



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, November 19, 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 500 County Center Redwood City, CA 94063. Members of the public may participate in the meeting remotely via the Zoom platform or in person. For information regarding how to participate in the meeting, please refer to the instructions at the end of the agenda.

Hybrid Public Participation

The November 19, 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 reference the specific agenda item on which you are commenting.

* Spoken public comments will be accepted during the meeting in person or remotely through Zoom. 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 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: September 17, 2025 (*Page 5*)
 - b. Consideration of LAFCo File No. 25-10 – Proposed Outside Service Agreement for a water connection by the City of Redwood City to 3923 Lakemead Way, Unincorporated Redwood City (APN 057-264-160) (*Page 9*)
 - c. Consideration of LAFCo File No. 25-11 – Proposed Sphere of Influence Amendment and Annexation of 1210 Cañada Road, Woodside (APN 072-130-440) to Fair Oaks Sewer Maintenance District (*Page 21*)

Public Hearings

4. Consideration of Circulation Draft Municipal Service Review for the Town of Portola Valley and the Town of Woodside (*Page 42*)
5. Consideration of Final Municipal Service Review for County Service Area 7, Los Trancos County Maintenance District and La Honda Lighting Maintenance District (*Page 123*)

Regular Agenda

6. Appointment of LAFCo Chair and Vice Chair for 2026 (*Page 190*)
7. CALAFCO Conference Update – Information Only (*Page 191*)
 - a. CALAFCO 2025 Annual Conference Update
 - b. CALAFCO Sphere 2025
8. Legislative and Policy Committee (*Page 224*)
 - a. Legislative Report – Information Only
9. Commissioner/Staff Reports – Information Only (*Page 226*)
 - a. 2024 San Mateo County Agricultural Crop Report
10. Adjournment

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

During the LAFCo hybrid meeting, members of the public may address the Commission via

a) Written Comment: Written public comment may be emailed in advance of the meeting.

1. Written comment should be emailed to lafco@smcgov.org.
2. Email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is on the consent agenda, or is not on the 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 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. Regardless of whether such emailed comments are forwarded and posted or are read during the meeting, they will still be included in the administrative record.

b) Spoken Comment:

In-Person Participation: 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, hand it to the Clerk who will distribute the information to the Commission members and staff.

Via Teleconference (Zoom):

1. Access the Commission meeting through Zoom online <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 #.
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

September 17, 2025

The regular meeting of the San Mateo Local Agency Formation Commission (LAFCo) was held on Wednesday, September 17, 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 Vice-Chair Chang-Kiraly.

1. Roll Call

Members Present: Commissioners Virginia Chang-Kiraly, Kati Martin, Debbie Ruddock, Stephen Rainaldi, Jackie Speier and Colleen You

Members Absent: Commissioners Ann Draper and Ray Mueller

Alternate Members Present: Greg Wright and Katheryn Slater-Carter

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: July 16, 2025
- 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)
- 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)

- 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
- 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)

Commission Action

The Commission approved the Consent Agenda, with a correction to the July 16, 2025, Actions Minutes clarifying that it was Commissioner Ruddock, not Commissioner Wright, who voted “yes” on the newly appointed Public Member Alternate.

Public Speakers: None.

Motion: Commissioner Speier/ Second: Commissioner Rainaldi

Ayes: Commissioners Martin, Speier, Ruddock, You, Rainaldi, and Chang-Kiraly

Absent: Commissioners Mueller

Motion passed 6-0 by roll call vote.

Public Hearing

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 Maintenance District

The Commission received the circulation draft report comprised of the Municipal Service Review and Sphere of Influence update for County Service Area 7 (CSA 7), and reviews of the Los Trancos County Maintenance District (LTCMD) and the La Honda Lighting Maintenance District (LHLMD). The report identified key issues in each district, and included four recommendations for CSA 7, and two recommendations for LTCMD.

Public Speakers: David Smernoff (Citizens Advisory Committee, LTCMD)

Commission Action

The Commission approved directing the Executive Officer to place the Final Report for County Service Area 7, Los Trancos County Maintenance District, and La Honda Lighting Maintenance District on the November 19, 2025 Commission meeting agenda for public hearing, and to circulate the document with any necessary updates to the County, cities, and independent special districts. The Commissions also directed the Executive Officer to schedule a virtual public workshop for October 7, 2025 for the MSR.

Motion: Commissioner Rainaldi/ Second: Commissioner Ruddock

Ayes: Commissioners Martin, Speier, Ruddock, You, Rainaldi, and Chang-Kiraly

Absent: Commissioners Mueller

Motion passed 6-0 by roll call vote.

Regular Agenda

5. Amicus Brief in Support of Monterey LAFCO

The Commission received a report on Monterey LAFCo's request for support in filing an amicus brief related to litigation involving the Monterey Peninsula Water Management District's proposal to assume operation of the California American Water system. The case concerns the appropriate standard of review for LAFCo actions, which may have statewide implications. San Mateo LAFCo, along with several other LAFCo's and CALAFCO, expressed support for participating in the amicus brief at a shared cost of up to \$1,200 per agency.

Public Speakers: Katheryn Slater-Carter

Commission Action

The Commission approved a motion authorizing LAFCo staff and LAFCo Counsel to allocate staff time and up to \$1,200 from County Attorney funds to support the preparation of an Amicus Brief in support of Monterey LAFCo and directing staff to provide the Commission with periodic updates on the status of the appeal in Monterey Peninsula Water Management District (MPWMD) v. Monterey LAFCo.

Motion: Commissioner Speier/ Second: Commissioner You

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

Absent: Commissioner Mueller

Motion passed unanimously 6-0 by roll call vote.

6. FY2024-25 Year End and FY2025-26 Quarterly LAFCo Budget Update – Information Only

The Commission received the year-end budget report for FY2024–25 and an update on the FY2025–26 budget. LAFCo revenues for FY2024–25 totaled \$890,789, slightly below budget, with expenditures at 86% of the approved amount due to salary savings. The carryover fund balance of \$290,868 exceeded projections by approximately \$75,000 and was allocated to one-time County Attorney expenses and the reserve fund. LAFCo remains within budget for FY2025–26.

7. CALAFCO Conference Update – Information Only

The Commission received a brief update on attendance for the upcoming CALAFCO Conference, scheduled for October 22–24, 2025, in San Diego. The FY2025–26 LAFCo Budget allows for seven Commissioners and staff to attend, all of which are currently filled by Commissioners Mueller, Chang Kiraly, Rainaldi, Wright, and Slater-Carter, along with Executive Officer Bartoli and Management Analyst Flamm. An update on the conference will be provided at the November meeting.

8. Legislative Report – Information Only

The Commission received an update on legislative bills being tracked by LAFCo. SB 777 (Richardson), SB 5 (Cabaldon), and SB 707 (Durazo) are before the Governor, awaiting his action. The amended SB 707 revises eligibility for participation to certain cities, counties, and large special districts. Under the amendments, only SamTrans would qualify as a special district, and all cities in the County would need to meet the bill’s requirements.

9. Commissioner/Staff Reports – Information Only

LAFCo staff did not have any additional reports.

10. Adjournment

The Commission adjourned at 2:58 PM.

Approved on November 19, 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

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November 12, 2025

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

Subject: Consideration of LAFCo File No. 25-10 - Proposed Outside Service Agreement for water by the City of Redwood City to 3923 Lakemead Way (APN: 057-264-160), 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 3923 Lakemead Way (APN: 057-264-160) represented by authorized agent Jennifer Dai, is seeking a new water connection for a proposed single-family home. The parcel is currently vacant. The County has issued the property owner a planning permit (PLN2018-00053) and building permit (BLD2023-03254) for the new single-family house is currently under review.

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: 057-264-160) shown in the County Assessor records is \$1,044,524. The boundaries of the OSA will conform to the lines of assessment and ownership of the subdivided parcel.

County Clerk: The territory has no registered voters as it is currently vacant land. 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 then 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
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 DIANE ESTIPONA, CLERK

County Environmental Health: Recommends approval. 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 OSA for a water connection requires an authorization letter from the City of Redwood City. The authorization letter was received by LAFCo staff on October 9, 2025.

County Public Works: This property is in the Emerald Lake Heights Sewer Maintenance District and the Emerald Lake Heights Highway Lighting District. The proposed new water line and associated appurtenances to be constructed shall not conflict with or impact the existing sanitary sewer and streetlight facilities of the District. Specific comments will be provided during future reviews.

County Planning: Recommends approval. The County's land use designation is medium low density residential. The proposal is consistent with the County's General Plan and zoning. Considering the proposal of two total units on this property, there is a less than significant to no impact of this proposal on regional resources. The parcel has an associated building permit application (BLD2023-03254) that is currently being reviewed by staff.

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: 057-264-160) 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. 25-10 - Proposed Outside Service Agreement for water by the City of Redwood City to 3923 Lakemead Way (APN: 057-264-160), Unincorporated Redwood City pursuant to Government Code Section 56133.

Attachments

- A. OSA application for File No. 25-10 - Proposed Outside Service Agreement for water by the City of Redwood City to 3923 Lakemead Way (APN: 057-264-160), 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
Jennifer Dai, Authorized Agent

**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 residence located at 3923 Lakemead Way Redwood City CA 94062. APN is 057-264-160

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

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

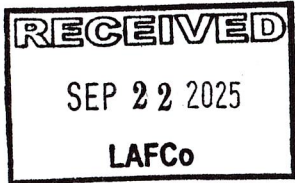
(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

Connect new single family residence to Redwood City Water.

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

Yes No



5. Estimated acreage: 2929 sqft

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	None	Redwood City Water	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.

Property is on Lakemead Way, near intersection with Brookline Way.

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

Vacant land - proposing single family residence.

3. How are adjacent lands used?

North: Lakemead Way street.
 South: Residential Home - 3920 Jefferson Ave Redwood City CA 94062
 East: Residential Home - 3919 Lakemead Way Redwood City CA 94062
 West: Residential Home - 3927 Lakemead Way Redwood City CA 94062

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

Yes, new single family house and associated utility trench work on County-maintained road under

County permit number DPW2024-00315.

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?

Single family residential Zone.

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

Permit numbers are BLD2023-03254 and PLN2018-00053.

8. What additional approvals will be required to proceed?

Redwood City agrees 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?

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?

None.

* * * * *

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: Shangfang LLC

EMAIL: jenniferdaihomes@gmail.com

ADDRESS: 7273 Carneros Ln Dublin CA 94568

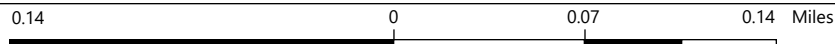
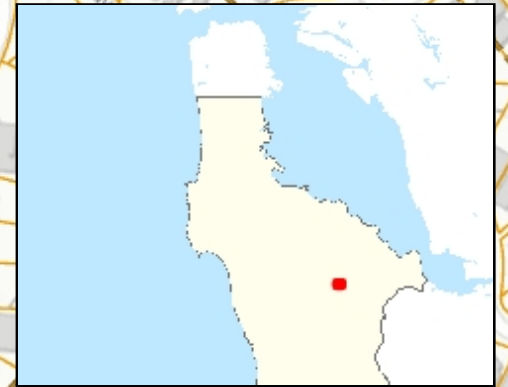
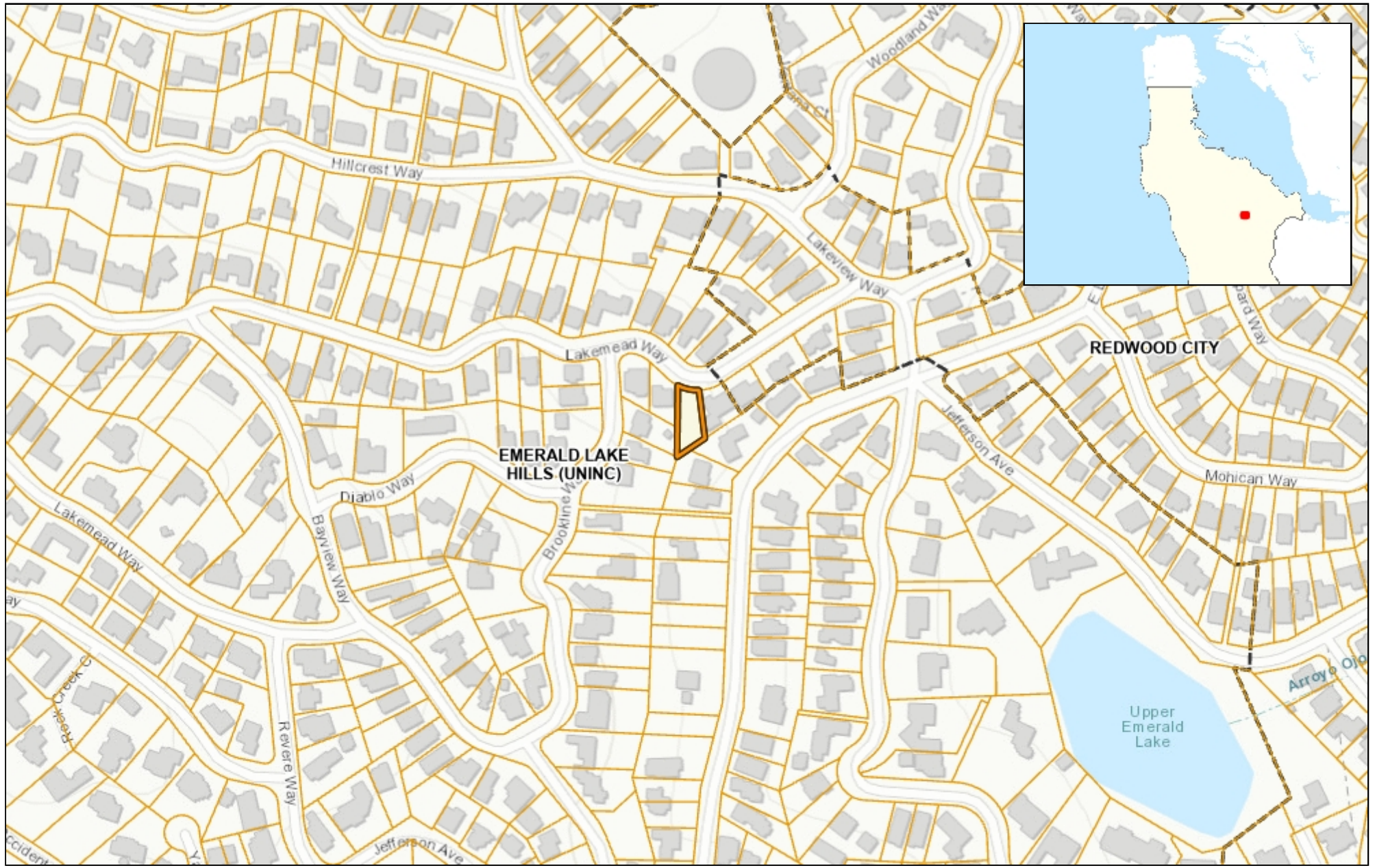
TELEPHONE: 510.590.0366

ATTN: Jennifer Dai

Signature of Proponent

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Gangxi Ye 9/10/2025
Shangfand LLC founder



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September 24, 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 3923 Lakemead Way, APN: 057-264-160 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 3923 Lakemead Way, APN: 057-264-160 ("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 for a new single family residence on a vacant parcel. Approval of the building permits will be 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, flowing style.

