity. The alternatives summarized above would be alternatives to consider if the County of San Mateo determines that it is not feasible for the County to continue operating the system due lack of rate payer support resulting in inadequate revenues. However, at this time there is no reasonable foreseeable governance change that could occur for CSA 7.

According to the County of San Mateo, there is no proposed change to the current structure of CSA 7.

Shared Services MSR Determination

Through this MSR process, staff has not identified any new opportunities for shared facilities. CSA 7 currently partners with multiple agencies, including CSA 11, CalFire, the community of La Honda, and other regional organizations.

6) Accountability, Structure, and Efficiencies: CSA 7

Accountability for community service needs, including governmental structure and operational efficiencies	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?			X
b) Are there any issues with staff turnover or operational efficiencies?			X
c) Is there a lack of regular audits, adopted budgets and public access to these documents?		X	
d) Are there any recommended changes to the organization’s governance structure that will increase accountability and efficiency?			X
e) Are there any governance restructure options to enhance services and/or eliminate deficiencies or redundancies?			X
f) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?			X

a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?

None. The governing body for CSA 7 is the County Board of Supervisors. The Board of Supervisors meets regularly and generally on the second and fourth Tuesday of every month. All meetings are held at the Board of Supervisors’ Chambers, 500 County Center, Redwood City. Meetings are also teleconferenced online via Zoom, and the public can provide live comment on items using the “raise hand” feature.

b) Are there any issues with staff turnover or operational efficiencies?

CSA 7 has no direct staff, rather operations are handled by Bracewell Engineering, Inc. According to the contract, Bracewell’s Operations Manager conducts monthly internal performance audits to “ensure regulatory and contractual obligations are being met and identify areas for efficiency or reliability improvements”.

c) Is there a lack of regular audits, adopted budgets, and public access to these documents?

Because CSA 7 is governed by the County Board of Supervisors, all budget information and department-wide audit reports are available to the public on the Controller’s Office website. There are several documents that are available on the CSA 7 advisory committee’s website, but not on the CSA 7 County website, which can lead to conflicting information.

d-f) Changes in governance structure?

There are no proposed changes in governance structure.

Accountability, Structure, and Efficiencies MSR Determination

Alternative models to the current governance by a County Service Area in which the Board of Supervisors is the governing body and the County of Public Works Department operates the water system, include:

- Community Services District
- Transfer of the system to a private utility or entity including CalWater
- Formation of a mutual water company

The alternatives summarized above would be alternatives to consider if the County of San Mateo determines that it is not feasible for the County to continue operating the system due lack of rate payer support resulting in inadequate revenues. According to the County of San Mateo, there is no proposed change to the current structure of CSA 7.

The CSA 7 Citizens Advisory Committee publishes quarterly line-item budget reports for CSA 7 on its website, available from 2020 to the present. There are several documents that are available on the CSA 7 advisory committee’s website, but not on the CSA 7 County website, which can lead to conflicting information.

Recommendation

4. To enhance transparency, it is recommended that CSA 7 staff and the CSA 7 advisory committee review information on the CSA 7 Advisory Committee website to confirm accuracy of the documents and data. It is also recommended that County DPW post timely information about the CSA 7 Advisory Committee, such as agendas and meeting minutes, on the County’s website.

7) Other Issues: CSA 7

Any other matter related to effective or efficient service delivery, as required by commission policy.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
a) Are there any other service delivery issues that can be resolved by the MSR/SOI process?			X

b) Water Resiliency and Climate Change			
i) Does the organization support a governance model that enhances and provides a more robust water supply capacity?		X	
ii) Does the organization support multi-agency collaboration and a governance model that provide risk reduction solutions that address sea level rise and other measures to adapt to climate change?	X		
c) Natural Hazards and Mitigation Planning			
i) Has the agency planned for how natural hazards may impact service delivery?	X		
ii) Does the organization support multi-agency collaboration and a governance model that provides risk reduction for all natural hazards?	X		

a) Other service delivery issues that can be resolved by the MSR/SOI process.

None.

b) Water Resiliency and Climate Change

CSA 7 and the County are exploring alternative water sources to Alpine Creek. This process is complicated by surface water rights legal issues. Drilling for well water has so far been fruitless.

The stationing of CalFire at Glenwood Camp starting August 1, 2025 may help curtail the risk of devastating fire in the area. The crews stationed at the Glenwood Fire Center will focus on fuel reduction, prescribed burns, community projects, and other wildfire prevention efforts.

c) Natural Hazards and Mitigation Planning

CSA 7 has a drought contingency plan which guides processes and procedures for periods of low or no-flow. CSA 7 property owners pay property taxes that include fire services from the County Fire Department and policing services from the County Sheriff. CalFire will provide brush clearing and fire hazard prevention services at its Glenwood Camp location.

CalFire has identified CSA 7 is in a “high” fire severity zone, as of April 1, 2024. CSA 7 is in a State Responsibility Area, meaning the financial responsibility of preventing and suppressing wildfires

is primarily CalFire’s responsibility.²³ According to County Public Works, all fire hydrants in the District are “dry hydrants” for filling tanks only. The CSA 7 water system is not able to support fire-fighting activities as may be available in other water systems.

Other Issues MSR Determination

CSA 7 and the County are exploring alternative water sources to Alpine Creek CSA 7 and the County are exploring alternative water sources to Alpine Creek, such as La Honda Creek, however, efforts have not been successful.

The stationing of CalFire at Glenwood Camp starting August 1, 2025 will help curtail the risk of devastating fire in the area. The crews stationed at the Glenwood Fire Center will focus on fuel reduction, prescribed burns, community projects, and other wildfire prevention efforts.

Section IV: Sphere of Influence Review for CSA 7

1. The present and planned land uses in the area, including agricultural and open space lands.

CSA 7 land is primarily for low-density residential use, along with public recreation and institutional uses at the County-owned facilities. CSA 7 land is surrounded by, but does not include, open space and agricultural lands.

2. The present and probable need for public facilities and services in the area.

There are approximately 176 residents that live year-round in CSA 7 and require water services. Minimal population growth is expected in the next 5-10 years, and so the demand for water services will likely remain steady. During periods of extreme weather events, such as drought or a storm in which the water becomes too muddy to run through the filtration systems, the County has hauled in water purchased from private suppliers, such as CalWater. There is no “backup” water source in the area, and neighboring Cuesta La Honda Guild does not have enough water to serve its own population and to share. Efforts to find a secondary water source have been deprioritized compared to other capital projects, but remain ongoing.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

Since 2011, the County has successfully contracted with Bracewell Engineering, Inc. for operation and management of CSA 7. Bracewell in partnership with the County Public Works Department have implemented capital improvement projects as funding becomes available. The water distribution system was constructed in the 1920s and still needs upgrades and improvements to provide reliable water services to residents.

²³ CalFire [Fire Hazard Severity Zones | OSFM](#)

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

CSA 7 includes Sam McDonald Park which hosts occasional events that attracts visitors. Glenwood Camp facilities will host CalFire for an initial two-year period starting August 2025.

5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

There are no disadvantaged unincorporated communities within CSA 7 boundaries.

On the basis of the Municipal Service Review:

Staff has reviewed the agency’s Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency’s SOI is recommended and SOI determinations HAVE NOT been made.

Staff has reviewed the agency’s Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency’s SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

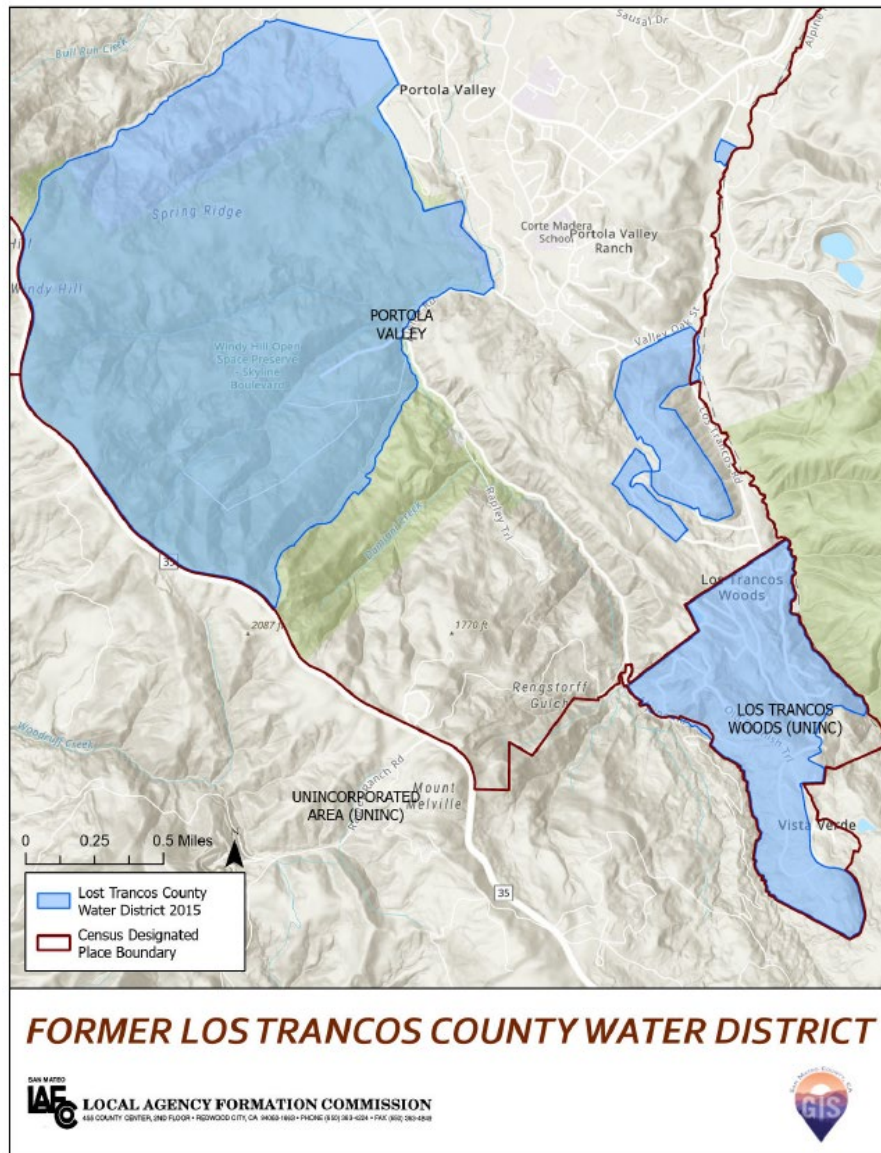
Section V: Los Trancos County Maintenance District

