



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

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

Diane Estipona, LAFCo Clerk