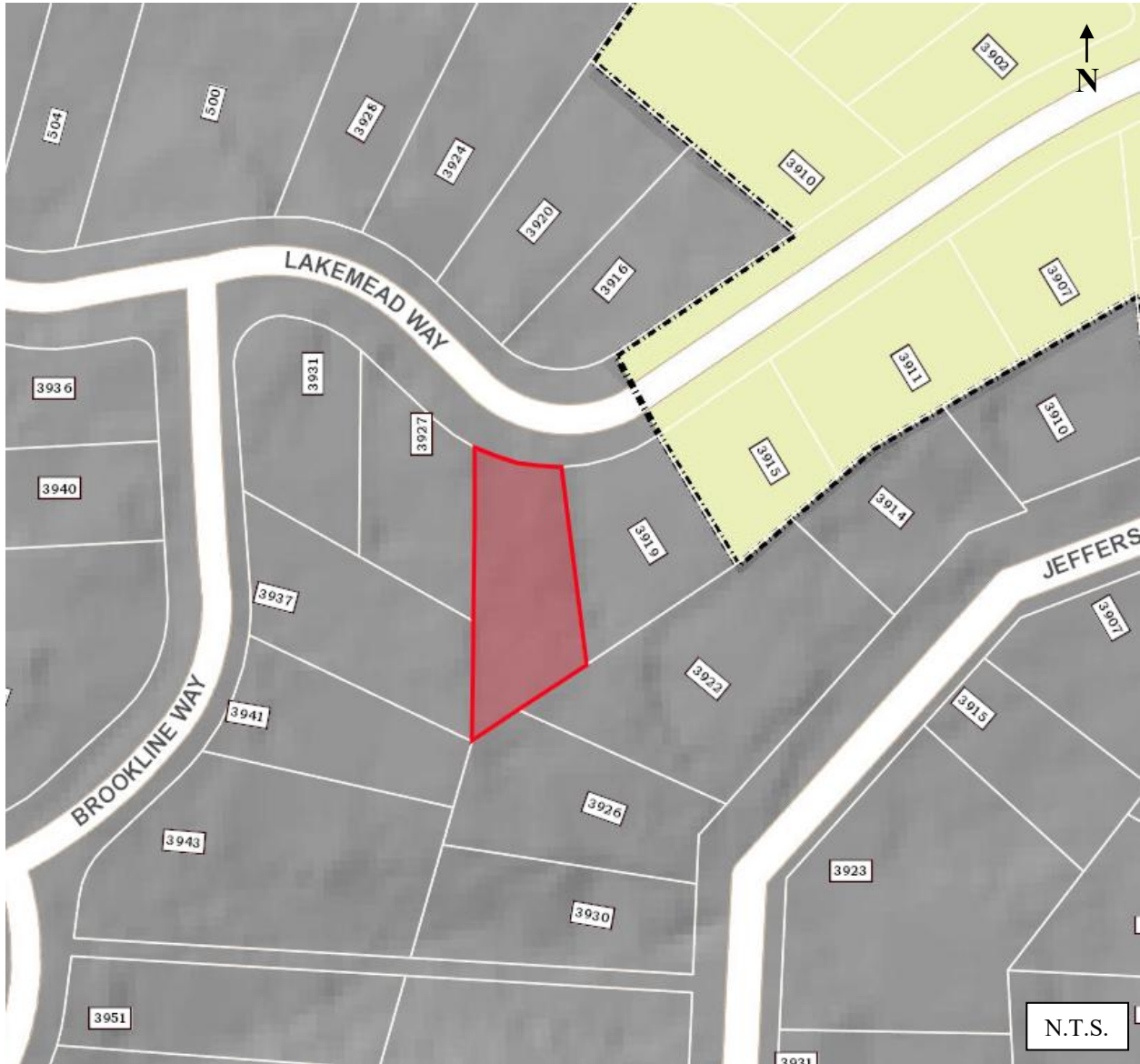
Melissa Stevenson Diaz
City Manager
City of Redwood City

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

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November 12, 2025

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

Subject: Consideration of LAFCo File No. 25-11 - Proposed Sphere of Influence amendment and annexation of 1210 Cañada Rd., Woodside (APN: 072-130-440) to Fair Oaks Sewer Maintenance District

Summary

This proposal, submitted by landowner petition, requests annexation of 1210 Cañada Rd., Woodside (APN: 072-130-440) to Fair Oaks Sewer Maintenance District (FOSMD) to allow for the owner to abandon their private septic system and switch to sewer services. The new sewer connection would allow for the potential redevelopment of the existing single family residential home, or the addition of Accessory Dwelling Unit(s) to the property.

The proposal also requests a Sphere of Influence (SOI) amendment for the FOSMD to include 1210 Cañada Rd.. The proposal has 100 percent landowner consent. Commission approval of the annexation and the SOI amendment is recommended, contingent upon the following condition:

The San Mateo County Board of Supervisors shall approve an amendment to the existing agreement between the County of San Mateo and the Town of Woodside (specifically the Redwood Creek Assessment District) to annex 1210 Cañada Rd., Woodside (APN: 072-130-440) into the Fair Oaks Sewer Maintenance District. Evidence of the approved amendment shall be submitted to LAFCo prior to the recording of the annexation.

Departmental Reports

County Assessor: The total net assessed land valuation for the parcel (APN 072-130-440) shown in the County Assessor records is \$8,775,000. 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, no change in precinct boundary is necessary.

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: Prior to the connection to FOSMD, the property owner will need to have the septic tank properly abandoned with permit through County Environmental Health. Environmental Health recommends approving the proposed annexation.

County Public Works: The Fair Oaks Sewer Maintenance District has no objection to the proposal to annex this parcel with the condition that a supplemental agreement between FOSMD and the Town of Woodside be approved the County Board of Supervisors prior to finalizing the annexation.

Town of Woodside: The Town recommends approval. The Town Council approved (subject to Board of Supervisors approval) the annexation, as well as a sewer allocation transfer to the property pursuant to a supplemental agreement between FOSMD and the Town (Resolution 2025-7754, adopted June 10, 2025). The property owner will pay the Town an equalization fee in exchange for the transferred sewer allocation and a connection fee, in addition to the monthly service fees to be assessed by the FOSMD.

Executive Officer's Report

This proposal has been submitted by landowner petition. The territory proposed for annexation into FOSMD is located at 1210 Cañada Rd. (APN: 072-130-440) in the Town of Woodside. The single-family home on the property currently has an onsite septic system. The property owner must properly abandon the current septic tank through permit with County Environmental Health prior to connecting to FOSMD. The switch to sewer service would enable further development on the property.

This annexation would allow the County to bill for sewer service on the property tax bill, like other parcels within FOSMD, and it would clarify the service boundaries of the sewer district. The property is not currently within any sphere of influence (SOI) of any sewer district. This proposal also requests a SOI amendment for the FOSMD to include 1210 Cañada Rd.

The following condition must be met prior to the annexation being recorded: The San Mateo County Board of Supervisors approves an amendment to the agreement between the County and the Town of Woodside (specifically the Redwood Creek Assessment District) to annex this parcel into the FOSMD.

Sphere of Influence Amendment: The Sphere of Influence of the Fair Oaks Sewer Maintenance District (FOSMD) is coterminous with the boundaries of the District. FOSMD services portions of Woodside, Atherton, Menlo Park, Redwood City, and unincorporated County. Currently, 1210 Cañada Rd. is not in the SOI of any sewer maintenance district. In adopting a SOI amendment, Section 56425(e) of the Cortese-Knox-Hertzberg Act requires that the Commission consider the following factors and prepare a written statement of determination:

1) The present and planned land uses in the area, including agricultural and open-space lands: The subject 3.0-acre parcel is located in the Town of Woodside and is designated Residential in the Town's General Plan. The parcel currently has one single-family residence. The current single-family residence has a private onsite septic system. The parcel does not include agricultural or open space lands as defined in the Cortese-Knox-Hertzberg Act.

2) The present and probable need for public facilities and services in the area: The subject parcel is in the Town of Woodside, and like most properties in Town, has historically relied on a private onsite septic system. It is likely that in the near and long-term, an increasing number of properties in the Town of Woodside will demand sewer service. On this specific property, the conversion from septic to sewer could facilitate the redevelopment of the existing single family residential home, or the addition of Accessory Dwelling Unit(s). The property is served by Cal Water, a private company, for domestic water service.

3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide: Per County Department of Public Works staff, FOSMD is able to provide sanitary sewer services to the subject parcel. The District's present capacity of public facilities and services is adequate.

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: None.

5) Present and probable need for water, wastewater, and structural fire protection facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence: There are no disadvantaged unincorporated communities (DUCs) within FOSMD service area based upon mapping information provided by the State of California Department of Water Resources. The SOI amendment is limited to 1210 Cañada Rd.

Nature, Extent and Location of Services Provided by the District: A Sphere of Influence amendment requires that LAFCo establish the nature, extent and location of services provided by the District. FOSMD is administered by the County of San Mateo Public Works Department and governed by the San Mateo County Board of Supervisors. The District was formed in 1939 and includes territory in portions of Woodside, Atherton, Redwood City, Menlo Park and unincorporated areas including North Fair Oaks. The district has 81 miles of pipelines and over 7,000 connections. Effluent flows to the Silicon Valley Clean Water wastewater treatment plant in Redwood City under an agreement between the District and the City of Redwood City for both sewer treatment capacity and for transmission of effluent through the City's sewer system.

As an enterprise district, the primary revenue source is sewer fees that are assessed on the property tax bill of parcels within the District. FOSMD has an agreement with the City of Redwood City for 2.5 million gallons per day of wastewater generated by FOSMD to be treated at the Silicon Valley Clean Water wastewater treatment plant.

Property Tax Exchange: As an annexation to an enterprise district, the annexation is not subject to property tax transfer.

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 Motion

By resolution, approve File No. 25-11 - Proposed Sphere of Influence amendment and annexation of 1210 Cañada Rd., Woodside (APN: 072-130-440) to the Fair Oaks Sewer Maintenance District with the following condition of approval:

- 1) The San Mateo County Board of Supervisors shall approve an amendment to the existing agreement between the County of San Mateo and the Town of Woodside (specifically the Redwood Creek Assessment District) to annex 1210 Cañada Rd., Woodside (APN: 072-130-440) into the Fair Oaks Sewer Maintenance District. Evidence of the approved amendment shall be submitted to LAFCo prior to the recording of the annexation.

Attachments

- A. Annexation Application for 1210 Cañada Rd., Woodside and map and legal description
- B. LAFCo Notice of Public Hearing
- C. Resolution No. 1344

Cc: Jason Ledbetter, Town of Woodside
Edgardo Diaz, San Mateo County Environmental Health
Chephren Goree, San Mateo County Clerk
Andrew Smith, San Mateo County Assessor
Julie Young, County Public Works
Jamie Boyle, 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.

The existing residential property located at 1210 Canada Road, Woodside, CA 94062 APN 072130440 currently has a private septic system. The Town of Woodside has consented to annexing the property into the Fair Oaks Sewer District which the property owners would like to pursue. The existing property is not currently within the boundaries of the Fair Oaks Sewer Maintenance District. Annexation to the Fair Oaks Sewer Maintenance District is requested.

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

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

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

3. What are the reasons for the proposal?

The owner would like to abandon the private septic system and annex into the Fair Oaks Sewer Maintenance District, and install necessary infrastructure to receive sewer services.

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

Yes No

5. Estimated acreage: 3.0 acres

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.

Town of Woodside
Fair Oaks 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	Private	Fair Oaks Sewer District	Landowner	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 existing residential property located at 1210 Canada Road, Woodside, CA 94062 is on the west side of Canada road, and near the intersection with Olive Hill Ln.

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

Single family residential.

3. How are adjacent lands used?

North: Single family residential.

South: Single family residential.

East: Single family residential.

West: Single family residential.

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

No.

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

Single family residential.

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

RR - Rural Residential

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

None.

8. What additional approvals will be required to proceed?

The agreement between Redwood Creek Assessment District and the Fair Oaks Sewer Maintenance District will need to be amended. The Fair Oaks Sewer District prepares a map and description of the property to be annexed before the County Board of Supervisors adopts a Resolution of Intention to annex the parcel. Note: The applicant will be responsible for the map and geographical description for the annexation.

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. There is potential to add additional bedrooms to the main house or add ADU's to the property.

* * * * *

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:

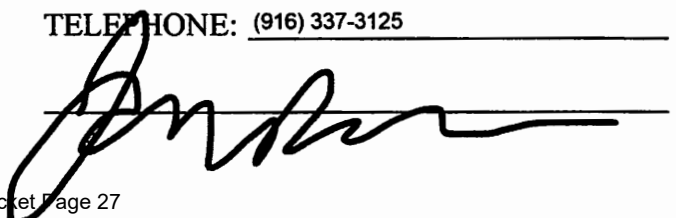
NAME: Jamie Boyle

EMAIL: Jamie.defazio@gmail.com

ADDRESS: 1210 Canada Road, 94062

TELEPHONE: (916) 337-3125

ATTN: _____



Addendum to Application titled LAFCo File No. 072-130-440

Proposed _____ off/for (Address)
1210 Canada Road, Woodside, CA 94062

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.

Jamie Boyle _____ Date 9-11-25
Jamie Boyle

Eric Boyle _____ Date 9/12/25
Eric Boyle

_____ 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 to the Fair Oaks Sewer Maintenance District is requested.

3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) A attached hereto and by this reference incorporated herein.

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). The proposal is not consistent and requires a sphere of influence amendment.

6. The reason(s) for the proposed ^{annexation} _____ (annexation, detachment, reorganization, etc.) is/are:
The owner would like to abandon the private septic system and annex into the Fair Oaks Sewer Maintenance District, and install necessary infrastructure to receive sewer services.

7. The proposed ^{annexation} _____ is requested to be made subject to the following terms and conditions:

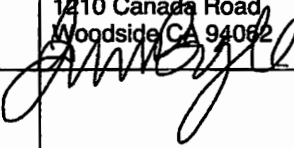
The agreement between Redwood Creek Assessment District and the Fair Oaks Sewer Maintenance District will need to be amended. The Fair Oaks Sewer District prepares documents to be annexed before the County Board of Supervisors adopts a Resolution of Intention to annex the parcel.