Background

On October 1, 2015, the San Mateo County Board of Supervisors formed the Los Trancos County Maintenance District (LTCMD) as the successor agency to Los the Trancos County Water District (LTCWD). LTCMD was formed according to Section 5820 et.seq. of the Streets and Highways Code to carry out enhanced fire safety, storm drain and road improvements, and land stewardship in the unincorporated San Mateo County neighborhoods of Los Trancos Woods, Vista Verde, and Oak Forest Court. The enhanced improvements and services to properties in the LTCMD are funded through a share (approximately 10%) of the 1 percent property tax collected within district boundaries. As such, there is no mechanism to collect funds from any additional parcels that could want to annex into the LTCMD.

The Los Trancos County Water District was an independent district formed in 1954 to improve water service to a portion of Los Trancos Woods. Subsequent annexations between 1962 and 1972 resulted in the LTCWD including all of Los Trancos Woods and Vista Verde and several non-contiguous areas. See Figure 2, below. Passage of Proposition 13 in 1978 resulted in the LTCWD receiving a share of the 1 percent property tax within LTCWD boundaries from parcels that were in the LTCWD at that time.

Figure 2. Los Trancos County Water District, 2015



In the 1990s, the Blue Oaks subdivision in the Town of Portola Valley was annexed to Los Trancos County Water District. The Blue Oaks developers extended a zero-interest loan to the LTCWD in the amount of \$617,762 that the LTCWD used to fund infrastructure improvements. The loan provides that quarterly payments of \$2,250 are due at such time that 32 homes are constructed, and quarterly payments increase to \$2,750 at such time that 36 homes are constructed. The Town of Portola Valley last reported that there are now a total of 32 lots in the subdivision due to merger of lots and dedication of one merged lot to open space. As of May 2025, 32 homes have been constructed and the LTCMD has begun repayment of the loan at \$9,000 annually.

In 2005, the LTCWD sold its water distribution system to the California Water Service Company (CalWater). Following the sale, the LTCWD ceased to operate as a water provider, but continued

to collect property tax revenues.²⁴ The tax dollars were used for enhanced vegetation management and storm water conveyance system studies and improvements. In March 2006, San Mateo Local Agency Formation (LAFCo) recommended dissolution of the LTCWD, as the property taxes were originally intended to support the management of a water purveyor and not additional services that the LTCWD was not authorized to perform.²⁵ The 2006 LAFCo report stated: “A district that no longer delivers the service for which it was formed and collects property tax that is no longer needed to fund services should consider dissolution.” Amidst these discussions, the Los Trancos, Vista Verde, and Oak Forest Court community identified the need for continued enhanced services including fire safety, storm drain and road improvements, and land stewardship.

In 2015, San Mateo LAFCo approved a proposal from the LTCWD Board to dissolve the LTCWD and subsequently form the LTCMD. This action stemmed from several years of discussion between LTCWD, LAFCo, the County of San Mateo, Woodside Fire Protection District, and Midpeninsula Regional Open Space District. As part of the dissolution, two LTCWD owned parcels were transferred the County of San Mateo (APN 080-100-060 and APN 080-071-010) and one parcel to Woodside Fire Protection District (APN 080-060-580). These three parcels were to remain undeveloped and conservation easements from Midpeninsula Regional Open Space District were placed on the parcels.²⁶

The LTCMD was formed to fund and carry out these enhanced services. As a successor agency to the dissolved LTCWD, the property tax base and increment was transferred to the newly formed LTCMD for parcels within LTCMD. For parcels that were in LTCWD, but were not included in LTCMD, property tax was redistributed proportionately to the other agencies that share the territory, including the Town of Portola Valley and the Woodside Fire Protection District.

Overview of LTCMD

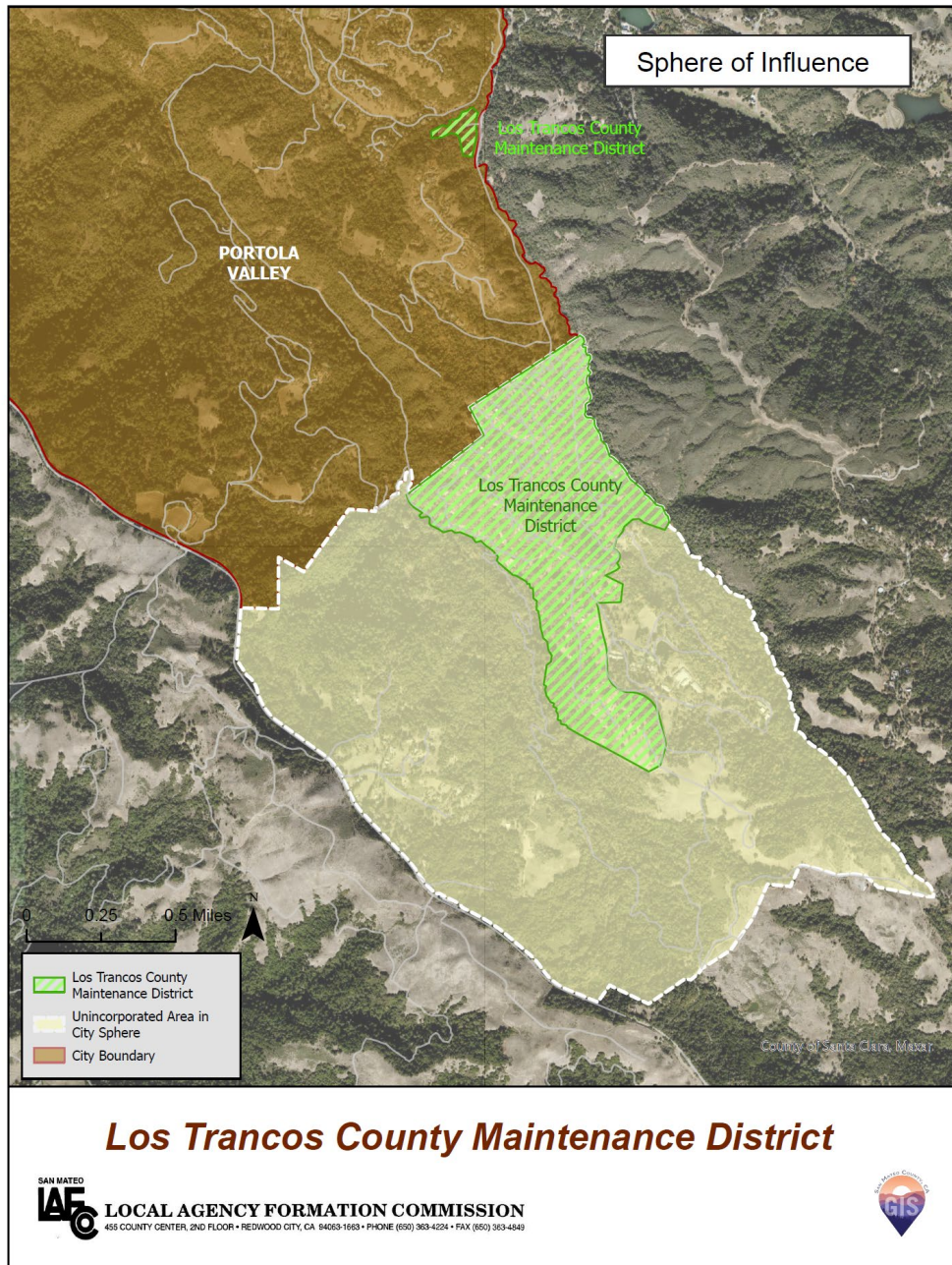
The County Board of Supervisors is the governing body of the LTCMD which is comprised of 335 acres of low-density residential land in unincorporated San Mateo County, as shown in Figure 3. The San Mateo County Department of Public Works (DPW) provides administrative and operational support to the LTCMD.

²⁴ San Mateo County Civil Grand Jury Report, “A Water District Without Water”, 2009, Title (14 pt, Arial, bold)

²⁵ San Mateo LAFCo Municipal Service Review for Los Trancos County Water District, March 8, 2006.

²⁶ Midpeninsula Regional Open Space District Board of Directors Meeting, August 12, 2015, Item 4.

Figure 3. Los Trancos County Maintenance District



Services

LTCMD currently provides enhanced fire safety under a contract with Woodside Fire Protection District, enhanced storm drain and road improvements, and land stewardship with the unincorporated areas of Los Trancos Woods and Vista Verde and to five parcels located on Oak Forest Court within the Town of Portola Valley. A portion of property tax from these parcels are allocated to LTCMD. The Blue Oaks subdivision did not contribute property tax to LTCMD, but LTCMD is the successor to the outstanding loan from the Blue Oaks subdivision that was made to LTCWD.

