

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

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

Call to Order

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

1. Roll Call

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

Members Absent: None.

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

2. Public Comment

None

3. Consent Agenda

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

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

Commission Action

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

Public Speakers: None.

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

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

Vote not recorded: Commissioner Wright

Motion passed 6-0 by roll call vote.

Public Hearing

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

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

Public Speakers: None.

Commission Action

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

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

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

Vote not recorded: Commissioner Wright

Motion passed 6-0 by roll call vote.

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

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

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

Public Speakers: None.

Commission Action

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

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

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

Motion passed unanimously 7-0 by roll call vote.

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

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

Public Speakers: None

Commission Action

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

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

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

Motion passed unanimously 7-0 by roll call vote.

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

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

Public Speakers: None

Commission Action

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

Motion: Commissioner Chang Kiraly/ Second: Commissioner Draper

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

Motion passed unanimously 7-0 by roll call vote.

Regular Agenda

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

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

Public Speakers: None

Commission Action

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

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

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

Motion passed unanimously 7-0 by roll call vote.

9. CALAFCO Update – Information Only

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

detailed meeting minutes upon their return.

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

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

Commission Action

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

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

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

Motion passed unanimously 7-0 by roll call vote.

10. B) Legislative Report – Information Only

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

Commission Action

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

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

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

Motion passed unanimously 7-0 by roll call vote.

11. Commissioner/Staff Reports

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

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

12. Adjournment

The Commission adjourned at 3:10 PM.

Approved on July 16, 2025



Ray Mueller, Chair

Local Agency Formation Commission of the County of San Mateo

Prepared by: *Diane Estipona*

Diane Estipona, LAFCo Clerk