

**Action Minutes****San Mateo Local Agency Formation Commission Meeting****March 19, 2025**

The regular meeting of the San Mateo Local Agency Formation Commission (LAFCo) was held on Wednesday, March 19, 2025, at 2:30 pm in the Harbor Village District Office of Supervisor Ray Mueller, 270 Capistrano Road, Suite 6, Half Moon Bay, CA. 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, Debbie Ruddock, and Stephen Rainaldi

Members Absent: Commissioner Jackie Speier

Staff Present: Rob Bartoli, Executive Officer

Timothy Fox, Legal Counsel

Sarah Flamm, Management Analyst

Diane Estipona, Clerk

**2. Public Comment**

None

**3. Study Session – Overview of LAFCo**

The Commission was provided with a refresher on LAFCo, covering topics such as Legislative Authority, LAFCo applications for San Mateo County cities and special districts, Municipal Service Reviews, Spheres of Influence updates, and LAFCo Administration.

Public Speakers: None

**4. Consent Agenda**

- a) Approval of Action Minutes: January 15, 2024

**Commission Action**

The Commission approved the Consent Agenda item.

Motion: Commissioner Chang-Kiraly/ Second: Commissioner Draper

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**Public Hearing**

**5. Consideration of Final Municipal Service Review for the San Mateo County Harbor District**

The Commission received the presentation regarding the final MSR regarding the San Mateo Harbor District.

Public Speakers:

John Ullom

Cid Young

Dan Haggerty

Jean Knight

Jim Pruett, San Mateo County Harbor District

**Commission Action**

The Commission approved the final MSR for the San Mateo County Harbor District, including a recommendation to explore ways for the District to allow public comment from remote attendees at Board meetings to enhance transparency and public engagement.

Motion: Chair Mueller/ Second: Commissioner Ruddock

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

The Commission also directed LAFCo staff to develop a draft policy for Municipal Service Reviews addressing public access and participation in meetings held by the County, cities, and special districts. The draft policy will first be reviewed by the Policy and Legislative Committee before being presented to the full LAFCo Commission for consideration.

Motion: Chair Mueller/ Second: Commissioner Chang Kiraly

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**6. Consideration of Draft Municipal Service Review for the Coastside Fire Protection District**

The Commission received the presentation on the draft MSR for the Coastside Fire Protection District.

Public Speakers: Gary Burke, Coastside Fire Protection District

**Commission Action**

The Commission directed the LAFCo Executive Officer to arrange for the Final Municipal Service Review for the Coastside Fire Protection District to be heard at a public hearing during the Commission's upcoming meeting on May 21, 2025, and to distribute the document, along with any required revisions, to the County, cities, and independent special districts.

Motion: Commissioner Draper/ Second: Chair Mueller

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**7. Consideration of Adoption of Proposed Work Program and Draft LAFCo Budget for Fiscal Year 2025 – 2026**

The Commission received the presentation on the FY 2025-2026 Draft LAFCo Budget and Work Program.

Public Speakers: None

**Commission Action**

The Commission approved the proposed FY 2025-2026 Draft LAFCo Budget and Work Program and instructed the Executive Officer to schedule a public hearing for the Final 2025-26 Budget at the Commission meeting on May 21, 2025. The Executive Officer is also directed and to circulate the document, along with any necessary amendments, to the County, cities, and independent special districts.

Motion: Commissioner 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.

**8. Consideration of Revised LAFCo Schedule of Processing Fees**

The Commission received a report on a revised LAFCo Schedule of Processing Fees.

Public Speakers: None

**Commission Action**

The Commission recommended scheduling a hearing at the May 21, 2025, LAFCo meeting for the final adoption of the Revised LAFCo Schedule of Processing Fees.

Motion: Commissioner Chang Kiraly/ Second: Commissioner Draper

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**Regular Agenda**

**9. Consider approval of the draft audit prepared by O'Connor & Company of the San Mateo Local Agency Formation Commission's Financial Statements for the Fiscal Year ending June 30, 2023**

The Commission reviewed the draft audit for the Fiscal Year ending on June 30, 2023.

Public Speakers: None

**Commission Action**

The Commission approved the draft audit prepared by O'Connor & Company for FY ending June 30, 2023.

Motion: Commissioner 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.

**10. Consideration Authorizing the Executive Officer to Execute an Engagement Letter with O'Connor & Company for auditing services for the Fiscal Years June 30, 2024 through June 30, 2026**

The Commission received a recommendation from LAFCo staff to proceed with a longer-term contract to ensure audits are expedited and remain current. Staff requested quotes from four additional vendors and received an engagement letter from O'Connor & Company for a three-year contract that includes a rotating audit team.

Public Speakers: None

**Commission Action**

The Commission authorized the Executive Officer to execute an engagement letter with O'Connor & Company for auditing services covering the Fiscal Years from June 30, 2024, to June 30, 2026.

Motion: Commissioner Ruddock/ Second: Commissioner Rainaldi

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**11. Contract for Scanning Services**

The Commission received an update on the contract services process. Based on two vendor proposals, LAFCo staff recommended selecting E-Records USA, a company also contracted by the County's Department of Public Works. The scanning project is scheduled to begin in May 2025 and is expected to take six to eight weeks to be completed.

Public Speakers: None

**Commission Action**

The Commission approved the scanning services contract.

Motion: Commissioner Rainaldi/ Second: Commissioner Chang Kiraly

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

Absent: Commissioner Speier

Motion passed 6-0 by roll call vote.

**12. CALAFCO Update – Information Only**

The Commission received updates from CALAFCO, including information on recent Board meetings focused on organizing the legislative process and defining Board member responsibilities, the approval of bylaws and policies during a special meeting, and staff and position changes within the organization.

**13. Legislative and Policy Committee**

The Commission was informed of one bill currently being tracked by CALAFCO—AB 2569—which proposes amendments to existing laws, in effect until January 1, 2026, concerning the use of alternative teleconferencing by removing current teleconferencing requirements.

**14. Commissioner/Staff Reports**

The Commission was informed that Jim O’Neil, who served as LAFCo’s Alternate Public Member for seven years, has resigned. Details regarding the recruitment process for his replacement will be presented at the upcoming May meeting, which will be held in the regular meeting location at the Board of Supervisor Chambers.

**15. Adjournment**

The Commission adjourned at 3:58 PM.

Approved on May 21, 2025



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Ray Mueller, Chair

Local Agency Formation Commission of the County of San Mateo

Prepared by: *Diane Estipona*

Diane Estipona, LAFCo Clerk