The Los Trancos-Vista Verde Community Advisory Council

The Los Trancos-Vista Verde Community Advisory Council (CAC) was created upon formation of the LTCMD to serve as a liaison between the residents of the LTCMD and the Department of Public Works, which manages the LTCMD. The CAC is comprised of seven members who are LTCMD residents, to serve a four-year term, appointed by the County Board of Supervisors. The Committee meets at least twice annually; at least once privately with DPW and Woodside Fire staff, and at least once with the public.²⁷ The CAC maintains a website containing policies and historical information, as well as meeting minutes from 2023 (and no other years). LTCMD budget and capital expenditure decisions are made in close consultation with the CAC. DPW communicates to the CAC a prioritized list of improvement projects to be funded by the Enhanced Funds. Fund balance information is shared by DPW with the CAC, who subsequently shares with the LTCMD residents.

1) Growth and Population

The population of LTCMD is 650, according to the 2020 US Census, with most residents in the Los Trancos Woods and Vista Verde neighborhoods. Over the next 5-10 years, no significant population change or development is expected within this portion of unincorporated San Mateo County based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments.²⁸ No foreseen population changes will directly impact the LTCMD’s service needs and demands.

2) Disadvantaged Unincorporated Communities

LTCMD’s sphere of influence and boundaries do not include disadvantaged unincorporated communities.

3) Capacity and Adequacy of Public Facilities and Services

Enhanced Stormwater Control Program: County of San Mateo

San Mateo County Department of Public Works administers enhanced storm drain services in the LTCMD. The program is funded through enhanced funds that are intended to improve existing storm drainage systems and/or associated roadways that have reached the end of their useful service life.

The current storm drainage system passes through County right-of-way and private properties. The County does not currently have plans to upgrade the roads. The current County-provided maintenance schedule includes clearing gutters, mowing, tree trimming in the public right of way.

In December 2013, the LTCWD contracted with the San Francisco-based consulting civil engineering firm Schaaf & Wheeler to compose a “Storm Drainage Master Plan” (Master Plan).²⁹ Nearly 15 years later, the Master Plan is still the guiding document for the area in establishing

²⁷ Policies and Procedures of the Community Advisory Committee to the Los Trancos County Maintenance District. Revised October 2023.

²⁸ Association of Bay Area Governments (ABAG) Projections 2040 - Forecasts for Population Households and Jobs

²⁹ Schaaf & Wheeler Storm Drainage Master Plan – December 2013

a prioritized capital improvement program to mitigate the impacts of stormwater runoff. DPW is ultimately responsible for project selection and scope. The following table outlines several stormwater improvements that have been completed or are in progress. In addition to these projects, there have been stormwater projects that have occurred in the area either on private property or have been undertaken by private property owners.

Table 9. LTCMD Capital Improvement Projects

Project Description	Construction Costs	Status
Complete Alpine Rd berm in County area; install runoff improvements; remove private property trees that threaten road, replace private driveway culverts on Alpine Rd.	\$ 66,033.00	Completed FY 16/17
Storm drain and culvert system on Ramona Rd to replace open ditch system	\$ 156,934.00	Completed FY 17/18
Construct curbs and install pipes and drop inlets between 1083 and 1035 Los Trancos Rd.	\$ 123,305.00	Completed FY 17/18
Clear or repair culverts at 1207 Los Trancos Rd to eliminate system blockage. Install new inlet and junction structures to improve water capture off Los Trancos Rd and towards Foxwood through 1207 Los Trancos and 108 and 112 Foxwood	\$ TBD	In Progress (Conceptual Design Phase)
Combination of culvert and gutter improvements on Los Trancos Rd between 1090 and 1103 Los Trancos Rd, extending downstream to 1061 Los Trancos Rd	\$ TBD	In Progress (Conceptual Design Phase)
Divert water to Blue Oaks subdivision from Los Trancos Circle	\$ TBD	In Progress (Conceptual Design Phase) Easements required.

Source: Project list provided by CAC, confirmed by DPW

According to the CAC, in June 2025, DPW awarded HDR Engineering, Inc. a contract for \$125,000 to study the feasibility of storm drain system improvement projects in LTCMD deemed high priority by the CAC and DPW. These projects include the three “In Progress” projects listed in Table 9, above, which DPW has estimated will cost at least \$1,500,000 to complete construction. The feasibility study will include cost estimates for capital improvements as appropriate. The five priority projects include: PRJ25, PRJ27, PRJ28, PRJ29B, and PRJ31 as outlined in the Master Plan.

Also, while there to five parcels located on Oak Forest Court within the Town of Portola Valley that are within LTCMD and contribute property tax dollars to the District, no work has occurred within this area.

Enhanced Fire Protection Services: Woodside Fire Protection District

The Woodside Fire Protection District (WFPD) provides general fire protection services to 32 square miles area including the Los Trancos Woods and Vista Verda communities. WFPD receives a share of property tax to provide general fire services within its boundaries.

In addition to these general fire services, LTCMD’s predecessor, the LTCWD, contracted with the WFPD for enhanced fire protection services. County Department of Public Works and CAC agreed that Woodside Fire should be selected to continue providing services for the newly formed LTCMD. Table 4 below shows the contract history, which is funded entirely by property tax revenue from parcels within the LTCMD. According to the contract, Woodside Fire services to LTCMD include:³⁰

- Home Hardening and Defensible Space Fire Safety Incentive Program: offers property owners 50% reimbursement of the money they spend on pre-approved wildfire prevention work, up to a maximum of \$7,500 per household each fiscal year (e.g., spend \$3,000, receive \$1,500; spend \$170,000, receive \$7,500, the maximum).
- Land Stewardship and Maintenance: Weed abatement, vegetation management adjacent to roads within the community and roads in the Town of Portola Valley leading Los Trancos Woods/Vista Verde
- Alpine Road shaded fuel break
- Home inspections and defensible space program administration
- Community emergency preparation
- Chipper Day Program

In addition to providing these enhanced fire protection services to residents of the LTCMD, According to the CAC, the enhanced services are well received by the community and program improvements have resulted in increased participation and improved safety throughout the LTCMD.

³⁰ Agreement Between County of San Mateo and Woodside Fire Protection District 2024-26

Table 10. WFPD- LTCMD Enhanced Services Contract History

Term	Annual Amount	Not-to-Exceed (NTE) Amount
3 Years (July 25, 2017-July 24, 2020)*	\$158,167	\$474,500
4 years (July 1, 2020-June 30, 2024)**	\$264,000	\$1,056,000
2 years (July 1, 2024-June 30, 2026)	\$300,000	\$600,000

Notes: *Contract amended once to increase NTE

**Contract amended three times to increase the NTE and exercise two one-year term extensions.

Land Management: Woodside Fire and Community Volunteers

The County of San Mateo and the Mid-Peninsula Open Space District manage a small lake and an undeveloped parcel at 126 Lake Road. This land was transferred to a conservation easement upon dissolution to the LTCWD to ensure they remain undeveloped and preserved. According to the CAC, Woodside Fire Protection District supports community work days to remove invasive plants and keep the land in fire safe condition with ecologically-sensitive management techniques.

Summary

LTCMD provides enhanced stormwater control, enhanced fire protection, road maintenance, and land management services. The District does have a masterplan related stormwater improvements, that was last update in 2013. LTCMD contracts with the Woodside Fire Protection District for enhanced fire protection services such as a Home Hardening and Defensible Space Fire Safety Incentive Program, defensible space programs, and Alpine Road shaded fuel break.

Recommendation:

- 5. LAFCo recommends reviewing and updating the 2013 Storm Drainage Master Plan, particularly related to providing updated cost estimates for recommended projects, as well as evaluating whether existing projects should be updated or new projects added. The timelines of the capital projects should also be reviewed against the existing use of funds for LTCMD, such as the use of funds for the fire protection services. An ongoing list of priority projects or services could also assist in decisions regarding fund allocation.

4) Financial Ability

The enhanced improvements and services to properties in the LTCMD are primarily funded through a share (approximately 10%) of the 1 percent property tax collected within LTCMD boundaries. The LTCMD also receives Educational Revenue Augmentation Funds (ERAF), which are encompassed in the property tax revenue category. As shown in Table 11, in FY 2023-24, the property tax amount totaled \$412,014, or 89% of total revenue to the LTCMD. The ERAF amount

varies annually, so it is not budgeted annually as a revenue because it is not a dependable revenue source. Unspent funds are placed into the reserve fund, which has become a significant contributor to the revenue and fund balance of the LTCMD. As of June 30, 2025, the fund balance available to the LTCMD is \$1,768,953.

Table 11. LTCMD Budget Actuals

	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Taxes	\$372,679	\$392,448	\$412,014	\$428,397
Use of Money & Property	\$7,761	\$23,024	\$48,717	\$63,280
Intergovernmental				
Revenue	\$789	\$790	\$744	\$742
Misc. Revenue	0	\$54,022	0	0
Subtotal Revenue	\$381,229	\$470,284	\$461,475	\$492,419
Services & Supplies (including the contract with the Woodside Fire Protection District and Blue Oaks Loan Repayment)	\$49,950	\$235,625	\$149,078	\$248,472
Subtotal Expenditures	\$49,950	\$235,625	\$149,078	\$248,472
Net	\$331,279	\$234,659	\$312,397	\$243,947

Source: County of San Mateo, Department of Public Works

The usage of enhanced funds is restricted. For instance, enhanced funds cannot be used towards routine maintenance or improvements to existing facilities that could be otherwise funded through regular appropriations of County monies, or other publicly available funding. Enhanced funds may be used on loan for emergency repairs for a maximum of three years, but such damage should be covered by other funding sources.

Capital Improvement Projects

Enhanced drainage improvement projects are funded as needed using the LTCMD budget. No General County funds are used. However, given the estimated costs of some capital projects, it will take several years in order to have sufficient fund balance to construct and maintain new stormwater infrastructure.