8. The persons signing this petition have signed as:

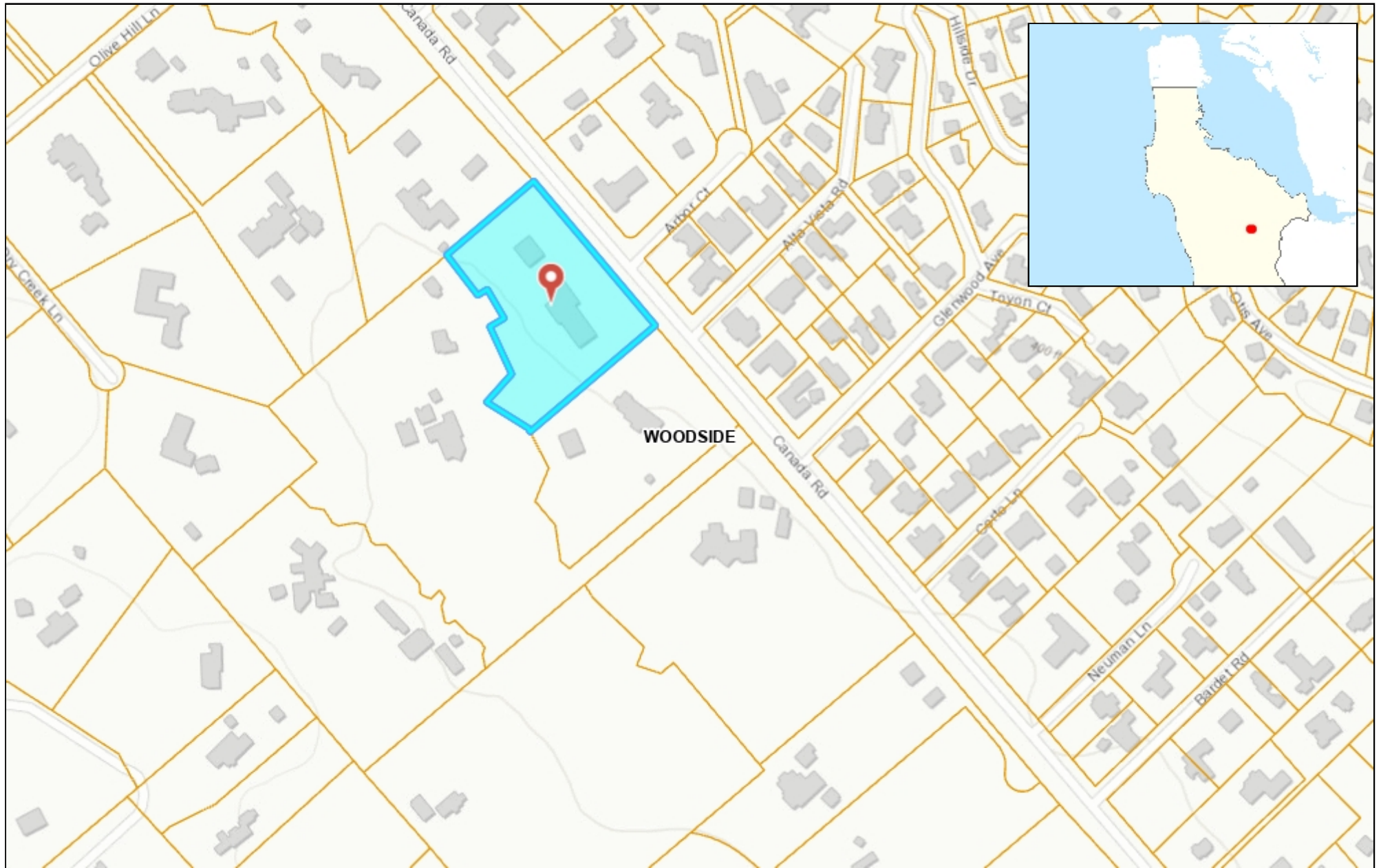
registered voters or Owners of land (check one) within the subject territory.

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*
9/18/25	Jamie Boyle	1210 Canada Road Woodside CA 94062 	072-130-440

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



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

**SUPPLEMENT SPHERE OF INFLUENCE
AMENDMENT APPLICATION**

TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

INSTRUCTIONS: The questions on this form are designed to obtain data about the specific sphere of influence amendment application to allow the Commission, staff and others to adequately assess the application.

1. Please identify the agencies involved in the proposed sphere of influence change(s):
 Fair Oaks Sewer Maintenance District

2. Describe the district's/agency's current sphere of influence based on the following:

Larger-than-agency: A sphere may be designated for a city or special district that is larger than its existing boundaries if there is a need for services beyond its boundaries.

3. What type of Sphere Amendment is the application requesting?

Sphere Expansion

Sphere Reduction

4. Provide a description narrative of the following factors of consideration as outlined in Government Code Section 56425.

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

The land use for 1210 Canada and nearby area is all single family residential.

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

The majority of properties in the Town of Woodside have private onsite septic systems. Some properties, however, are served sewer from the County's Fair Oaks Sewer Maintenance District (via the Redwood Creek Assessment District). It is likely that in the near and long term an increasing number of properties in the Town of Woodside will need/want sewer service, due to various factors such as failing septic systems and increased development.

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

The Fair Oaks Sewer Maintenance District is the largest of the ten County-governed sewer districts. Operated by the San Mateo County Department of Public Works, the District was formed in 1939 and includes territory located in portions of Woodside, including adjacent to the

1210 Canada Rd parcel. Effluent flows to the South Bayside System Authority under an agreement between the District and the City of Redwood City. As an enterprise district, the primary revenue source is sewer fees that are assessed on the property tax bill. The Board of Supervisors establishes fees subject to Proposition 218.

The existence of any social or economic communities of interest in the area.

None.

The present and probable need for public facilities or services related to sewers, municipal and industrial water, or structural fire protection for any disadvantaged unincorporated community, as defined by Govt. Code Section 56033.5, within the existing sphere of influence.

There are no disadvantaged unincorporated communities within the existing FOMSD sphere of influence.

5. If the sphere of influence amendment includes a city sphere of influence change, provide a written statement of whether or not agreement on the sphere change between the city and county was achieved as required by Government Code Section 56425. In addition, provide a written statement of the elements of agreement (such as, development standards, boundaries, zoning agreements, etc.) (See Government Code Section 56425)

Expanding the FOMSD sphere of influence to include 1210 Canada Rd does not involve any changes to any city sphere of influence.

6. If the sphere of influence amendment includes a special district sphere of influence change, provide a written statement that includes: (a) specifying the function or classes of service provided by the district(s) and (b) specifying the nature, location and extent of the functions or classes of service provided by the district(s). (See Government Code Sections 56425(i) and 56425(j))

The FOSMD provides sewer services to portions of the Town of Woodside. FOSMD will provide new sewer services to 1210 Canada Rd which is a single family residence on 3 acres of land, which has been reliant on a private onsite septic system. There is the possibility that with the sewer connection, the main house may be expanded to add additional bedroom or an Accessory Dwelling Unit could be added to the property.

If additional sheets are submitted or a separate document provided to fulfill Item #5, the narrative description shall be signed and certified by an official of the agency(s) involved with the sphere of influence review as to the accuracy of the information provided.

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: Jamie Boyle *Jamie*
10/30/25

EMAIL Jamie.defazio@gmail.com

ADDRESS: 1210 Canada Road Woodside, CA 94042 TELEPHONE: 9163373125

EXHIBIT "A"

Date: October 24, 2025

Annexed to: Fair Oaks Sewer Maintenance District

Name of Annexation: Fair Oaks Sewer Maintenance

Geographic Description

Lands of Boyle Family Trust

All that certain real property, situate in the Town of Woodside, County of San Mateo, State of California, being all of Parcel 2 and a portion of the right of way of Canada Road (80 feet wide), as shown on that certain map entitled "Land Division Map No. 230, Parcel Map, Town of Woodside, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on June 21, 1978 in Volume 42 of Maps at Pages 51 through 52, more particularly described as follows:

Beginning at the West corner of said Parcel;

Course 1.) Along the Northwest line of said parcel, North 49°10'23" East, 258.41 feet to the North corner of said parcel, thence,

Course 2.) Leaving last said line, North 49°08'30" East, 40.00 feet to the centerline of said Canada Road, thence,

Course 3.) Along said centerline, South 40°51'30" East, 427.81 feet, thence,

Course 4.) Leaving said centerline, South 49°08'30" West, 40.00 feet to the East corner of said parcel, thence,

Course 5.) Along the Southeast line of said parcel, South 49°10'23" West, 372.43 feet to the South corner of said parcel, thence,

Course 6.) Along the general Southwesterly line of said parcel, North 27°43'37" West, 9.04 feet, thence,

Course 7.) Continuing along last said general southwesterly line, North 58°45'07" West, 111.62 feet, thence,

Course 8.) Continuing along last said general southwesterly line, North 41°23'33" East, 85.57 feet, thence,

Course 9.) Continuing along last said general southwesterly line, North 25°32'54" West, 118.21 feet, thence,

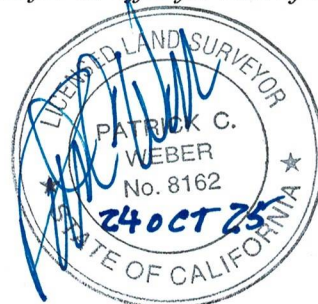
Course 10.) Continuing along last said general southwesterly line, North 58°57'45" East, 37.78 feet, thence,

Course 11.) Continuing along last said general southwesterly line, North 31°02'15" West, 75.50 feet, thence,

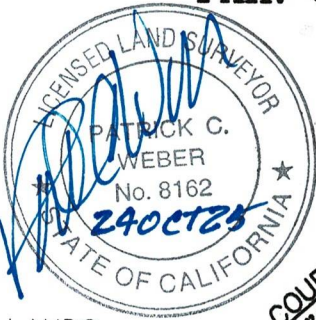
Course 12.) Continuing along last said general southwesterly line, South 58°57'45" West, 25.46 feet, thence,

Course 13. Continuing along last said general southwesterly line, North 38°14'37" West, 115.00 feet to the **Point of Beginning** containing 3.40 acres, more or less.

For assessment purposes only. The description 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.



**FAIR OAKS SEWER MAINTENANCE DISTRICT
(1210 CANADA ROAD)**



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.

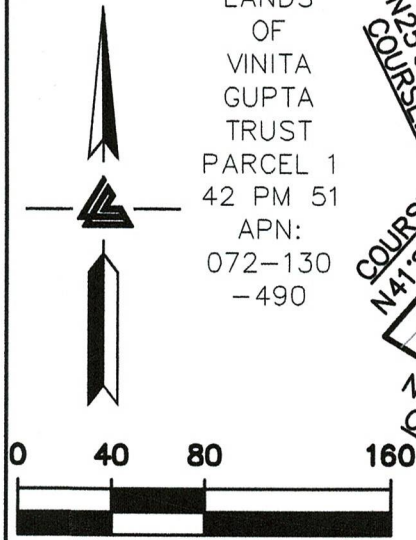
LANDS OF SHORIN TRUST
APN: 072-130-440

COURSE: 12
S58°57'45"W
25.46'

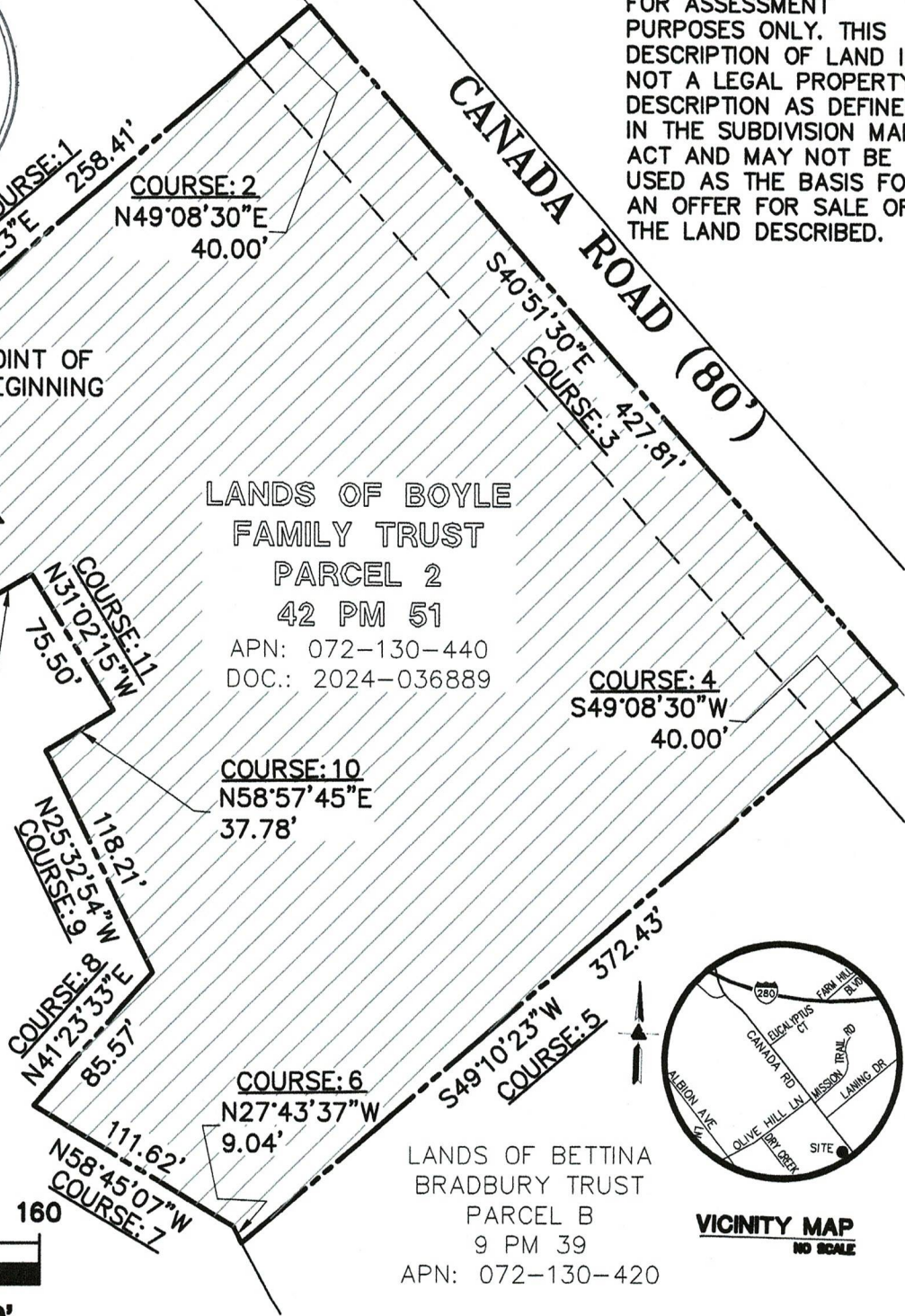
LANDS OF VINITA GUPTA TRUST
PARCEL 1
42 PM 51
APN: 072-130-490

LANDS OF BOYLE FAMILY TRUST
PARCEL 2
42 PM 51
APN: 072-130-440
DOC.: 2024-036889

LANDS OF BETTINA BRADBURY TRUST
PARCEL B
9 PM 39
APN: 072-130-420



SCALE: 1" = 80'



VICINITY MAP
NO SCALE



LEA & BRAZE ENGINEERING, INC.

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

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
1210 CANADA ROAD
WOODSIDE, CALIFORNIA
SAN MATEO COUNTY
RANCHO CANADA DE RAYMUNDO

2053656

SAN MATEO LAFCO
ROB BARTOLI
455 COUNTY CTR., 2ND FL.
REDWOOD CITY, CA 94063

PROOF OF PUBLICATION

FILE NO. LAFCo Public Notice for 11/19/25

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

10/29/2025

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Rio Vista, California.
On this 29th day of October, 2025.



Public Notice Advertising Clerk

NOTICE OF PUBLIC HEARING BY THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION

NOTICE IS HEREBY GIVEN by the San Mateo Local Agency Formation Commission that a public hearing is scheduled for a Regular Meeting on November 19, 2025, at 2:30 pm in the San Mateo County Board of Supervisors Chambers, 500 County Center, Redwood City, CA 94063. At this meeting the following will be considered:

1. Consideration of Final Municipal Service Review for South County Part 1 - County Service Area 7, Los Trancos County Maintenance District and La Honda Lighting District

2. Consideration of Municipal Service Review Circulation Draft for South County Part 1 - Town of Portola Valley and Town of Woodside

3. Consideration of LAFCo File No. 25-11 - Proposed Sphere of Influence Amendment and Annexation of 1210 Canada Road, Woodside (APN 072-130-440) to Fair Oaks Sewer Maintenance District

The Local Agency Formation Commission November 19, 2025, meeting can be accessed through Zoom. Information about how to access this meeting will be posted on the San Mateo LAFCo website at www.smcgov.org/lafco.