Debt

As successor agency, LTCMD inherited the dissolved LTCWD’s rights, property interests, duties, and obligations including payment of the outstanding Blue Oaks loan. For the Blue Oaks loan, LTCMD will now be paying \$9,000 on an annual basis to the Blue Oaks HOA as the development of the subdivision has now met the repayment terms of the loan. LTCMD has no other outstanding debts.

Summary:

The enhanced improvements and services to properties in the LTCMD are primarily funded through a share (approximately 10%) of the 1 percent property tax collected within the District. These funds are allocated to several services, including a contract with the Woodside Fire Protection District. Capital projects are funded by LTCMD on an as needed basis. Due to the limited funding sources, it may take several years for sufficient funds to be available for these capital projects.

5) Shared Services

The LTCMD shares fire protection services from Woodside. The Department of Public Works provides operations management of the LTCMD. Oversight and governance is provided by the County Board of Supervisors.

6) Accountability, Structure, and Efficiencies

Because the LTCMD is governed by the County Board of Supervisors, all budget information and department-wide audit reports are available to the public on the Controller’s Office website. Information regarding the Community Advisory Committee can be found on the Vista Verde Community Association website. However, the last meeting notes and recordings are from 2023 and there are no other public available documents on the website regarding other past meetings.

Recommendation:

6. To enhance transparency, it is recommended that DPW staff and the LTCMD advisory committee review information on the Vista Verde Community Association website to confirm accuracy of the documents and data. It is also recommended that County Public Works post information about the Community Advisory Committee, such as agendas and meeting minutes, on the County’s website.

7) Other Issues

The LTCMD has increased the scope and funding for the Home Hardening and Defensible Space Fire Safety Incentive Program (Program) in recent years. The Program has helped align the LTCMD’s properties with the Woodside Fire Protection District’s fire code requirements. According to the CAC, as of July 2025, over 40% of the 260 households within the LTCMD have participated in the fire safety incentive program.

Section VI: Review for La Honda Lighting Maintenance District

Background

La Honda Lighting Maintenance District (LHLMD) was formed on December 20, 1960 under Section 5820 et. Seq. of the CA Streets and Highways Code to provide street lighting for a portion of the La Honda unincorporated community by maintaining 34 street lights. LHLMD is one of 11 street lighting districts within the County. The San Mateo County Board of Supervisors is the governing body of LHLMD. The County Department of Public Works oversees District operations. The LHLMD boundaries have not changed since the LHLMD formation in 1960 (see Figure 4). The District area covers a portion of the La Honda area, including La Honda Rd/Hwy 84, Sears Ranch Rd, and Entrada Way. San Mateo LAFCo last conducted a review for the LHLMD in 2011, as part of the MSR for CSA 7. Lighting districts formed under Section 5820 of the CA Streets and Highways Code are not under the jurisdiction of LAFCo and no Sphere of Influence is assigned to the LHLMD.

Figure 4. Original Map of La Honda Lighting Maintenance District, Dec. 1960

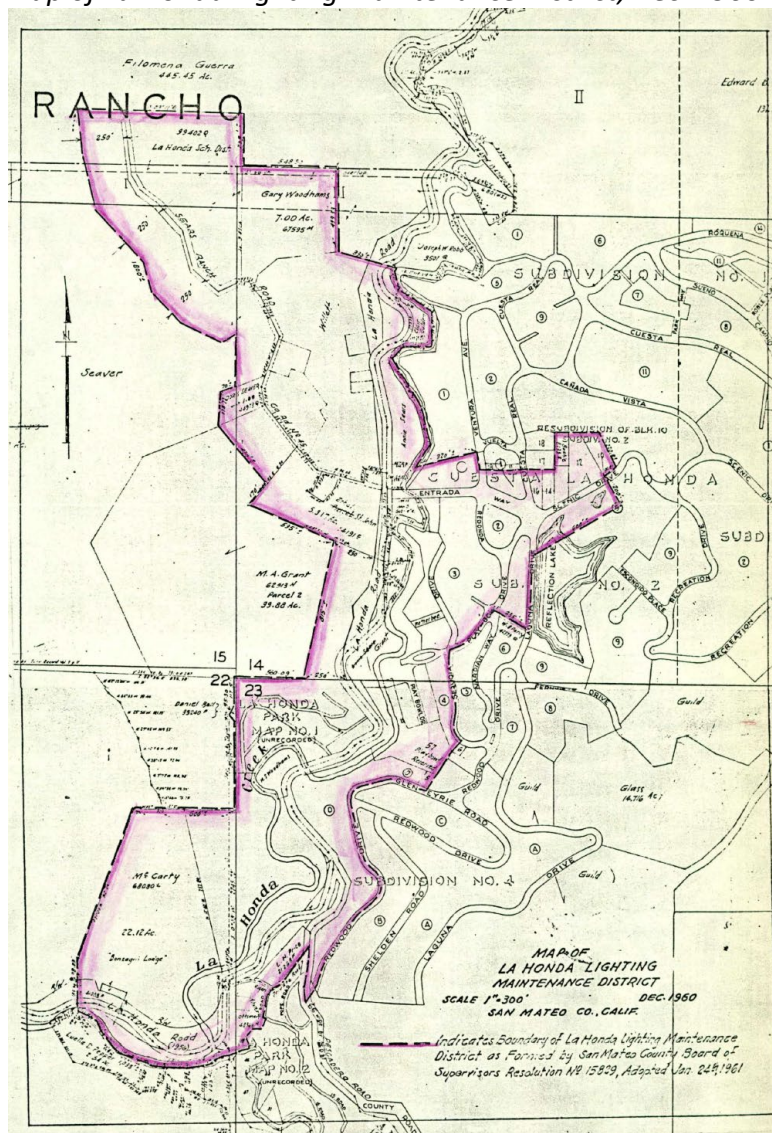
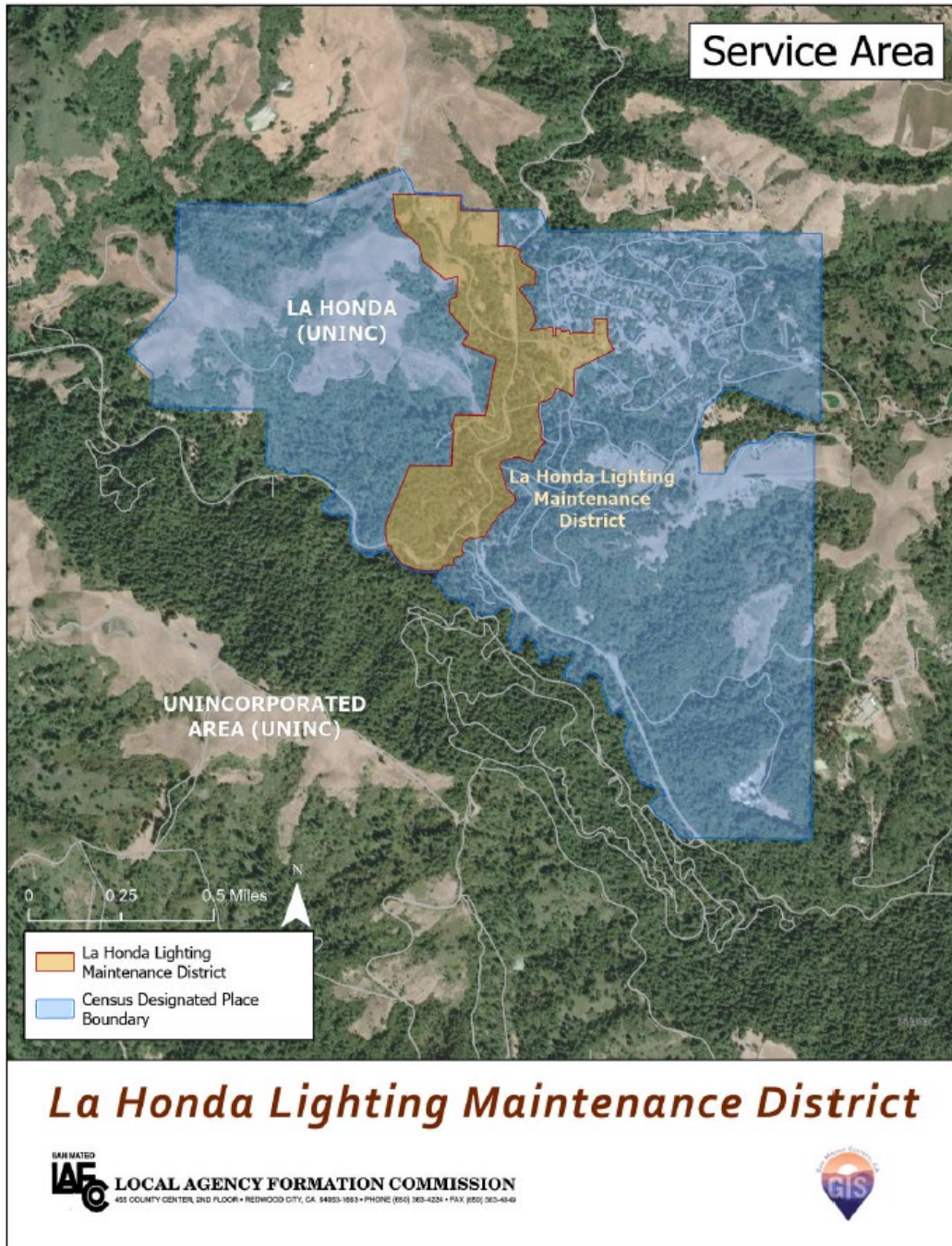


Figure 5. La Honda Lighting Maintenance District, August 2025



1) Growth and Population

According to the 2020 Census, the Census Designated place of La Honda has a population of 979. Over the next 5-10 years, no significant population change or development is expected within La Honda, and, by extension, the LHLMD boundaries, based on a review of planning documents from

the County of San Mateo and the Association of Bay Area Governments.³¹ No foreseen population changes will directly impact the LHLMD’s service needs and demands.