Information/Contact: Staff reports and attachments will be available November 12, 2025 at

www.smcgov.org/lafco. If you have any questions, please contact Rob Bartoli, Executive Officer at (650) 363-4224 or rbartoli@smcgov.org

Rob Bartoli
Dated: October 29, 2025 Executive Officer

**SMCT 6928584
Oct. 29, 2025**

RESOLUTION NO. 1344

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 25-11 -
SPHERE OF INFLUENCE AMENDMENT AND
ANNEXATION OF 1210 CANADA ROAD, WOODSIDE (APN 072-130-440)
TO THE FAIR OAKS SEWER MAINTENANCE DISTRICT**

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 Fair Oaks Sewer Maintenance 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 proposed annexation is not consistent with the Sphere of Influence with the Fair Oaks Sewer Maintenance District and it is appropriate that the Commission amend the Sphere of Influence to include the territory in the Sphere of Influence of the Fair Oaks Sewer Maintenance District and that the Commission make the following determinations:

1) The present and planned land uses in the area, including agricultural and open-space lands: The subject 3.0-acre parcel is located in the Town of Woodside and is designated Residential in the

Town’s General Plan. The parcel currently has one single-family residence. The current single-family residence has a private onsite septic system. The parcel does not include agricultural or open space lands as defined in the Cortese-Knox-Hertzberg Act.

2) *The present and probable need for public facilities and services in the area:* The subject parcel is in the Town of Woodside, and like most properties in Town, has historically relied on a private onsite septic system. It is likely that in the near and long-term, an increasing number of properties in the Town of Woodside will demand sewer service. On this specific property, the conversion from septic to sewer could facilitate the redevelopment of the existing single family residential home, or the addition of Accessory Dwelling Unit(s). The property is served by Cal Water, a private company, for domestic water service.

3) *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.* Per County Department of Public Works staff, FOSMD is able to provide sanitary sewer services to the subject parcel. The District’s present capacity of public facilities and services is adequate.

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:* None.

5) *Present and probable need for water, wastewater, and structural fire protection facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence:* There are no disadvantaged unincorporated communities (DUCs) within FOSMD service area based upon mapping information provided by the State of California Department of Water Resources. The SOI amendment is limited to 1210 Cañada Rd..

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 condition:

County of San Mateo - Fair Oaks Sewer Maintenance District

- 1) The San Mateo County Board of Supervisors shall approve an amendment to the existing agreement between the County of San Mateo and the Town of Woodside (specifically the Redwood Creek Assessment District) to annex 1210 Cañada Rd., Woodside (APN: 072-130-440) into the Fair Oaks Sewer Maintenance District. Evidence of the approved amendment shall be submitted to LAFCo prior to the recording of the annexation.

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 3.0 acres, is found to be “uninhabited,” and is assigned the following distinctive short form designation: Annexation of 1210 Cañada Road, Woodside to the Fair Oaks Sewer Maintenance District.

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

Regularly passed and adopted this _ day of _____, 2025.

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:

Roberto 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

November 12, 2025

To: LAFCo Commissioners

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

Subject: Consideration of Circulation Draft Municipal Service Reviews and Sphere of Influence Updates for the Town of Woodside and the Town of Portola Valley

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 draft report includes MSR and SOI updates for the Town of Woodside and the Town of Portola Valley. LAFCo last conducted MSR's and SOI updates for the two towns in 2007.

Town of Woodside: The Town of Woodside was incorporated on November 16, 1956 as a general law municipality. As of January 2025, the estimated population is 5,206. The Town covers approximately 12 square miles of rural and suburban San Mateo County. As of November 2025, the Town employs 24.75 Full Time Equivalent staff. The FY2025-26 adopted General Fund budget is \$12,662,540.

Town of Portola Valley: The Town of Portola Valley was incorporated in 1964 as a general law municipality. As of January 2025, the estimated population is 4,286. The Town covers approximately 9 square miles of rural and suburban San Mateo County. As of November 2025, the Town budget includes 15.5 Full Time Equivalent staff. The FY2025-26 adopted General Fund budget is \$8,167,859.

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

Current Key Issues

The Town of Woodside is a Tax Equity Allocation City, meaning the amount of property tax the Town receives is lower than its neighbors. Property tax is the Town's main source of revenue (51% of proposed revenue in FY2025-26). The adopted FY2025-26 general fund budget is \$12,662,540. In FY2025-26, the Town will pay \$3,120,703 to the County Sheriff for its policing contract. Based on Town projections, costs for the Sheriff contract will continue to grow faster than overall Town revenue. By the end of the current contract term in FY2030-31, the Town estimates that there will be a \$1M gap between the contract cost and general fund revenue. This gap would need to be resolved through use of reserves/fund balance, enhanced Town revenue, or the reduction of service levels provided in the contract.

The Town's 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 323 units by year 2031, including rezoning certain housing sites and allowing a variety of housing types. Currently, the majority of the Town is served by on-site septic systems, however, there are some portions of the Town that receive sewer services from either the Town or from another sewer agency. As development occurs, the Town will need to consider whether expanding public sewer services will be required to support the Housing Element projects.

LAFCo last conducted an MSR and SOI update for the Town of Woodside in 2007. As part of the 2025 MSR, three parcels adjacent to the Town's boundaries in unincorporated County have been identified to be included in the Town's SOI. Each of these three parcels is currently developed with single-family homes utilizing onsite septic systems: 425 West Maple Way (APN 068-100-240), 445 West Maple Way (APN 068-100-260), and 465 West Maple Way (APN 068-100-250). In the future, if the property owners wanted to annex to a city for municipal services, the only city that they are adjacent to and hence would be eligible to annex to would be the Town of Woodside.

The Town of Portola Valley is a Tax Equity Allocation City, meaning the amount of property tax the Town receives is lower than its neighbors. Property tax is the Town's main source of revenue (53% of proposed revenue in FY2025-26). The Town has had a structural deficit for its General Fund since FY2021-22 necessitating the use of reserve funds to balance the budget. One of the largest drivers of rising costs has been the contract with the San Mateo County Sheriff's Office. From FY2018-23, the annual contract amount for Sheriff services was \$1.49M. Under the FY2023-25 two-year contract, the annual cost increased by 59% to \$2.38M. It is anticipated that the cost of the contract with the Sheriff's Office will continue to outpace Town revenue. The Town Managers of Portola Valley and Woodside are conducting preliminary discussions regarding sharing a contract with the Sheriff's Office.

In order to balance the budget and not impact the Town's general fund reserve, the Town will need an additional \$1M in expenditure cuts in FY2026-27 through FY2029-30. The Town's reserve fund is on pace for a deficit by FY2029-30 without a new revenue source. The Town is currently exploring potential revenue measures to address this structural deficit.

The Town is behind on its financial audits, having only in September 2025 completed the FY2021-22 Annual Comprehensive Financial Report (ACFR). The Town has adopted a work program to catch up on outstanding audits, however, the lack of audited budget numbers has hindered fiscal forecasting.

Currently, due to budget constraints, the Town has adopted a one-year Capital Improvement Program (CIP) for FY2025-26 related to roads, storm drains, trails and IT enhancements. This CIP only identifies projects that will have expenditures in the upcoming fiscal year. According to Town staff, an expanded and compressive five-year CIP is currently being drafted and will be adopted as part of the budget cycle for FY2026-27.

The Town has a compliant 2023-31 Housing Element, but there were challenges in having the plan approved by the State. The Town is required to plan for 253 units, which is four times the amount required in the previous Housing Element. The formation and approval of the Housing Element plan required over \$1M for staff, consultants, and legal services. The Town has budgeted additional funds for the current fiscal year to implement the programs and policies associated with the newly adopted Housing Element.

Proposed MSR Determinations and Recommendations for the Town of Woodside

As required by State law, there are seven areas of MSR determination, including local policies as set forth in Section 56430. LAFCo has the following determinations and recommendations:

- I. **Growth and Population Determination:** Over the next five years, the population of the Town of Woodside (5,206) is projected to grow between 2-4%. The Town's 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 323 units by year 2031, including rezoning certain housing sites and allowing a variety of housing types. Ultimately, the Town will need to consider whether expanding public sewer services is required for the planned housing sites.

Recommendation:

1. The Town should continue to evaluate potential options for providing sewer services within the Town, particularly if these services are required to support the development of properties identified in the Town's adopted Housing Element.
- II. **Disadvantaged Unincorporated Communities Determination:** The Town'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:** Based Town projections, costs for the Sheriff contract will continue to grow faster than overall Town revenue. By the end of the current contract term in FY2030-31, the Town estimates that there will be a \$1M gap between the contract cost and Town General Fund revenue. This gap would need to be resolved through use of reserves/fund balance, enhanced Town revenue, or the reduction of service levels provided in the contract.

The Town is currently exploring options for increased access to sewer services. In general, existing sewer services within the Town are in the areas around Cañada Rd. and Woodside Rd., meaning that most areas in the Town are not in the vicinity of sewer services. With no sewer treatment facility within Town boundaries, sewer service is reliant on treatment allocation from the City of Redwood and the Fair Oaks Sewer Maintenance District (FOSMD), which have their own development pressures to address.

Recommendations:

2. The Town should have regular meetings with the FOSMD/County to align policies and processes on sewer allocations to parcels within the Town, especially in the Redwood Creek Sewer Assessment (RCS) area.
3. The Town and FOSMD/County should evaluate ways of streamlining the existing Town-FOSMD capacity agreement amendment process for when parcels are annexed to FOSMD. The boundaries and service area of FOSMD should be reviewed so that the current and future geographical boundaries of the District are clearly delineated for all parties involved (i.e. the Town, FOSMD, LAFCo, and residents). The agencies should seek alignment on the topic of what happens to district boundaries when reallocating unused RCS sewer connections to parcels outside of RCS and outside of FOSMD. Area plans depicting the probable extent of sewer service boundaries should be developed.
4. An audit of parcels in the Redwood Creek Sewer Assessment area should be conducted to identify which parcels have been connected to the FOSMD system, determine which connections are still outstanding, and to confirm which parcels have paid assessment fees. The audit should also review information about the sewer system flow and treatment capacity for FOSMD and the Town.
5. The Town should conduct a Town-wide or area-specific sewer feasibility study for areas that are outside of existing sewer service boundaries. In areas where topography or parcel size could limit septic system replacement, a sewer system would be required for new development or to replace a failed septic system. The study should evaluate priority areas in Town for sewer service, how services could be provided, and how these services would be financed. This study would also provide neighboring and/or partner agencies visibility into Town priorities and objectives related to sewer services, and help evaluate potential impacts to their infrastructure.

IV. Financial Ability Determination: LAFCo staff has not identified any issues with the Town's budgeting practices. The Town's adopted general fund operating budget for FY2025-26 totals \$12,662,540. The estimated operating reserve amount is \$3,666,254. The Town of Woodside has a five-year Capital Improvement Program for which funding has been identified for approximately 93% of anticipated costs. The Town of Woodside is classified as Tax Equity Allocation jurisdiction, which limits the amount of property tax that the Town receives. The Town general fund primary revenue source is property tax (51% of proposed revenue in FY2025-26). The Town staff and Council has expressed concerned about the continued increase in the cost of the Sheriff's Office contract and will continue to monitor the impact of the contract on the Town's general fund.

Recommendation: None

V. Shared Service and Facilities Determination: The Town has agreements and partnerships with various organizations. Contracting for services has the benefit of enabling the Town to adjust service levels depending on budget and needs.

Recommendation:

6. The Town should continue discussions with the Town of Portola Valley regarding the possibility of a joint contract with the Sheriff's Office for police services, as well as explore other opportunities for shared services or contracts.

VI. Accountability, Structure, and Efficiencies Determination: The Town of Woodside is general law city and utilizes a Council-Manager form of government. The five city council members are elected by District. Town Council meetings are held in-person at 7pm at Independence Hall, 2955 Woodside Road on the 2nd and 4th Tuesday of every month. The public may attend meetings in-person or online via Zoom. Public comment is accepted via Zoom as well as in-person. LAFCo has no current concerns regarding the governance accountability, structure or efficiencies of the Town.

Recommendation: None

VII. Other Issues Determination: The Town has adopted a Climate Action Plan and participates in the Local Hazard Mitigation Plan. It has an Emergency and Preparedness Committee. The Town works with the Woodside Fire Protection District for hazard mitigation efforts, including a matching fund program for homeowner's to enhance their defensible space and home hardening.

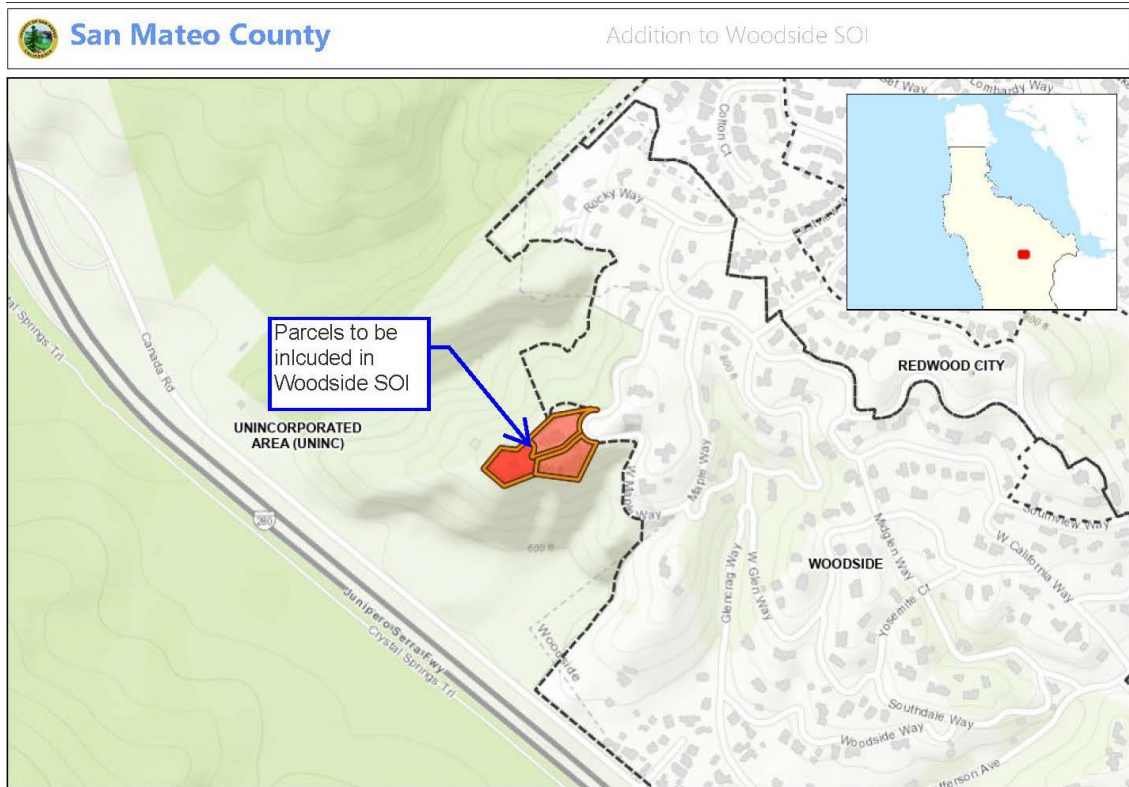
Recommendation:

7. LAFCo encourages the Town of Woodside to continue its work in the areas of natural hazard mitigation and wildfire preparedness and to continue to coordinate with partner agencies.