2) Disadvantaged Unincorporated Communities

LHLMD’s sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

3) Capacity and Adequacy of Public Facilities and Services

The LHLMD supports the costs associated with maintaining and operating all 34 existing lights and any new poles, posts, wires, pipes, conduits, tunnels, lamps and other suitable or necessary appliances for the purpose of lighting streets, places, or public ways in the LHLMD. Funds are also to be used for necessary repairs, replacements, fuel, power, electric current, care, supervision, and any other items. Public Works personnel maintain and service county-maintained streetlight fixtures on both PG&E and County owned poles. Public Works does not maintain PG&E poles or any other PG&E or utility company equipment that the poles contain. PG&E provides electricity and an electrical connection to each county-maintained streetlight. PG&E is paid a fixed monthly fee for electrical energy to these fixtures.

4) Financial Ability

Most LHLMD revenue is from property taxes. The LHLMD receives a share (approximately 8%) of the 1% property tax as a result of Proposition 13. The FY 2023-24 budget included \$43,024 in property tax and other revenue, and \$7,148 in expenditures, for a net revenue of \$35,876 (see Table 12 below). Refunds from the Educational Revenue Augmentation Fund (ERAF) are not budgeted annually as a revenue source because it is not a dependable revenue source, but it has become a significant contributor to the revenue and fund balance of the District. As of June 30, 2023, the Fund Balance for the LHLMD was \$413,919. All net funds are allocated to the Fund Balance the following year. Total expenditures doubled from FY 2022-23 to FY 2023-24 from \$3,113 to \$7,148 due to the costs associated with paying PG&E to replace a wooden streetlight pole in La Honda adjacent to Hwy 84 that had fallen in October 2023.

³¹ Association of Bay Area Governments (ABAG) Projections 2040 - Forecasts for Population Households and Jobs

Table 12. Net Budget (Actuals) for La Honda Lighting Maintenance District, FY 21/22-FY 23/24

	FY 2021-22	FY 2022-23	FY 2023-24
Property Tax	\$13,342	\$13,631	\$14,508
ERAF Rebate	\$12,319	\$10,989	\$12,050
Other Taxes	\$947	\$1,034	\$977
Interest Earned	\$3,522	\$8,584	\$15,489
Total Revenue	\$30,130	\$34,238	\$43,024
Services & Supplies	\$3,118	\$3,113	\$7,148
Total Expenditures	\$3,118	\$3,113	\$7,148
Net	\$27,012	\$31,125	\$35,876

Source: SMC Public Works (OFAS)

Capital Improvement Projects

According to County Public Works, there is no capital improvement plan for the LHLMD. Projects occur as needed: outages are reported by residents or property owners, or by night surveys performed by Public Works staff. The most recent project in the District was performed by PG &E to replace 34 HPSV/LPSV/MH³² lights with LED lights, to number any light poles that were not numbered, and to update the streetlight rates to LED rates. Funding is provided from the District Operations and Maintenance funds.

5) Shared Services

The LHLMD shares operations and maintenance staff with the 10 other County Lighting Districts. Oversight and governance is provided by the County Board of Supervisors.

Per DPW staff, the relationship with PG&E has been challenging. In cases where PG&E has replaced poles within the District they have removed the streetlights and then require the District to go through a separate process to add the streetlight back to the power poll. DPW has tried to better coordinate with PG&E on this issue, but PG&E has not seemed willing to engage.

6) Accountability, Structure, and Efficiencies

Because LHLMD is governed by the County Board of Supervisors, all budget information and department-wide audit reports are available to the public on the Controller’s Office website. The Department of Public Works provides operations management of the District and maintenance.

7) Other Issues

PG&E performs proactive tree trimming to help mitigate the potential danger that falling tree limbs could pose on its power lines.

³² HPSV’s are High Pressure Sodium Vapor lights. LPSV’s are Low Pressure Sodium Vapor lamps. MH’s are metal-handle lamps.

Appendix A. CSA 7 Fact Sheets

County Service Area No. 7

Governing body: San Mateo County Board of Supervisors

Contact: Neli Avramova, San Mateo County Public Works Engineering and Resource Protection, Principal Civil Engineer, (650) 599-1489

Advisory Body: Customer Advisory Committee, <https://csa7.org>

Date of Formation: 1965

Area Served: Unincorporated La Honda, Camp Glenwood and Sam McDonald Park

Services Provided: Water services and facilities

Agency staff: None

Population: Approximately 176

Sphere of Influence: Contiguous with corporate boundary, status quo.

Public Meetings: Any matters relating to CSA 7 are agendaized and heard during the regular San Mateo County Board of Supervisor's meetings. Meetings are held twice a month on Tuesday at 9:00 am, in person at the Board of Supervisors Chambers, 500 County Center, Redwood City, CA 94063. Regular meetings are also accessible to the public by Zoom. Public comment is accepted both in person and via Zoom meeting. Recordings of meetings are available on the County Board of Supervisors website.

FY 2025-26 Adopted Budget: \$176,781

Los Trancos County Maintenance District

Governing body: San Mateo County Board of Supervisors

Contact: Tim Cheng, San Mateo County Public Works Roads Services, Senior Civil Engineer, 650-599-1414

Advisory Body: Community Advisory Committee, <https://vistaverdepv.org/maintenance-district/>

Date of Formation: 2015

Area Served: Unincorporated Los Trancos Woods, Vista Verde, and Oak Forest Court

Services Provided: Enhanced fire safety, enhanced storm drain and road improvements, and land stewardship.

Agency staff: None

Population: Approximately 1,050

Sphere of Influence: Not applicable.

Public Meetings: Any matters relating to the District are agendaized and heard during the regular San Mateo County Board of Supervisor's meetings. Meetings are held twice a month on

Tuesday at 9:00 am, in person at the Board of Supervisors Chambers, 500 County Center, Redwood City, CA 94063. Regular meetings are also accessible to the public by Zoom. Public comment is accepted both in person and via Zoom meeting. Recordings of meetings are available on the County Board of Supervisors website.

FY 2025-26 Adopted Budget: To be provided in final draft of MSR

La Honda Lighting Maintenance District

Governing body: San Mateo County Board of Supervisors

Contact: Neli Avramova, San Mateo County Public Works Engineering and Resource Protection, Principal Civil Engineer, (650) 599-1489

Advisory Body: None

Date of Formation: 1961

Area Served: Unincorporated La Honda

Services Provided: Street Lighting

Agency staff: None

Population:

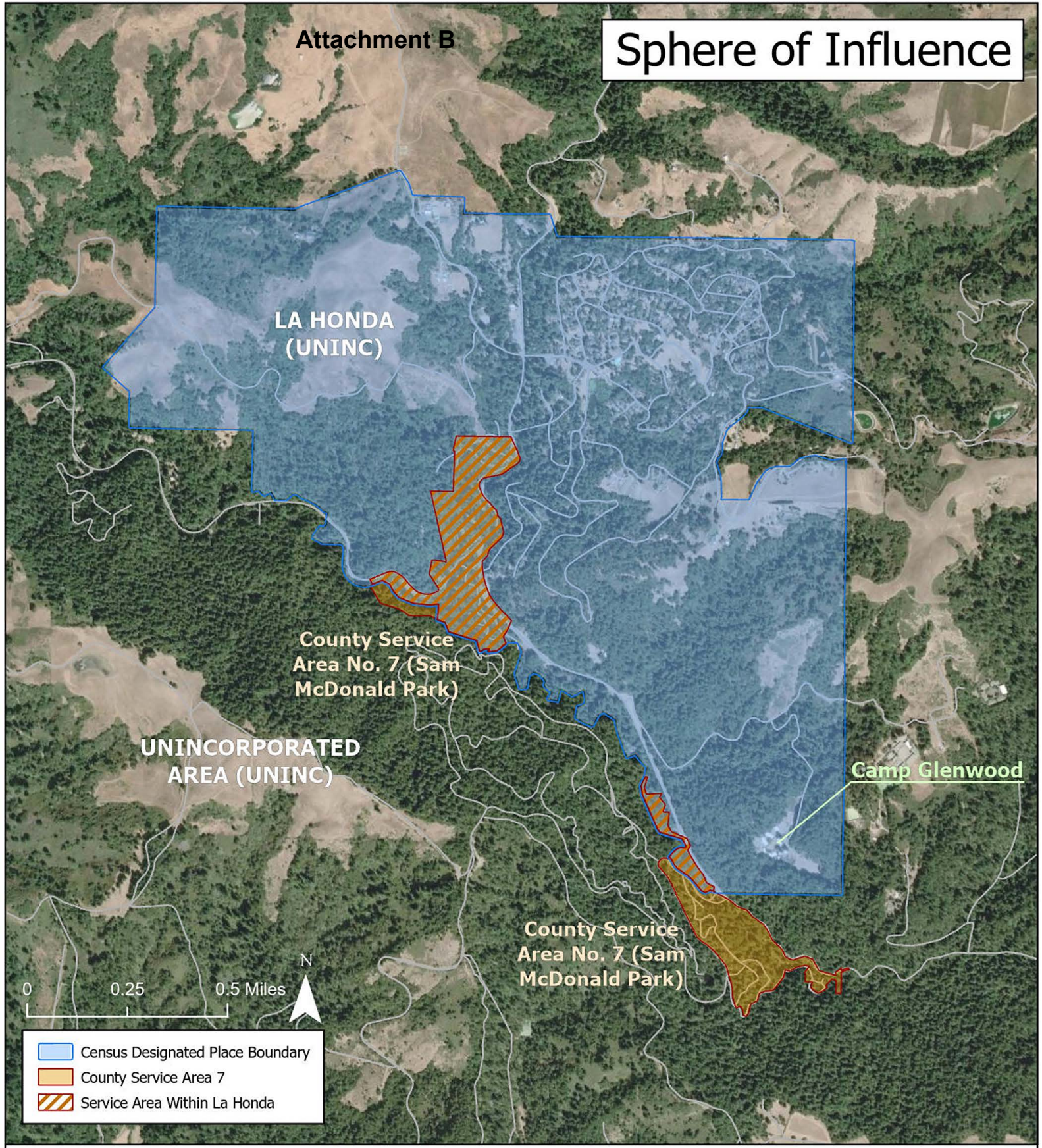
Sphere of Influence: Not applicable *Public Meetings:* Any matters relating to the District are agendaized and heard during the regular San Mateo County Board of Supervisor’s meetings. Meetings are held twice a month on Tuesday at 9:00 am, in person at the Board of Supervisors Chambers, 500 County Center, Redwood City, CA 94063. Regular meetings are also accessible to the public by Zoom. Public comment is accepted both in person and via Zoom meeting. Recordings of meetings are available on the County Board of Supervisors website.

FY 2025-26 Adopted Budget: \$473,579

Appendix B. References

Email correspondence with attachments received by LAFCo Staff from the County, CSA 7 Citizens Advisory Committee and Los Trancos Community Advisory Commission.

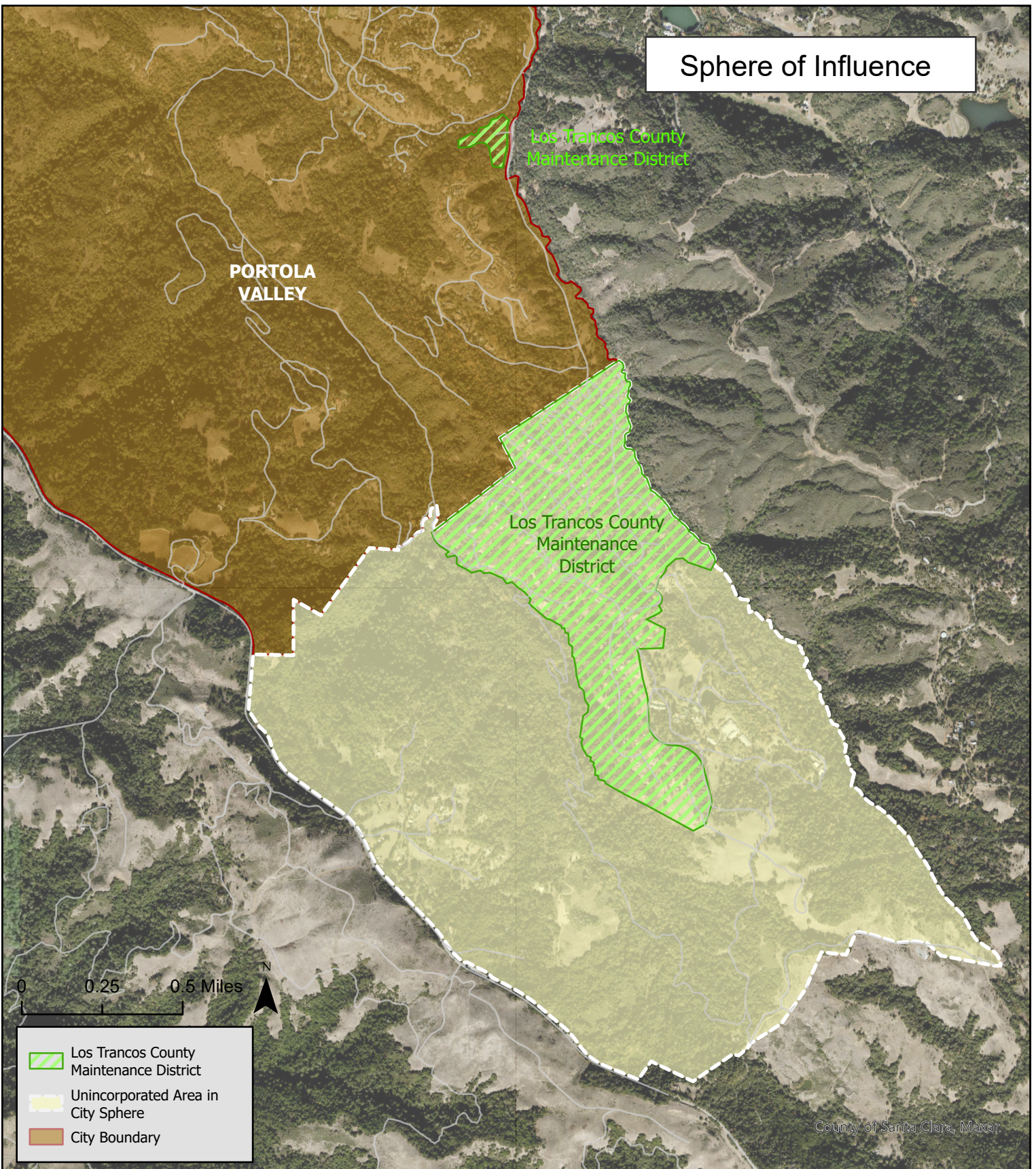
Sphere of Influence



County Service Area No. 7



Sphere of Influence



Los Trancos County Maintenance District



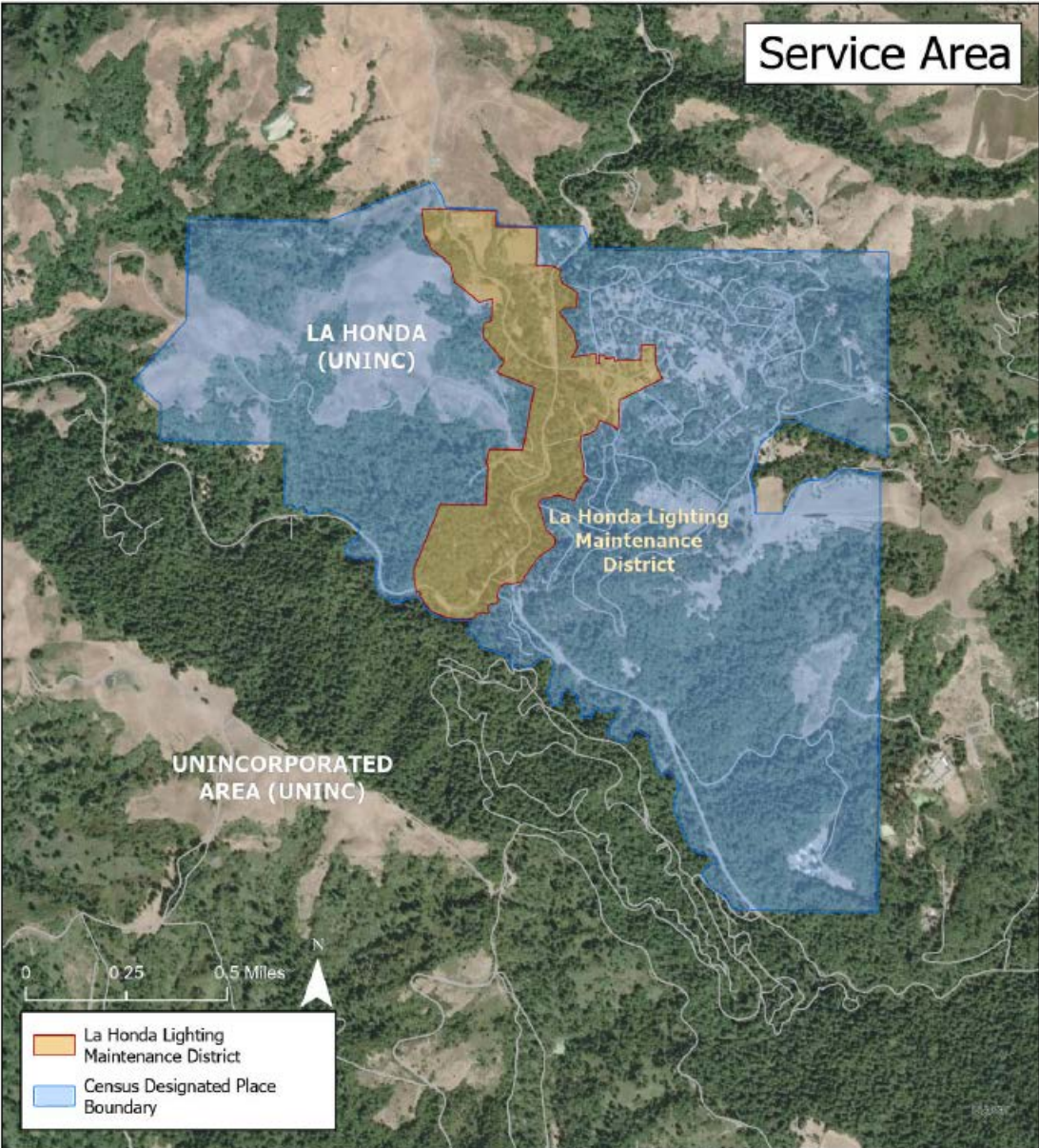
LOCAL AGENCY FORMATION COMMISSION

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LAFCo Meeting Packet Page 120



Service Area



La Honda Lighting Maintenance District



Attachment C

From: Tom Uridel <tom.uridel@gmail.com>
Sent: Sunday, August 24, 2025 8:27 PM
To: CTL_LAFCO <LAFCO@smcgov.org>
Cc: 2wen.gong <2wen.gong@gmail.com>; Tim Cheng <tcheng@smcgov.org>; Cassandra Matter <cmatter@smcgov.org>
Subject: Report of Municipal Review-Los Trancos County Maintenance District (formerly Los Trancos County Water District)

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Dear Mr. Bartoli:

I was recently advised that your office may have conducted a Municipal Review of the Los Trancos County Maintenance District, successor to the now dissolved Los Trancos County Water District. Could you or a member of your staff confirm that such a review was carried out and, if so, when a report of the review's findings and recommendations might be made available to the public?