Town of Woodside Sphere of Influence (SOI) Determinations

- I. The present and planned land uses in the area, including agricultural and open space lands:** Land use designations within the Town of Woodside are Residential, Open Space, and some limited Community Commercial. Agricultural uses are permitted for those parcels designated as Open Space. The Town's General Plan emphasizes the preservation and protection of open space and environmentally sensitive areas.
- II. The present and probable need for public facilities and services in the area:** The Town of Woodside meets the municipal service needs of its residents and businesses. The Town anticipates that will be able to provide adequate facilities and services for the anticipated growth within its service area. The current SOI for the Town includes the unincorporated communities of Guernsey Field, Jasper Ridge, and western hills along Skyline Blvd./Highway 35. In reviewing the Town's SOI and surrounding parcels, three parcels along West Maple Way near the northern boundary of the Town have been identified to be included in the Town's SOI. These three parcels, 425 West Maple Way (APN 068-100-240), 445 West Maple Way (APN 068-100-260), and 465 West Maple Way (APN 068-100-250) are located in unincorporated County but are adjacent to the Town's boundaries; the roadway of West Maple Way is already in Town boundaries as are the houses across the street.

Figure 3. Proposed Additions to the Town of Woodside SOI



Each of the three parcels is currently developed with single-family homes utilizing onsite septic systems. The three parcels are bordered by SFPUC Watershed lands to the north, south, and west. To the east is the Town of Woodside. The three parcels to be included in the Town’s SOI share similar characteristics of parcels within the Town. In the future, if the property owners wanted to annex to a city for municipal services, the only city that they are adjacent to and hence would be eligible to annex to would be the Town of Woodside. For these reasons, LAFCo is recommending that these parcel be included in the Town’s SOI.

- III. **The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide:** The Town of Woodside currently provides adequate public services to its residents, including police protection (via contract), sanitary sewer, and storm water services. In addition, the Town routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the Town’s infrastructure and facilities.
- 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:** There are no disadvantaged unincorporated communities within the SOI of the Town of Woodside.
- V. **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:** There are no

disadvantaged unincorporated communities within the Town's boundaries, or in the Town's Sphere of Influence.

Proposed MSR Determinations and Recommendations for the Town of Portola Valley

- I. Growth and Population Determination:** Over the next five years, the population of the Town of Portola Valley (4,286) is projected to grow between 2-4%. The Town's 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 253 units by year 2031. The Town hired a consultant to support the work associated with implementing the Town's Housing Element plans and programs.

Recommendation: None.

- II. Disadvantaged Unincorporated Communities Determination:** The Town's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities nor does the Town provide sewer, municipal and industrial water, or structural fire protection services.

Recommendation: None

- III. Capacity and Adequacy of Public Facilities and Services Determination:** The Town meets the service needs of existing development within its sphere of influence and corporate boundaries. However, the cost of the present policing contract with the County Sheriff's office is anticipated to continue outpacing Town revenue, leading to a structural deficit and negatively impacting the finances of the Town.

Currently, due to budget constraints, the Town has adopted a one-year Capital Improvement Program (\$1.36M for FY2025-26). An expanded and compressive five-year CIP is anticipated to be created and adopted as part of the budget cycle for FY2026-27.

The Town does not provide sewer services, however the independent special district West Bay Sanitary District does. Developers and homeowners in Town may choose to switch from onsite septic systems to sewer services by first annexing their property into WBSD. Homeowners are responsible for applying for annexation and for paying the cost of extended sewer infrastructure.

Recommendations:

1. LAFCo encourages the Town to develop a comprehensive Capital Improvement Program and to review this plan against proposed housing development projects.
2. LAFCo encourages the Town to continue to coordinate with the West Bay Sanitary District and LAFCo in regards to future annexations of parcels to the Sanitary District for new sewer service

- IV. Financial Ability Determination:** The Town of Portola Valley is classified as Tax Equity Allocation (TEA) city. The primary source of general fund revenue is property tax and the accompanying TEA (53% of proposed revenue in FY2025-26). Town staff project that without additional revenue, expenses will exceed revenue by FY2027-28. In order to balance the budget and not impact the Town's general fund reserve, the Town will need an additional \$1M in expenditure cuts in FY2026-27 through FY2029-30. The Town's reserve fund would be in deficit by FY2029-30 without a new revenue source. The Town is aware of these issues and

has presented reports and fiscal forecasts to the Town Council and the public. Currently, the Town is exploring potential revenue measures to address this structural deficit.

The Town is behind on its financial audits, having only recently completed the FY2021-22 Annual Comprehensive Financial Report (ACFR). The Town has adopted a work program to catch up on outstanding audits, however, the lack of audited budget numbers has hindered fiscal forecasting. The Town Council and management can benefit by making current financial data available as early as possible in the budgeting and planning process. According to a 2023 Krisch & Company report, there were several deficiencies related to internal controllers, accounting, and workflow in the Town's Finance Department. The Town has been working to implement these recommendations.

Recommendations:

3. LAFCo supports the Town's efforts to evaluate new potential revenue sources and encourages the Town to continue to explore revenue and expenditure options related to the Town's General Fund in order to adopt a balance annual budget.
 4. LAFCo encourages the Town to adopt a long-term, comprehensive Capital Improvement Program for Town infrastructure projects.
 5. LAFCo recommends that the signed resolutions for the adoption of the annual budgets and appropriation limits be uploaded to the Town's budget webpages.
 6. Budget documents and staff financial reports should explicitly show the amount of funds allocated to the Town's fund balance.
- V. Shared Service and Facilities Determination:** The Town of Portola Valley partners with several agencies to share resources and reduce costs. The Towns of Portola Valley and Woodside are currently reviewing police service options for future fiscal years.

Recommendations:

7. The Town should continue discussions with the Town of Woodside regarding the possibility of a joint contract with the Sheriff's Office for police services, as well as explore other opportunities for shared services or contracts.
 8. LAFCo encourages the Town and the Los Trancos County Maintenance District to work together on stormwater management plans for areas that may be impacted by stormwater originating from the unincorporated area of Los Trancos Woods.
- VI. Accountability, Structure, and Efficiencies Determination:** There are no recommended actions to change the Town's governance structure in the MSR, however several options have been discussed by the Town Council and Town committees in the context of addressing the Town's budget and structural deficit. In recognition of these discussions, this report outlines several types of governance changes but makes no proposal to implement any option. There do not appear to be any issues with public meetings being accessible and well publicized. As highlighted in Section 4, the Town is behind on conducting audited financial statements, with the most recent audit completed for FY2021-22 in September 2025. The Town has a workplan to catch up on financial audits and is currently implementing the plan. The Town has experienced high levels of staff turnover in the past 3 years and is in the process of recruitment and evaluation of opportunities to hire staff on contract for certain positions.

The Town has a culture of volunteerism, and there are approximately 125 volunteer members currently serving on Town standing committees and commissions.

Recommendation:

9. LAFCo recommends that the Town continue the process of implementing the audit workplan for past audits, and that a work program or policy be adopted to ensure that future audits are conducted in a timely manner.

VII. Other Issues Determination: The Town has adopted a Climate Action Plan and participates in the Local Hazard Mitigation Plan. It has several committees that work in cooperation with Town staff to address emergency preparedness.

Recommendation:

10. LAFCo encourages the Town of Portola Valley to continue its work in the areas of natural hazard mitigation and wildfire preparedness and to continue to coordinate with partner agencies.

Proposed Sphere of Influence Determinations for the Town of Portola Valley

State law requires LAFCo 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:** The Town of Portola Valley is comprised primarily of residential land use, with some commercial/office, open space, and institutional land use. The District boundaries contain land that is under the jurisdiction of the County of San Mateo, the Mid-Peninsula Open Space District, as well as other agencies that have land use review authority.
- II. **The present and probable need for public facilities and services in the area:** The Town meets the needs of its residents and businesses for municipal services, and the Town anticipates that it will be able to provide adequate facilities and services for the anticipated growth within its service area.
- III. **The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide:** The Town currently provides adequate public services to its residents, including public works, planning, recreation, police protection (via contract) and storm water services. In addition, the Town routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the Town's infrastructure and facilities.
- 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:** There are no disadvantaged unincorporated communities within the SOI of the Town of Portola Valley.
- 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 the Town of Portola Valley is proposed at this time.

Public/Agency Involvement: The primary sources of information used in this report were publicly available agency-adopted plans, budgets, reports, and policies. Information received by San Mateo LAFCo in response to requests for data from Town, County, and special district staff has also been incorporated into this 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 commonsense 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 Recommendation to Commission

1. Open the public hearing and accept public comment.
2. Provide Commissioner comment.
3. Direct the Executive Officer to schedule the public hearing for the Town of Woodside and the Town of Portola Valley Final Municipal Service Reviews and Sphere of Influence updates at the next Commission meeting on January 21, 2026; and to circulate the drafts to the County, cities, and independent special districts.
4. Direct the Executive Officer to schedule a virtual public workshop for the MSRs or to coordinate the two Towns regarding possible presentations to their respective Town Councils.

Attachments

- A. Draft Municipal Service Review and Sphere of Influence Update for the Town of Woodside
- B. Draft Municipal Service Review and Sphere of Influence Update for the Town of Portola Valley
- C. Sphere of Influence Maps



LOCAL AGENCY FORMATION COMMISSION

**Municipal Service Review and Sphere of Influence
Review for the Town of Woodside**

Circulation Draft

Released November 12, 2025

Municipal Service Review and Sphere of Influence Review for the Town of Woodside

Town of Woodside

2955 Woodside Rd.

Woodside, California 94062

Contact: Jason Ledbetter, Town Manager, 650-851-6790

CONDUCTED BY:

San Mateo Local Agency Formation Commission

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-4224

Commissioners:

Ray Muller, Chair, County Member

Virginia Chang Kiraly, Vice Chair, Special District Member

Jackie Speier, County Member

Ann Draper, Public Member

Kati Martin, Chair, Special District Member

Debbie Ruddock, City Member

Stephen Rainaldi, City Member

Commission Alternates:

Noelia Corzo, County Member

Vacant, Public Member

Katheryn Slater-Carter, Special District Member

Greg Wright, City Member

Staff:

Rob Bartoli, Executive Officer

Sarah Flamm, Management Analyst

Diane Estipona, Commission Clerk

Tim Fox, Legal Counsel

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Section I. Executive Summary

Purpose of Report

This report includes a Municipal Service Review (MSR) and Sphere of Influence (SOI) study for the Town of Woodside. 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

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 communities 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 SOI 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.

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

This Circulation Draft Report is presented during a public hearing and afterwards circulated for comment to the agency under study, as well as interested individuals and groups. The Final Report will include the comments on the 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 Town and 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 area of the Town of Woodside.

Section II. Summary of Key Issues

The Town of Woodside is a Tax Equity Allocation City, meaning the amount of property tax the Town receives is lower than neighboring cities. Property tax is the Town's main source of revenue. The adopted FY2025-26 general fund budget is \$12,662,540. In FY2025-26, the Town will pay \$3,120,703 to the County Sheriff for its policing contract. Based on Town projections, costs for the Sheriff contract will continue to grow faster than overall Town revenue. By the end of the current contract term in FY2030-31, the Town estimates that there will be a \$1M gap between the contract cost and general fund revenue. This gap would need to be resolved through use of reserves/fund balance, enhanced Town revenue, or the reduction of service levels provided in the contract.

The Town's 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 323 units by year 2031, including rezoning certain housing sites and allowing a variety of housing types. Currently, the majority of

the Town is served by on-site septic systems, however, there are some portions of the Town that receive sewer services from either the Town or from another sewer agency. As development occurs, the Town will need to consider whether expanding public sewer services will be required to support the Housing Element projects.

LAFCo last conducted an MSR and SOI update for the Town of Woodside in 2007. As part of the 2025 MSR, Three parcels adjacent to the Town’s boundaries in unincorporated County have been identified to be included in the Town’s SOI. Each of these three parcels is currently developed with single-family homes utilizing onsite septic systems: 425 West Maple Way (APN 068-100-240), 445 West Maple Way (APN 068-100-260), and 465 West Maple Way (APN 068-100-250). In the future, if the property owners wanted to annex to a city for municipal services, the only city that they are adjacent to and hence would be eligible to annex to would be the Town of Woodside.

Section III. Affected Agencies

Cities and County: San Mateo County

School Districts: Woodside School District, Redwood City School District, Las Lomas School District, Portola Valley School District, Cabrillo Unified School District

Independent Special Districts: Midpeninsula Regional Open Space District, Woodside Fire Protection District, West Bay Sanitation District

Dependent Special Districts: Fair Oaks Sewer Maintenance District

Section IV. Municipal Service Review for the Town of Woodside

Governance and Statutory Authority

The Town of Woodside was incorporated on November 16, 1956 as a general law municipality. As of January 2025, the estimated population is 5,206.¹ The Town covers approximately 12 square miles of rural and suburban San Mateo County. The Town’s legislative body is the Town Council comprised of five members elected by district to serve four-year terms.² The Town Manager prepares two-year budgets, and the Town Council adopts the budget on or before June 30 every year. The Town Council also adopts ordinances, policies and regulations; establishes fee schedules; and has the power to declare an emergency. The Town Council annually appoints the positions of Mayor and Vice Mayor. The Town Council also appoints the Town Manager, Town Attorney, and all members of advisory committees and commissions. The Town employs 24.75 Full Time Equivalent (FTE) staff and the Town Council establishes salary ranges.

Overview

¹ State of California, Department of Finance, [E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2024 and 2025. Sacramento, California, May 2025.](#)

² Prior to the redistricting process in 2021, the Town Council had 7 members elected at-large.

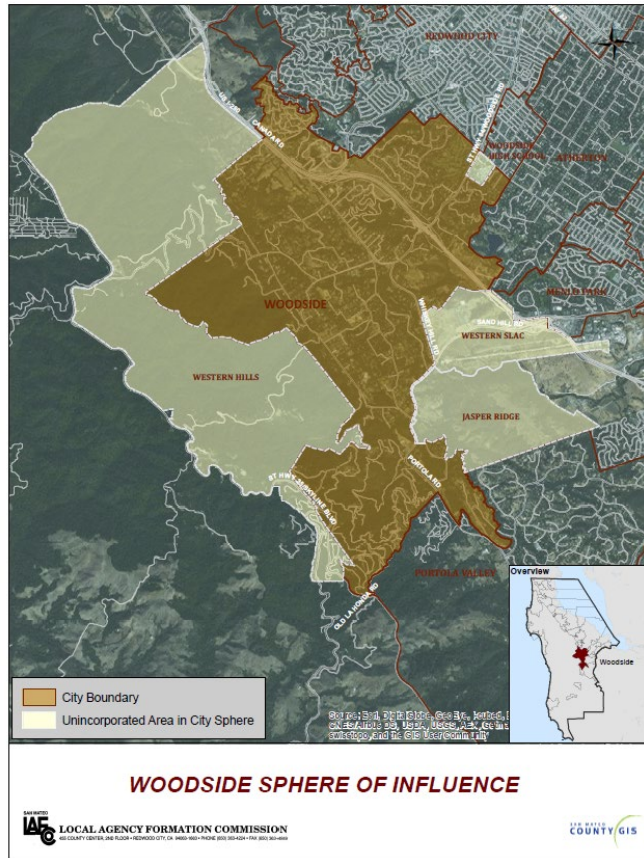
The Town of Woodside consists primarily of low-density single-family residential development, along with open space, institutional, and two small areas of commercial land in Town Center and Skylonda Center. The Town General Plan highlights that the Town is an urban/wildlife interface community that values maintaining the natural and scenic character of the land.

The Town of Woodside provides planning and zoning, public works, building regulation, and recreation services. The Town contracts for police services (via the San Mateo County Sheriff's Office); for sewer service within the Town Center Sewer Assessment Area (West Bay Sanitary District); and for solid waste (Greenwaste Recovery). Some portions of the Town also are within the boundaries of the Fair Oaks Sewer Maintenance District (governed by the County of San Mateo) for sewer service. Fire protection in the Town is provided by the Woodside Fire Protection District. Water service is provided by Cal Water and the City of Redwood City.

The Sphere of Influence (SOI) for the Town has remained unchanged since 1988.³ In order for a parcel to be eligible for annexation into a city/town, it must be within the agency's SOI. The most recent annexation into the Town was on February 20, 2003, annexing 33 acres of inhabited land called "Ward Way and Greenways". The Town does not anticipate additional annexations of new land into the Town in the near or medium term. As shown in Figure 1, unincorporated areas within the Town's SOI includes Wunderlich County Park and Huddart County Park (i.e. "Western Hills"), Skylonda, and Stanford lands (i.e. "Jasper Ridge" and "Western SLAC").

³ Latest SOI amendment was to include Woodside High School/Greenways Tract on Aug. 17, 1988, via LAFCo resolution No. 783.

Figure 1. Town of Woodside Sphere of Influence



The MSR determination checked below (i.e. “Capacity, Adequacy & Infrastructure to Provide Services”) is potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all of the determinations are not significant, as indicated by “no” answers, the Commission may find that an MSR update is not warranted.

Town of Woodside MSR Determination Summary

X	1) Growth and Population		2) Disadvantaged Unincorporated Communities
X	3) Capacity, Adequacy & Infrastructure to Provide Services	X	4) Financial Ability
X	5) Shared Services		6) Accountability, Structure, and Efficiencies
	7) Other		

1) Growth and Population MSR Determination

Growth and population projections for Town of Woodside	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-c) As of January 2025, the estimated population for the Town of Woodside is 5,206.⁴ The Town’s population growth is estimated to be between 2-4% in the ten years between 2020 through 2030, which is less than the projected growth rates for the County of San Mateo (8%) and the State of California (9%).⁵ Population growth in the Town of Woodside is constrained by factors such as land use regulations, limited availability of sewer treatment capacity, and community opposition (i.e. “desire to maintain Town’s rural character”).

Housing Element

On July 23, 2024, the Town adopted the 2023-31 Housing Element which includes plans for how to meet the State-mandated Regional Housing Needs Allocation (RHNA). The Town’s “Cycle 6” RHNA is 328 units, which is more than 5 times the RHNA amount of 62 units identified in the Cycle 5 allocation (2015-23).⁶ Historically, the Town met its affordable housing allocations through the development of ADUs. The Town produced an average of 15 ADUs per year, between 2018 and 2022.⁷ The Town Housing Element includes strategies to increase the number of ADUs, including amending the Municipal Code to remove ADU construction barriers.⁸ The Housing Element also proposes sites that could be rezoned to allow increased density, and proposes amending local development regulations to allow for a variety housing unit types other than single family

⁴ State of California, Department of Finance.

⁵ Town General Plan 2013

⁶ State guidelines recommend including a buffer of additional units to adequately plan to meet the allocation. Woodside elected to include a 20% buffer (i.e. 65 units) in addition to the base allocation for a total of 393 planned units. For comparison, the neighboring Town of Portola Valley has a Cycle 6 RHNA base allocation of 253.

⁷ Town of Woodside 2023-2031 Housing Element

⁸ Town of Woodside ADU-related ordinances: Ordinance 2017-585 , Ordinance 2018-593, Ordinance 2018-597, and Ordinance 2020-610.

residences. One other barrier to development has been the lack of sewer services in the majority of the Town.

While the Housing Element represents the Town’s plan for development of the requisite Cycle 6 RHNA over the 8-year period from 2023-31, the actual development of the 328 units could occur within this same time frame or at a later date. Therefore no significant population change or development is expected within the Town of Woodside in the next 5-10 years.

MSR Determination No. 1: Over the next five years, the population of the Town of Woodside (5,206) is projected to grow between 2-4%. The Town’s 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 323 units by year 2031, including rezoning certain housing sites and allowing a variety of housing types. Ultimately, the Town will need to consider whether expanding public sewer services is required for the planned housing sites.

Recommendation:

1. The Town should continue to evaluate potential options for providing sewer services within the Town, particularly if these services are required to support the development of properties identified in the Town’s adopted Housing Element. (More discussion on sewer in Section 3).

2) Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
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
c) If “yes” to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if “no” to either a) or b), this question may be skipped)?			X

a-c) The Town does provide sewer within the Town Service Center, but does not provide municipal and industrial water or structural fire protection. While the SOI of the Town does include unincorporated territory, these unincorporated areas are not classified as disadvantaged.

MSR Determination No. 2: The Town’s sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

Recommendation: None.

3) Capacity and Adequacy of Public Facilities and Services

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?

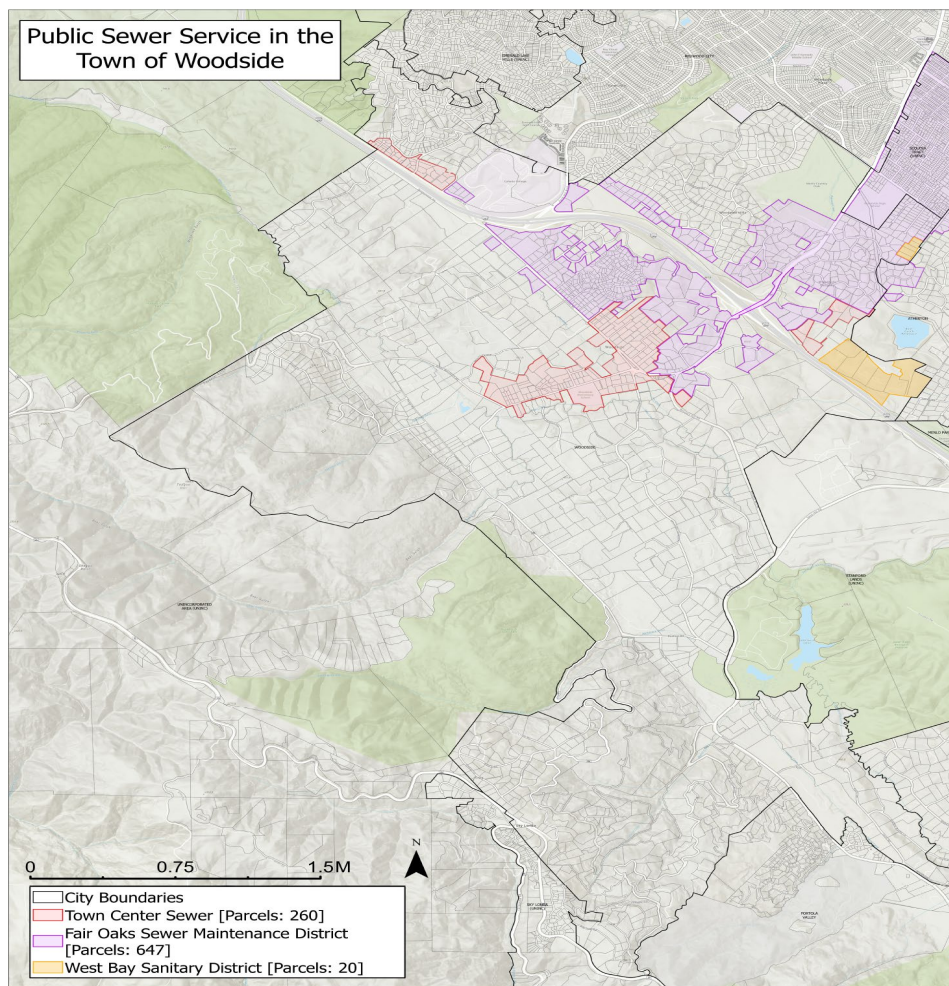
The Town meets the service needs of existing development within its SOI and corporate boundaries. The Town of Woodside provides planning and zoning, public works, building regulation, and recreation services. Police services are provided by a contract with the San Mateo County Sheriff’s Office. Other municipal agencies provide structural fire protection (Woodside Fire Protection District), water (City of Redwood City), and sewer (Fair Oaks Sewer Maintenance District and West Bay Sanitary District).

i. Sewer Services

Sewer services within the Town of Woodside are provided by three agencies: 1) the Town of Woodside through the Town Center Sewer Assessment area; 2) the Fair Oaks Sewer Maintenance District, a dependent special district governed by the County of San Mateo; and 3) the West Bay Sanitary District, an independent special district.

Between 30-40% of the 2,375 parcels in the Town of Woodside have access to public sewer service. Most parcels within the Town rely on private on-site septic systems to treat wastewater, as depicted by the uncolored areas in Figure 1 below.

Figure 1. Public Sewer Service Areas vs. Private Septic Systems in the Town of Woodside



Source: County GIS

Fair Oaks Sewer Maintenance District (FOSMD): As of October 2025, FOSMD serves 647 parcels in the Town of Woodside. The FOSMD is the largest of the ten County-governed sewer districts. FOSMD is unique among other County sewer districts as it includes both unincorporated and incorporated territory. Operated by the San Mateo County Department of Public Works, the

District was formed in 1939 and includes territory located in portions of Woodside, Atherton, Redwood City, Menlo Park and unincorporated areas including North Fair Oaks. The district has 81 miles of pipelines and over 7,000 connections. Effluent flows to the Silicon Valley Clean Water wastewater treatment plant in Redwood City under an agreement between the District and the City of Redwood City for both sewer treatment capacity and for transmission of effluent through the City's sewer system. As an enterprise district, FOSMD's primary revenue source is sewer fees that are assessed on property tax bills. Silicon Valley Clean Water is a JPA between the cities of Belmont, San Carlos, and Redwood City and the West Bay Sanitary District. FOSMD and the County are not members of the JPA. FOSMD has an agreement with the City of Redwood City for 2.5 million gallons per day of wastewater generated by FOSMD to be treated at the Silicon Valley Clean Water wastewater treatment plant.

In 1968, the Town of Woodside formed an assessment district, the Redwood Creek Trunk Assessment District (RSC). Per the Town's General Plan, the RCS was primarily formed because of health and safety concerns that existed within Woodside Glens, which had a history of failing septic systems dating back to 1959. RSC is not an operational sewer district but instead is a funding mechanism for the construction of a sewer system within the Redwood Creek and Glens areas of the Town. To provide sewer services to parcels within the RSC, the Town of Woodside and FOSMD entered into an agreement in 1968 that would allocate 150,000 gallons per day of treatment and flow capacity to RCS. The capacity was based upon an estimated 250 gallons per day per household use. About 573 assessments were originally levied, with 182 in the Glens and 391 outside of the Glens. The Town-constructed facilities are maintained and operated by the FOSMD, and parcels that are serviced by FOSMD within the RCS area are annexed to FOSMD.

In recent years, parcels that were not within the original boundaries of the RCS have been included in the area and annexed to FOSMD. In order for these parcels to receive service, the Town transferred sewer capacity rights from parcels that are owned by the Town within the RCS to privately owned parcels requesting service. These Town-owned parcels have multiple sewer connection assessments which allows for the transfer of these connections to other parcels seeking to connect to the FOSMD system.

Town Center Sewer Assessment District (TCSAD):

As of October 2025, the TCSAD serves 260 parcels in the Town of Woodside. The TCSAD was formed by the Town in 1987. This system is owned by the Town and operated and maintained by the West Bay Sanitary District under contract. It includes the Town's commercial, institutional, and residential properties generally located along Woodside Road, Martin Lane, Prospect Street, Audiffred Lane, Cedar Lane, and up Cañada Road to Bardet Road. TCSAD has an agreement with the Redwood City for sewer treatment allocation at the Silicon Valley Clean Water treatment plant for 100,000 gallons per day. The Town also has agreements with Redwood City and with FOSMD for the transmission of TCSAD wastewater through the City and District facilities.

West Bay Sanitary District (WBSD)

WBSD provides sewer services to approximately 20 parcels in the eastern portion of the Town of Woodside, located along Moore Rd. and Stockbridge Ave.. The SOI for WBSD includes the entire Town of Woodside. The WBSD is the regional sanitary sewer provider for the City of Menlo Park and portions of Woodside, Atherton, East Palo Alto, Portola Valley, Redwood City, south county unincorporated areas, and several parcels in Santa Clara County near Los Trancos Creek. The District was formed in 1902 and serves approximately 19,486 residential customers and 625 commercial customers with approximately 216 miles of sewer mains. WBSD is a member of Silicon Valley Clean Water JPA.

City of Redwood City

The City of Redwood City provides sewer service to one parcel at 115 Harcross Road in response to a failed septic system at the property. The sewer connection was permitted by LAFCo in 2019 via an Outside Service Agreement to address the on-going public and safety issue (LAFCo File 19-04). The 115 Harcross property is adjacent to Redwood City and the City’s sanitary sewers were the only municipal wastewater sewer lines nearby and available to provide direct service.

ii. Police

The Town of Woodside contracts with the San Mateo County Sherrif’s Office for law enforcement services. The contract includes a service level for two deputies during the day shift; two deputies during the night shift; two patrol deputies; a portion of a detective (50%); a portion of an administrative sergeant (25%); and a portion of a Captain (25%). In September 2025, the Town Council approved a new five-year contract for services for a total amount of \$3,320,703 for FY2025-26.⁹ This represents a 9% increase (\$276,191) from FY2024-25.

Prior to this contract, the previous five-year contract included a cap on annual increases. However, in the newly adopted contract, this cap was not included. The Town Council has an Ad Hoc Law Enforcement Subcommittee that has been working on the newly adopted contract. As part of this effort, the Town and Sheriff’s Office will meet prior to the start of each fiscal year to review budget methodology and the breakdown of costs incurred by the Sheriff’s Office to provide those services.