In the event that such a report becomes available, I believe that many District residents will be very interested in any LAFCo comments relative to the Department of Public Works' (DPW) implementation of the 2013 Schaaf and Wheeler authored plan for full and timely remediation of the many serious defects in the Maintenance District's antiquated and dangerous storm drainage system. I have carefully reviewed both the very detailed and extensive LAFCo findings regarding this matter, as well as the 2 DPW reports, all of which, I believe, formed a principal basis for the Board of Supervisors' 2015 authorization of the Maintenance District's creation and operation. Those 3 reports also seem to unambiguously commit San Mateo County to a full, fair and timely implementation of, among other things, the aforementioned Schaaf and Wheeler-engineered storm drainage master plan.

Below, I have provided a copy of an email that I recently forwarded to the Chief Engineer of the Road Division of the Department of Public Works. The drainage related views expressed are my own after nearly 50 years of residence in the District but, I believe, increasingly shared by others. The email was also shared with Supervisor Mueller's office and the current Chairperson of the Maintenance District's citizen's advisory committee. If desired, I will provide the collateral emails generated by others as a result of my exchange with Mr. Cheng.

Thank you for considering my request relative to the possible Municipal Review, and storm drainage-related views. Please feel free to contact me if you have questions or otherwise wish to discuss any aspect of this email's contents.

Respectfully submitted,

Tom Uridel
1111 Los Trancos Road
Portola Valley 94028
(650) 851-7091

FORWARDED COMMUNICATION:

July 27, 2025

Dear Mr. Cheng,

Thank you for your quick response. However, after having read pages and pages of LAFCO and DPW material on the LTCMD's approved organization, purposes and budget, it's hard to understand why there would be no specific Maintenance District contact at DPW, and only at the Woodside Fire Protection District (WFPD). It makes one wonder whether the DPW-promised storm drainage and other road improvements outlined in those documents were sincere or a kind of "bait and switch" exercise to create a false impression within the former water district of "good things to come" and to avoid any resident demand for an election on the dissolution matter. Perhaps you could refer me to those portions of the County Code that describe the requirements for establishment and operation of a County Maintenance District.

It's been over 10 years now since establishment of the LTCMD, and I see very scant evidence of any improvement in District's "hodge-podge" and tremendously overtaxed storm drainage system, or conversion of its "private" roads to public roads with public maintenance, notwithstanding various apparent statements to the contrary in the above-referenced documents. The Los Trancos Woods portion of that system was "engineered" in the 20's and 30's, with random and unsystematic "improvements" thereafter. The 1960's/70's Vista Verde development **above** LTW with the former's much larger residences, broad paved and curbed roads and directed public drainage flows provided a very substantial and, in my opinion, dangerous surcharge into and through the "rickety" LTW section of that system. Uncontrollable storm drainage flows, residential flooding and landslides are now an expected part of life within the Santa Cruz Mountains' rain curtain within which all LTCMD residents reside. In my opinion, further exacerbation of the problem has also been occasioned by the Planning and Building Department's approval of modest LTW cabin replacement with exponentially larger residences with their increased impermeable surfaces and resultant increased storm drainage flows into the same already overtaxed system declared by the Schaaf and Wheeler engineering firm to be grossly inadequate in its 2013 Master Plan for that system's improvement.

During the same 10 year period, I have watched SMCo funding allocated to the Woodside Fire Protection District (WFPD) used within the LTCMD to upgrade (i.e., "harden") private properties with new roofs, siding etc., without first at least requiring those properties to demonstrate compliance with WFPD's "Defensible Space" standards and their commitment to improving the District's overall fire safety status. During this same period, I am unaware of any of that funding being authorized for storm drainage improvements of any kind on private properties. DPW officials have repeatedly justified that prohibition with the caveat that "County funds" can't be spent on private properties without the granting of an easement to the DPW. When asked why County funds allocated to the WFPD do not carry the same prohibition, DPW representatives have simply stated that they are sure it's "legal", but have been unable/unwilling to explain why. Perhaps the DPW could provide LTCMD residents

with a copy of its agreement with the WFPD.

I continue to believe that timely implementation of the 2013 Schaaf and Wheeler engineering firm's Master Storm Drainage Plan is the essential first step in creating the public drainage safety deserved by LTCMD residents and, I believe, promised by San Mateo County. However, in a perfect world, I would also reconceptualize the LTCMD to include all portions of the original Los Trancos County Water District (LTCWD). Both the Blue Oaks and Oak Forest Court sections of Portola Valley were part of the water district and their fire safety, drainage and certain recreational needs seem to me, to be inextricably linked with those of both Vista Verde (VV) and Los Trancos Woods (LTW). The partnering of San Mateo County, the town of Portola Valley, the Woodside Fire Protection District and the Mid Peninsula Open Space District would provide, in my opinion, a more rational and productive version of the Maintenance District. It could also help bring to a welcome end Mr. LoCoco's cleverly engineered ongoing "cage match" between VV and LTW residents.

Thank you for considering my comments. None are personally directed, and please share them if and as you wish. If you have questions or otherwise wish to discuss any of the above please feel free to contact me.

Respectfully,

Tom Uridel
1111 Los Trancos Road
(650) 851-7091

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Amicus Brief in Support of Monterey LAFCO

Summary

In 2022, Monterey LAFCO denied an activation of latent powers proposal (to provide retail water service) by the Monterey Peninsula Water Management District (MPWMD) to take over a system currently operated by California American Water via eminent domain. Monterey LAFCO based its denial on several independent, well-supported reasons. MPWMD challenged this denial in court (Case No. 22CV000925, Monterey County Superior Court), claiming it violated the Cortese-Knox-Hertzberg Act. According to the Act, a court can only overturn LAFCO's decision if it caused substantial harm and was unsupported by evidence. Although the trial court acknowledged some of LAFCO's reasons were backed by substantial evidence, it still ruled in favor of the District by applying an incorrect legal standard, adding a "rational connection" requirement not found in State law.

Currently, if at least one factor relied on by a LAFCO for its decision is supported by substantial evidence, LAFCO's decision is to be upheld. If the court of appeals publishes its decision and it upholds the trial court's decision, this may reduce LAFCO's authority from a "substantial evidence" to a "rational connection" standard of review for proposals, requiring a LAFCO to prove that its decision is rationally connected to every single factor identified in Government Code Section 56668. Monterey LAFCO argues that even if not all reasons for denial were fully supported, its decision should stand if just one reason meets the substantial evidence threshold.

Monterey LAFCO has appealed this decision to the California 6th District Court of Appeal (Case No. H051849) and has asked if other LAFCOs are interested in filing an amicus brief in support of its pending appeal. San Mateo LAFCo staff, along with Marin, San Diego, Los Angeles, San Joaquin, Sacramento, and CALAFCO have expressed support of the drafting of an amicus brief. The amicus brief will be drafted by former council for LA LAFCo and will be reviewed by the

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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

attorneys representing the seven LAFCo's participating in this effort. Each LAFCo will also be sharing in the cost to prepare the brief, which is estimated to be \$1,200 per LAFCo.

One reason for San Mateo LAFCo's support of preparing an amicus brief is that the issue before the Court of Appeals is one that was core to the recent litigation in East Palo Alto Sanitary District vs. San Mateo LAFCo (Case No. 24-CIV-01489). In this litigation, in which San Mateo LAFCo prevailed, the presiding judge ruled that the standard of review is "substantial evidence" as stated in Government Code Section 56107. This standard does not ask the court to reweigh the evidence or conduct a trial to overturn the decision of a local LAFCo unless there has been a prejudicial abuse of discretion when acting on a proposal or application. Staff believe that this case could have statewide implications. A local LAFCo's ability to review the record presented to the Commission and make a determination based on the substantial evidence before it would be greatly curtailed if the rational connection standard is applied to LAFCo's quasi-legislative decision making.

Recommendation

1. Authorize LAFCo staff and LAFCo Council to allocate staff time and funds, up to \$1,200 from County Attorney funds, to support the work for an Amicus Brief in Support of Monterey LAFCO
2. Direct staff to provide the commission with periodic updates on the status of the appeal of *Monterey Peninsula Water Management District (MPWMD) v. Monterey LAFCO*.

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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September 10, 2024

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: FY 24-25 Year End and FY25-26 Quarterly LAFCo Budget Update
– Information Only

Summary

The intent of the year end and quarterly financial reports is to provide the Commission with an update on how LAFCo performed financially in the previous fiscal year and quarter as compared to the adopted budget and to discuss any issues as appropriate. The practice was recommended during a previous audit as an additional safeguard to ensure sound financial management. In accordance with LAFCo Fiscal Policies and Procedures, the Commission adopts the final budget and is authorized to make adjustments as appropriate.

End of Year Report for FY 2024-25

Revenue

The LAFCo FY 24-25 final budget was adopted on May 15, 2024. Overall, LAFCo revenues totaled \$890,789, slightly under the budgeted amount of \$891,018. The fund balance of \$134,924 from FY 23-24 was carried over and not utilized LAFCo received \$19,434 in application fees in FY 24-25 out of a budget amount of \$35,000.

Expenditures

LAFCo expenditures totaled \$680,783 compared to a budgeted amount of \$796,094 (86%). The variance resulted from salary savings due to the vacancy of the Management Analyst position for four months. Higher than expected costs include expenditures for signage costs for name plates for use in the new County Board of Supervisor's Chamber. Also, Direct Communication expenses were greater than the budgeted amount as it was anticipated that these some of these charges would accrue against the ISD expense item, however sufficient funds were available for these costs.