Based on a projected estimate by the Town, costs for the Sheriff contract will continue to grow faster than overall Town revenue. By the end of the current contract term in FY2030-31, the Town estimates that there will be a \$1 million gap between the contract cost and Town General Fund revenue. This gap would need to be resolved through use of reserves/fund balance, enhanced Town revenue, or the reduction of service levels provided in the contract.

iii. Fire

The Town of Woodside is located within the service area of the Woodside Fire Protection District (WFPD), an independent special district. WFPD was formed in 1939 and then reestablished in 1949. WFPD provides fire services to the towns of Woodside and Portola Valley, and to the

⁹ The Town will pay \$3,120,703 rather than \$3,320,703 in year one of this agreement due to an invoicing error in the previous year (Town of Woodside, Town Council Staff Report, September 9, 2025)

unincorporated areas of Ladera, Los Trancos Woods, Skyline, Vista Verde, and portions of Emerald Lake Hills. The District has three fire stations, with Fire Station No. 7 located in Town at 3111 Woodside Road. WFPD provides emergency operations, a hazardous materials response program, training, community risk reduction and fire prevention, office of emergency services, and administrative support. As of 2025, WFPD has 68 FTEs, and a FY2025-26 budget of \$30M.

iv. Water

The Town of Woodside receives water service from Cal Water, a private company. In some portions of the town near the unincorporated area of Emerald Lake Hills, the City of Redwood City is the provider of domestic water services.

v. Library

The Town of Woodside Library is a branch of the San Mateo County Library located at 3140 Woodside Road.

vi. Other Contract Services

The Town of Woodside contracts with Green Waste Recovery Inc. to collect solid waste, recycling and compost from residences and business.

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

The Town of Woodside's recently adopted Housing Element identifies the need to plan for 323 new residential units within the Town. One constraint on building these units is the limited sewer treatment capacity. Town staff has recently inquired with LAFCo and FOSMD/County staff about new sewer services to parcels both within the Redwood Creek Service area and outside of it. While on-site septic system may be able to address the service needs for some parcels that have been identified in the Housing Element, it is likely that sewer service will be needed for larger, more dense development projects or developments that occur on properties that are constrained by size or topography. Most parcels in the Town have already been developed, and the remaining undeveloped parcels are either on slopes that would be too steep for septic (Town Municipal Code does not permit septic systems in slopes greater than 35%) or are too small to fit both a home structure and an appropriately sized septic system. These constraints may make it infeasible to serve more residents or increase density on a given parcel.

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 the Town of Woodside.

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

Outside of sewer services, LAFCo does not have any concerns regarding the Town's infrastructure needs or deficiencies. In the adopted Housing Element and in conversations between LAFCo, the Town, and FOSMD/County staff, the topic of sewer service and infrastructure has been identified as an issue that will soon need to be addressed. Approximately two-thirds of the parcels in the Town Woodside have private septic and leach field systems. The Town's ability to provide public sewer service is limited because it does not have its own sewer treatment facility, nor does it have direct access to a sewer treatment facility. The Town and FOSMD are not members of the Joint Powers Authority that comprises the Silicon Valley Clean Water JPA. The JPA owns and maintains the sewer treatment plant in Redwood City. Public sewer service in the Town is only available to the extent that one of the JPA partners (Redwood City, Belmont, San Carlos, and the WBSD) has excess capacity and is willing to formally sell or lease that capacity to the Town. Treatment capacity agreements enable the Town to provide sewer in three areas.

As mentioned previously in this section, the Town has sewer treatment plant capacity allocation agreements with 1) the City of Redwood City for sewer services to parcels in the Town Center Area and the Cañada Corridor Area, and 2) the County FOSMD for sewer services to parcels in the Redwood Creek Sewer Assessment District Area (RCS).¹⁰ FOSMD allocated the RCS a portion of its treatment capacity (150,000 gallons per day of wastewater) from its 1985 capacity agreement with the City of Redwood City. That is, treatment capacity rights to RCS are once removed.

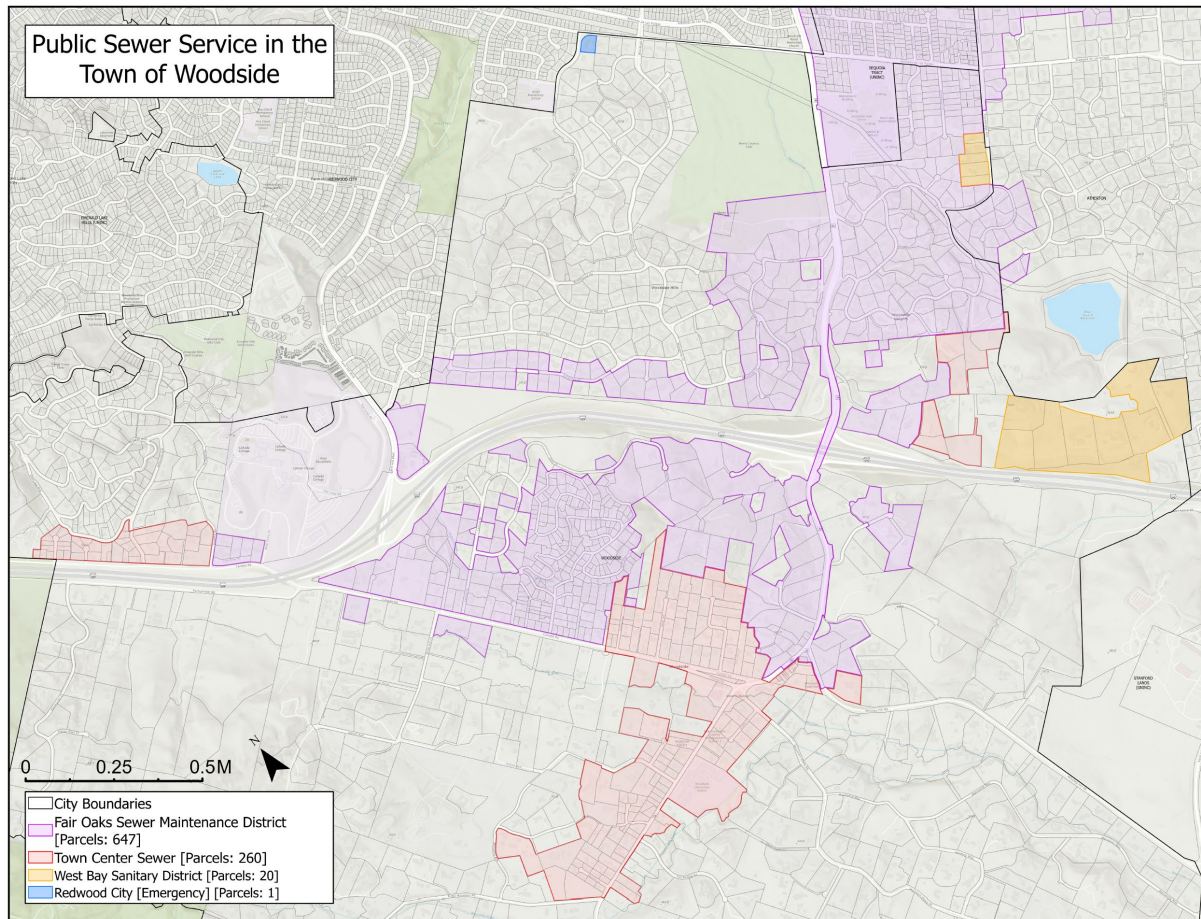
Further complicating the calculation of existing and available sewer treatment capacity is the fact that some properties in the RCS were not required to connect to the sewer system, and were provided the option to exercise their deferred "connection rights" later, upon request.¹¹ The Town Council occasionally approves the transfer of RCS unused capacity allocations to new "contiguous parcels" that "share at any point at least one property line with another parcel that is fully annexed as of the effective date of this section [May 24, 2007], into either the RCS or the TCAD or the FOSD service Area".¹²

¹⁰ The Redwood Creek Trunk Assessment District is a financing mechanism to support the infrastructure costs associated with connecting properties to FOMSD.

¹¹ There is no LAFCo process for annexation into FOMSD for these properties, since they were in the original sewer service area plan and guaranteed the option to connect at a later date.

¹² [Woodside Municipal Code Title V, Chapter 51, Article VIII.](#)

Figure 2. Public Sewer Service Providers in the Town of Woodside



Source: County GIS

Note: The number of parcels served by each system is approximate

Expansion of Current Public Sewer Service Areas is Limited

While Town municipal policy may allow expansion of sewer services beyond the existing sewer area boundaries for both RCS and TCSAD, the County’s FOSMD is constrained in its ability to serve more parcels due to the limited amount of treatment capacity that the City of Redwood City has granted FOSMD. Indeed, the County has the right to exercise its discretion as to whether it is able (given treatment capacity constraints, operating costs, infrastructure costs, etc.) and willing to expand sewer services. FOSMD must balance its limited treatment allocation between development occurring within the existing boundaries of the district and its existing customers, with any potential expansion of District boundaries to serve new customers.

As noted in the Town’s Housing Element, the Town is currently exploring options for increased access to sewer services. In general, existing sewer services within the Town are in the areas around Cañada Rd. and Woodside Rd., meaning that most areas in the Town are not in vicinity of

sewer services. While there are areas of the Town that can meet the requirements for septic systems, there are several other areas near Skyline Blvd. or the Emerald Lake Hills area that are constrained by topography and lot size. These areas do not have sewer services nearby, or if they do, the services are limited. With no sewer treatment facility within Town boundaries, sewer service is reliant on treatment allocation from the City of Redwood and FOSMD, which have their own development pressures that they must address.

Occasionally, a property owner of a parcel in the Town on private septic may apply to be annexed into one of the Town's sewer system areas. The application approval process is different for each sewer system area. For example, annexing into the Town Center Sewer Assessment District involves one application to the Town Council. However, annexing into the FOSMD requires two applications, one contract amendment (to the Town-FOSMD capacity agreement), and ultimately approvals from the Town Council, San Mateo LAFCo, and the County Board of Supervisors acting as the governing body for FOSMD.

According to the Town Municipal Code, "The Town Engineer shall, on a biannual basis, review water usage records for parcels in the RCS and TCAD, and shall meter the sewer flow from the RCS and the TCAD and report to the Town Council on the status of sewer service capacity."¹³ The Town is currently in discussions with the County, the City of Redwood City, and LAFCo to clarify the annexation process to FOSMD and sewer service within the Town.

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

There are no anticipated regulatory changes on the horizon, besides effective implementation of the programs included in the Town's 2023-31 Housing Element. As of January 29, 2025, the Town is in substantial compliance with the Department of Housing Element law, however failure to make progress as monitored and reported annually to the State may revoke compliance status.¹⁴

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 the Town of Woodside.

¹³ Sec. 51.129 - Testing for sewer service capacity; report to Town Council.

¹⁴ Department of Housing and Community Development Division of Housing Policy Development letter to Sage S. Schaan, Director of Woodside Planning and Community Development Department, January 29, 2025 RE: Town of Woodside 6th Cycle Adopted Housing Element.

MSR Determination No. 3: Based Town projections, costs for the Sheriff contract will continue to grow faster than overall Town revenue. By the end of the current contract term in FY2030-31, the Town estimates that there will be a \$1M gap between the contract cost and Town General Fund revenue. This gap would need to be resolved through use of reserves/fund balance, enhanced Town revenue, or the reduction of service levels provided in the contract.

The Town is currently exploring options for increased access to sewer services. In general, existing sewer services within the Town are in the areas around Cañada Rd. and Woodside Rd., meaning that most areas in the Town are not in the vicinity of sewer services. With no sewer treatment facility within Town boundaries, sewer service is reliant on treatment allocation from the City of Redwood and FOSMD, which have their own development pressures to address.

Recommendations:

2. The Town should have regular meetings with the FOSMD/County to align policies and processes on sewer allocations to parcels within the Town, especially in the Redwood Creek Sewer Assessment (RCS) area.
3. The Town and FOSMD/County should evaluate ways of streamlining the existing Town-FOSMD capacity agreement amendment process for when parcels are annexed to FOSMD. The boundaries and service area of FOSMD should be reviewed so that the current and future geographical boundaries of the District are clearly delineated for all parties involved (i.e. the Town, FOSMD, LAFCo, and residents). The agencies should seek alignment on the topic of what happens to district boundaries when reallocating unused RCS sewer connections to parcels outside of RCS and outside of FOSMD. Area plans depicting the probable extent of sewer service boundaries should be developed.
4. An audit of parcels in the Redwood Creek Sewer Assessment area should be conducted to identify which parcels have been connected to the FOSMD system, determine which connections are still outstanding, and to confirm which parcels have paid assessment fees. The audit should also review information about the sewer system flow and treatment capacity for FOSMD and the Town.
5. The Town should conduct a Town-wide or area-specific sewer feasibility study for areas that are outside of existing sewer service boundaries. In areas where topography or parcel size could limit septic system replacement, a sewer system would be required for new development or to replace a failed septic system. The study should evaluate priority areas in Town for sewer service, how services could be provided, and how these services would be financed. This study would also provide neighboring and/or partner agencies visibility into Town priorities and objectives related to sewer services, and help evaluate potential impacts to their infrastructure.

4) Financial Ability

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 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?

LAFCo staff has not identified any issues with the Town’s budgeting practices. On an annual basis, the Town Manager prepares a two-year budget, and the Town Council consistently adopts the budget in a public meeting on or before June 30 every year. The Town Council hires independent auditor Maze & Associates to conduct annual financial audits. The most recent audit was conducted in January 2025 for the fiscal year ending June 30, 2024.¹⁵ This audit reported that the Town assets exceeded liabilities by \$27,024 for FY2023-24. An archive of the Town’s audited financial statements for every year since 2006 is available on the Town’s website.¹⁶ The Town’s adopted budget for FY2025-26 totals \$15,110,473 in anticipated expenditures.

The Town general fund primary revenue sources are property tax (51% of proposed revenue in FY2025-26) and permit fees (18% of proposed revenue in FY2025-26). As the Town is largely

¹⁵ [Basic Financial Statements for FY end June 30, 2024](#)

¹⁶ [Archive Center, Financial Reports](#)

residential, with only a small commercial base, sales tax equated to only 6% of total revenue to the general fund.

The Town of Woodside is classified as Tax Equity Allocation city¹⁷. When Proposition 13 passed in 1978, it froze property taxes at their current levels. Prop. 13 created significant problems for cities with low property tax rates at the time. These cities could not raise property tax rates to meet their community needs. Property tax share was frozen by the Legislature in the distribution formula from AB 8, passed in 1979. Tax Equity Allocation funding implemented through AB 709 and AB1197 is a mandated formula in which California’s no or low property tax cities receive a minimum of 7% of the property tax revenue available within their boundaries. Prior to the changes in AB 709 and AB1197, the Town was only receiving approximately 4.9% of the property tax revenue.

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

The Town Council Financial Management Policy establishes that the Town shall maintain a minimum reserve level of 30% of estimated operating revenues for the Town’s General Fund. The Town consistently meets this reserve target. In FY2025-26, the estimated operating reserve amount is \$3,666,254.

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?

Fees and permit charges comprise approximately 25% of the anticipated Town total revenue in FY2025-26. Revenue from town-administered charges for services totaled \$4,431,861 in FY2024-25, which was a 33% increase compared to FY2023-24. The Town annually posts an updated Schedule of Fees and Charges available on its website, detailing user and regulatory fees for services and permits. The schedule was last updated on July 1, 2025.¹⁸ The fees adjust automatically to increases in the San Francisco-Oakland-Hayward Consumer Price Index (CPI).

Table 1, below is a comparison of the Town’s total fees per unit (including entitlement, building permits, and impact fees) and those of the neighboring jurisdictions of the Town of Atherton, Town of Portola Valley and Unincorporated San Mateo County. There is no data for large multi-unit developments in Woodside since there are none, yet. The Town has waived permitting fees for ADU’s and JADU’s. In its Housing Element, the Town indicates it will “review fees by 2027 to determine if fees need to be further reduced if creating a barrier to the construction of multi-family housing.”¹⁹

¹⁷ There are four TEA cities in San Mateo County: Colma, Half Moon Bay, Portola Valley, and Woodside.