COMMISSIONERS: RAY MUELLER, CHAIR, COUNTY ▪ VIRGINIA CHANG KIRALY, VICE CHAIR, SPECIAL DISTRICT ▪ KATI MARTIN, SPECIAL DISTRICT
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STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

The carryover funds will be allocated to the reserve fund until the next budget process commences. The ending fund balance for FY 25-26 is \$290,868.

Year to Date Report for FY 2025-26

Revenue

LAFCo has received 100% of the 1/3 apportionment from member agencies. Application revenue to date is \$6,912.

The carryover fund balance from FY 24-25 was \$290,868, approximately \$75,000 more than projected in May. These savings are based on lower than anticipated costs for the County Attorney and the vacant Management Analyst position. These additional funds have been allocated to one-time costs for the County Attorney and for the LAFCo reserve fund.

Expenditures

LAFCo is within budget for all expenditures for FY 25-26.

Recommended Commission Action

Receive the budget update.

Attachments

- A. LAFCo FY 24-25 Budget Actuals
- B. LAFCo FY 25-26 Year to Date

Attachment A

LAFCo	Actuals for FY24-25	Adopted FY 24-25	Actuals FY 24-25	Percentage of Budget
	Sept. 9, 2025			
<i>Expenditures</i>				
4111	Salary & Benefits Executive Officer	302,626	302,626	100%
4111	Salary & Benefits Management Analyst	184,353	136,998	74%
4141	Admin. Leave Cash Out	5,800	5,800	100%
4161	Commissioner Compensation	5,000	5,000	100%
4628	Wellness Dividend	500	0	0%
4512	Workers Compensation Experience	435	435	100%
4000	SALARIES & BENEFITS SUBTOTAL	498,714	450,859	90%
 				
5132	Internet/Communications	100	1,313	1313%
5184	Refund for application	0	0	0%
5191	Outside Printing (other special printing)	1,000	0	0%
5193	General Office Supplies	550	668	121%
5196	Photocopy - in-house copier	550	550	100%
5197	Postage & Mailing Service	1,000	610	61%
5211	Computer Supplies	500	0	0%
5212	Computer Equipment under \$5,000	7,000	6,681	95%
5215	Software License	1,000	870	87%
5218	Corovan Records Storage	700	365	52%
5234	Office Furniture/Equipment	7,500	2,386	32%
5331	Memberships (CALAFCo/CSDA)	16,000	14,318	89%
5341	Legal Advertising	2,500	621	25%
5443	Signage	200	1,346	673%
5712	Mileage Allowance	1,000	549	55%
5721	Meetings & Conferences	19,000	11,557	61%
5733	Training	250	0	0%
5814	Fiscal Office Specialist	1,840	1,840	100%
5838	.5 FTE LAFCo Clerk	61,881	60,230	97%
5842	Outside Auditing Services	9,800	9,800	100%
5848	Graphics	1,500	0	0%
5856	Consulting	0	0	0%
5858	Other Professional Contract Services (Recording of Meetings)	4,200	3,603	86%
5861	DPW/GIS Mapping/Scanning	4,000	0	0%
5866	Fingerprinting new employee	50	88	176%
5872	Controller Admin	8,500	7,293	86%
5969	Other special dept expense	100	841	841%
5000	SERVICES & SUPPLIES SUBTOTAL	150,721	125,529	83%
 				
6712	Telephone	0	0	0%
6713	ISD (Automation Services)	12,000	8,012	67%
6714	Rent	17,059	17,059	100%
6717	Motor Pool	78	0	0%
6725	Gen'l Liability	9,600	9,576	100%
6727	Bond Insurance	72	71	99%
6732	County Attorney's Office	80,000	43,593	54%
6733	Human Resources	100	72	72%
6738	Countywide Security	180	173	96%
6739	All Other Charges (Accounting Software)	320	149	47%
6751	Card key services	250	186	74%

LAFCo	Actuals for FY24-25	Adopted FY 24-25	Actuals FY 24-25	Percentage of Budget
	Sept. 9, 2025			
	Expenditures			
6752	ISD Software Licenses	0	0	0%
6758	ISD Support Service	0	0	0%
6821	A 87 Charges/County Cost Allocation	27,000	25,504	94%
6000	OTHER CHARGES SUBTOTAL	146,659	104,395	71%
	Subtotal Appropriations	796,094	680,783	86%
8612	Reserve	94,924	0	0%
	Special Reserve	0	0	0%
	Total Appropriations Budget	891,018	680,783	86%
	Revenues			
2421	Application Fees	35,000	19,434	56%
2600	Miscellaneous Revenue	0	0	0%
1521	Interest	8,000	23,346	292%
	Intergov. Rev. (County/City/Dist)	713,094	713,085	100%
	Total Revenues	891,018	890,789	100%
	Fund Balance Offset	134,924	134,924	100%
	City/District/County 1/3 Apportionment	237,698		
	Fund Balance			
3333	Fund Balance	134,924	290,868	216%

Attachment B

LAFCo	Year to Date FY 25-26 Budget	Adopted FY 25-26	Expenditures YTD	Percent Expended
	Sept. 9, 2025			
	Expenditures			
4111	Salary & Benefits Executive Officer	332,004	55,334	17%
4111	Salary & Benefits Management Analyst	195,558	32,593	17%
4141	Admin. Leave Cash Out	13,500	0	0%
4161	Commissioner Compensation	5,000	0	0%
4628	Wellness Dividend	500	0	0%
4512	Workers Compensation Experience	500	0	0%
4000	SALARIES & BENEFITS SUBTOTAL	547,062	87,927	16%
5132	Internet/Communications	1,200	84	7%
5184	Refund for application	0	0	0%
5191	Outside Printing (other special printing)	1,000	0	0%
5193	General Office Supplies	700	15	2%
5196	Photocopy - in-house copier	600	0	0%
5197	Postage & Mailing Service	1,000	1	0%
5211	Computer Supplies	500	0	0%
5212	Computer Equipment under \$5,000	2,500	0	0%
5215	Software License	0	0	0%
5218	Corovan Records Storage	700	17	2%
5234	Office Furniture/Equipment	7,500	0	0%
5331	Memberships (CALAFCo/CSDA)	16,000	12,921	81%
5341	Legal Advertising	3,000	64	2%
5443	Signage	600	0	0%
5712	Mileage Allowance	1,000	0	0%
5721	Meetings & Conferences	20,000	4,722	24%
5733	Training	300	0	0%
5814	Fiscal Office Specialist	2,025	0	0%
5838	.5 FTE LAFCo Clerk	69,998	0	0%
5842	Outside Auditing Services	11,000	0	0%
5848	Graphics	1,500	0	0%
5856	Consulting	0	0	0%
	Other Professional Contract Services			
5858	(Recording of Meetings)	4,800	0	0%
5861	DPW/GIS Mapping/Scanning	9,000	0	0%
5866	Fingerprinting new employee	0	0	0%
5872	Controller Admin	10,000	0	0%
5969	Other special dept expense	100	0	0%
5000	SERVICES & SUPPLIES SUBTOTAL	165,023	17,824	11%
6712	Telephone	900	0	0%
6713	ISD (Automation Services)	8,000	43	1%
6714	Rent	20,737	0	0%
6717	Motor Pool	0	0	0%
6725	Gen'l Liability	10,000	6,053	61%
6727	Bond Insurance	85	0	0%
6732	County Attorney's Office	70,000	0	0%
6733	Human Resources	100	0	0%
6738	Countywide Security	190	0	0%
6739	All Other Charges (Accounting Software)	650	0	0%
6751	Card key services	250	0	0%
6752	ISD Software Licenses	1,300	0	0%
6758	ISD Support Service	4,600	0	0%
6821	A 87 Charges/County Cost Allocation	0	0	0%
6000	OTHER CHARGES SUBTOTAL	116,812	6,096	5%
	Subtotal Appropriations	828,897	111,847	13%
8612	Reserve	94,924	0	0

LAFCo	Year to DateFY 25-26 Budget	Adopted FY 25-26	Expenditures YTD	Percent Expended
	Sept. 9, 2025			
	Expenditures			
	Special Reserve	0	0	0
	Total Appropriations Budget	923,821	111,847	
	Revenues			
2421	Application Fees	30,000	6,912	23%
2600	Miscellaneous Revenue	0	0	0%
1521	Interest	8,000	0	0%
	Intergov. Rev. (County/City/Dist)	720,897	720,897	100%
	Total Revenues	923,821	727,809	79%
	Fund Balance Offset	164,924		
	City/District/County 1/3 Apportionment	240,299		
	Fund Balance			
3333	Fund Balance	217,948	217,948	100%

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 10, 2025

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: CALAFCO Conference Update - 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 adopted FY25-26 LAFCo Budget allows for seven LAFCo Commissioners and staff to attend the CALAFCO Conference and currently seven commissioners and staff are registered: Commissioners Mueller, Chang Kiraly, Rainaldi, Wright, and Slater-Carter and Executive Officer Bartoli and Management Analyst Flamm.

Recommendation

Receive the report

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 ▪ COLLEEN YOU, PUBLIC ▪ NOELIA CORZO, COUNTY

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

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September 10, 2025

To: LAFCo Commissioners

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

Subject: Legislative Report – Information Only

Summary

Legislative tracker

As of September 10, 2025, CALAFCO is tracking several bills, including:

- **SB 777 (Richardson)** as amended on July 9, 2025 now requires the Cemetery and Funeral Bureau to convene a workgroup with representatives from CALAFCO, county, city, and state on or before March 1, 2026, to discuss options for ensuring continued care, maintenance, and embellishment of abandoned cemeteries, including the possibility of requiring counties to assume responsibility of cemeteries within their boundaries that become abandoned. The working group is required to provide a report to the Legislature by January 1, 2026. CALAFCO now has a Neutral position on the bill. *(CALAFCO – Neutral)*
- **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 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;

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DIANE ESTIPONA, CLERK

(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.