¹⁸ Resolution No. 2025-7740, [4/8/2025](#)

¹⁹ Town of Woodside 2023-31 Housing Element, Policy H3.3- Incentivize Higher Density Housing.

Table 1. Total Town Fees Per New Unit Development

Jurisdiction	Single-Family	Small Multi-Unit	Large Multi-Unit
Atherton	\$15,941	No Data	No Data
Portola Valley	\$52,923	No Data	No Data
Woodside	\$70,957	\$82,764	No Data
Unincorporated SMC	\$36,429	\$27,978	\$10,012

Source: 21 Elements Survey, Portola Valley 2023-31 Housing Element

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

The Town has a 5-year Capital Improvement Program (CIP), revised annually, for which funding has been identified for approximately 93% of anticipated costs. The budgeted CIP amount for FY2025-26 is \$3,969,550. The projected actual CIP expenditures in FY2024-25 are \$1,044,328 (see Table 2, below). The increase is due in part to the one-time cost of \$1M for the Hillside Drive Rehabilitation Project.

Projects scheduled for completion in FY2025-26 include: Woodside Road Median Island Beautification, Woodside Road Bike Safety Improvements East of I-280, Hillside Drive Rehabilitation Project, and Emergency Access Improvements. In FY 2025-26, the General Fund budget includes one-time contributions of \$1.7M from fund balance towards the Capital Improvement Program. Town Council Financial Management Policy states that “no phase of a capital project should be initiated until all the resources required for its completion are available to the Town”.²⁰

The Town Public Works Department oversees the construction and maintenance of the public infrastructure, provides building code enforcement, and issues construction permits. The adopted budget for FY2025-26 includes funding to support a Storm Drain Master Plan and Traffic Study. The Road Program funds the ongoing maintenance and capital projects of the Town’s public road system and has over \$1M in funding available for FY2025-26. The Road Program includes a five-year running list of capital projects, funded by five funds: Road Impact Fees which are

²⁰ Adopted Budget FY 2025-26, Town Council Financial Management Policy No. 18.

assessed against all building projects; the Gas Tax, Measure A,²¹ Measure W,²² and the Traffic Safety Fund²³.

The Town has three enterprise funds to support public sewer services. The net position for each fund is positive as of June 30, 2024: The Cañada Corridor Sewer has a net position of \$319,410; the Sewer Utility Fund which includes Town Center sits at \$1,762,600; and the Redwood Creek Sewer has a net position of \$246,501.²⁴ Properties in these areas are assessed a fee that appears on their property tax bill. Fees have increased steadily each year.

As mentioned previously, the Town is concerned about the continued increase in the cost of the Sheriff's Office contract and will continue to monitor the impact of the contract on the Town's general fund.

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

The Town has a financial management policy that is printed in the annual budget. The policy includes the following elements: one-time revenues and resources should not be used to support ongoing operation; debt should be issued only to support capital and not operating expenses; and the Town Council should conduct a comprehensive review of the fiscal status of the Town on a quarterly basis. The Town currently has a policy of a minimum reserve level of thirty percent of estimated operating revenues for the Town's General Fund.

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

No. The Town has no outstanding debt. However, the Town has unfunded pension liabilities in the amount of \$2,809,493, which it has addressed by setting up a Section 115 Public Agency Retirement Services (PARS) account.

²¹ San Mateo County voters first approved Measure A in 1988. Measure A is a half-cent sales tax for local transportation improvement purposes. In 2004, voters reauthorized Measure A to remain in effect from Jan. 1, 2009 through Dec. 31, 2033. [Measure A & W Programs | SMCTA](#)

²² Measure W was approved by San Mateo County voters in 2018 to generate additional funds from another half-cent sales tax authorized for July 2019 through June 30, 2038. The measure includes funds for highway projects, local street repair, grade separations for Caltrain tracks, expanded bicycle and pedestrian facilities, and improved transit connections.

²³ The Traffic Safety Fund is comprised of fines and forfeitures from violations of the California Vehicle Code

²⁴

Table 2. Town of Woodside General Fund Budget

	FY2023-24 Actual	FY2024-25 Projected	FY2025-26 Proposed
<i>GF Revenue</i>			
Property Tax- Secured	4,876,330	5,207,920	5,520,395
Property Tax- Unsecured	205,932	220,000	235,000
Property Tax- Other	1,027,512	762,000	775,000
Sales Tax	739,742	776,100	776,100
Property Transfer Tax	404,935	325,000	350,000
Francise fees	655,926	720,831	735,000
Business License	185,592	185,000	185,000
Fees & Permits	2,037,577	2,040,556	2,279,250
Interest (LAIF)	428,721	316,000	300,000
Other Agencies	613,345	657,321	639,000
Current Services	248,625	339,840	319,100
Overhead Charges	350,000	360,000	375,000
Other Revenue	386,864	892,976	179,400
Total GF Revenue	\$12,061,101	\$12,803,544	\$12,668,245
<i>GF Expenditures</i>			
Salaries & Benefits	3,135,618	3,702,070	3,667,315
PERS & Retiree Health Benefits	654,243	834,550	813,200
Services & Supplies	4,045,793	4,186,294	4,179,395
Police Services Contract	2,645,338	2,844,512	3,057,630
Housing Element/Town Center Plan	73,695	230,000	500,000
Emergency Response/Hazardous Tree Removal	560,323	661,560	350,000
Equipment & Building Maintenance	51,837	153,691	95,000
Capital Contributions	1,077,469	569,768	1,751,250
Total GF Expenditures	\$12,244,316	\$13,182,445	\$14,413,790
Net position	(183,215)	(378,901)	(1,745,545)
Beginning Balance	7,700,382	7,517,167	7,138,266
Ending Balance	7,517,167	7,138,266	5,392,721
Balance as % of Revenue	62%	56%	43%

Source: Town of Woodside Adopted Budget 2025-26

MSR Determination No. 4: LAFCo staff has not identified any issues with the Town’s budgeting practices. The Town’s adopted general fund operating budget for FY2025-26 totals \$12,662,540. The estimated operating reserve amount is \$3,666,254. The Town of Woodside has a five-year Capital Improvement Program for which funding has been identified for approximately 93% of anticipated costs. The Town of Woodside is classified as Tax Equity Allocation jurisdiction, which limits the amount of property tax that the Town receives. The Town general fund primary revenue source is property tax (51% of proposed revenue in FY2025-26). The Town staff and Council has

expressed concern about the continued increase in the cost of the Sheriff’s Office contract and will continue to monitor the impact of the contract on the Town’s general fund.

Recommendation: None

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?

The Town has agreements and partnerships with various organizations. Contracting for services has the benefit of enabling the Town to adjust service levels depending on budget and needs. The Town is a member of the San Mateo County Library Systems Joint Powers Agreement (JPA). The Town is also a member of the JPA for County emergency services dispatch. The Town contracts with the County Sheriff for policing (\$3,057,630 budgeted in FY2025-26). This contract provides for two deputies (day and night) and two dedicated motorcycle patrol units serving on a rotating 12-hour schedule from 7am to 7pm daily. The Town leases the Woodside equestrian facility to a non-profit 501(c)(3) organization called The Horse Park at Woodside. The Town governs the Town Center Sewer Maintenance District and has a contract for operation and maintenance of the sewer system with the West Bay Sanitary District.

The Town has a good working relationship with Woodside Fire Protection District, funding the annual Chipper program (\$70,000 in FY2025-26) to help encourage property owners to mitigate fire risk by clearing their property of potential fire fuel. The Town also appropriated \$500,000 in FY2025-26 to the Defensible Space and Home Hardening Matching Fund Program, reimbursing property owners up to \$3,000 to conduct fire fuel load reduction.

The Town is a member of various local agencies including the Association of Bay Area Governments, City/County Association of Governments, the Airport Roundtable and the League of California Cities.

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 encourages the Town to continue discussions with the neighboring Town of Portola Valley regarding opportunities for shared services and joint contracts, such as with the County Sherriff for policing services.

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

None at this time.

MSR Determination No. 5: The Town has agreements and partnerships with various organizations. Contracting for services has the benefit of enabling the Town to adjust service levels depending on budget and needs.

Recommendation:

6. The Town should continue discussions with the Town of Portola Valley regarding the possibility of a joint contract with the Sheriff's Office for police services, as well as explore other opportunities for shared services or contracts.

6) Accountability, Structure, and Efficiencies:

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?

The Town of Woodside is general law city and utilizes a Council-Manager form of government. The five city council members are elected by District. Town Council meetings are held in-person at 7pm at Independence Hall, 2955 Woodside Road on the 2nd and 4th Tuesday of every month. The public may attend meetings in-person or online via Zoom. Public comment is accepted via Zoom as well as in-person. The link to the Zoom meeting is published in the agenda, which is posted on four physical bulletin boards in Town and published on the Town’s website.

Archived Town Council meeting agendas, minutes, and documents for each agenda item are available on the Town’s website. Recorded video and audio of meetings are also available on the website. Archives of other governing bodies, such as the Planning Commission, all 11 Citizen Advisory Committees, and architectural and Site Review Board are also available online. Neither

the Town of Woodside or LAFCo staff were able to identify any failures by the Town to comply with disclosure laws and the Brown Act.

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

LAFCo has no current concerns regarding the governance accountability, structure or efficiencies of the Town. The FTE count for FY2025-26 is 24.75, which is the same as the year prior.

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

The Town of Woodside regularly prepares an annual budget and contracts with the accounting firm Maze and Associates to conduct an annual ACFR, both of which are presented to the Town Council at a public hearing and are published on the Town’s website. The Town’s most recently accepted ACFR was for FY2023-24.

d-f) Changes in governance structure:

LAFCo staff does not recommend any changes to the Town’s governance structure that could increase accountability and efficiencies, enhance services and/or eliminate deficiencies.

MSR Determination No. 6: The Town of Woodside is general law city and utilizes a Council-Manager form of government. The five city council members are elected by District. Town Council meetings are held in-person at 7pm at Independence Hall, 2955 Woodside Road on the 2nd and 4th Tuesday of every month. The public may attend meetings in-person or online via Zoom. Public comment is accepted via Zoom as well as in-person. LAFCo has no current concerns regarding the governance accountability, structure or efficiencies of the Town.

Recommendation: None

7) Other Issues:

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-c) In September 2015, the Town in collaboration with the City/County Association of Governments of San Mateo County adopted a Climate Action Plan (CAP).²⁵ The CAP presents a program to achieve greenhouse gas emission reductions. On an annual basis, the Planning Director provides the Town Council reports describing progress on implanting the CAP measures. Along with the County and other San Mateo County cities, Woodside participated in the 2021 Local Hazard Mitigation Plan (LHMP) that assessed hazard vulnerabilities and identified opportunities for mitigation to reduce the level of injury, property damage and community disruption that could occur in manmade and natural disasters. The Town has an Emergency Preparedness Committee works with Town staff to develop and maintain appropriate plans and procedures for responding to disasters, including wildfires, earthquakes, floods and other emergencies.

The Town contracts with the Woodside Fire Protection District for hazard mitigation efforts and creating defensible space along the Right of Way and Town-owned property. The majority of the Town is within an identified fire hazard severity zone. The Town Council has established the Defensible Space and Home Hardening Matching Fund Program. For approved projects, the Town will reimburse property owners 50% of the cost of creating defensible space and/or home hardening, up to a maximum of \$3,000.

MSR Determination No. 7: The Town has adopted a Climate Action Plan and participates in the Local Hazard Mitigation Plan. It has an Emergency and Preparedness Committee. The Town works with the Woodside Fire Protection District for hazard mitigation efforts, including a matching fund program for homeowner’s to enhance their defensible space and home hardening.

²⁵ [Climate Action Plan | Woodside, CA](#)

Recommendation:

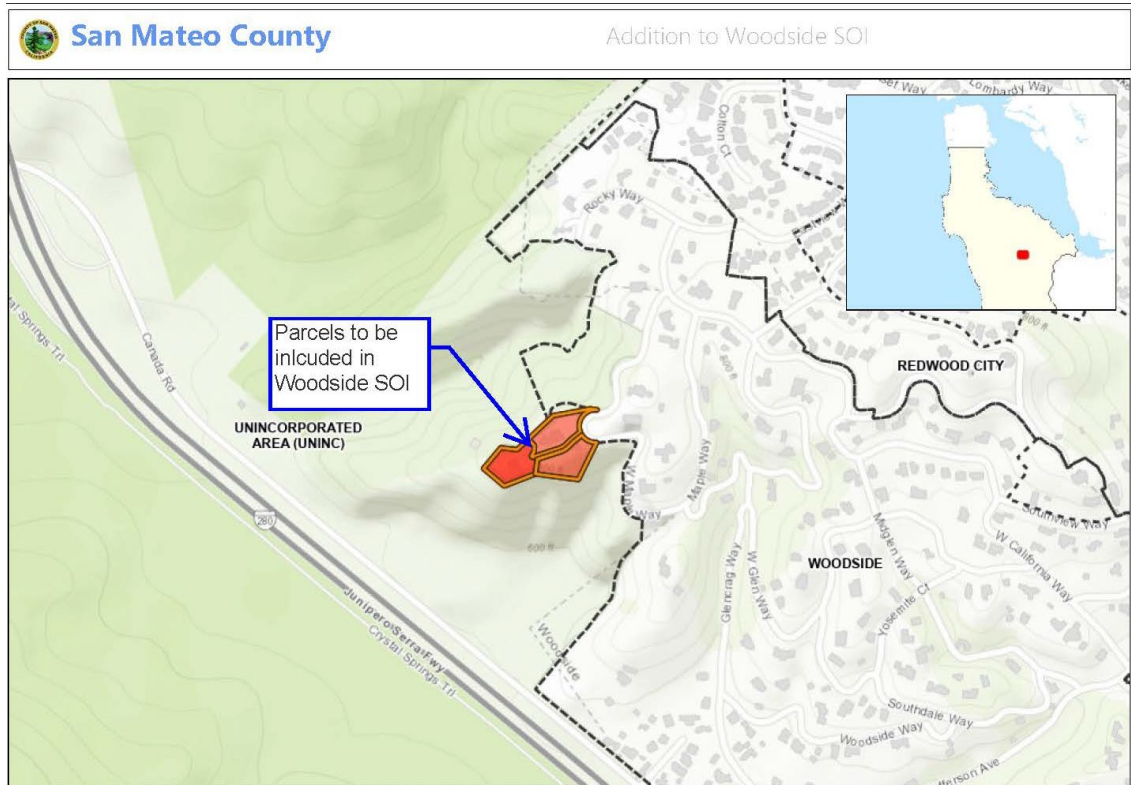
7. LAFCo encourages the Town of Woodside to continue its work in the areas of natural hazard mitigation and wildfire preparedness and to continue to coordinate with partner agencies.

Town of Woodside Sphere of Influence (SOI) Determinations

Section 56425 requires the Commission to make SOI determinations concerning land use, present and probable need for public facilities and services in the area, capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide, and existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency. These include the following determinations:

1. **The present and planned land uses in the area, including agricultural and open space lands:** Land use designations within the Town of Woodside are Residential, Open Space, and some limited Community Commercial. Agricultural uses are permitted for those parcels designated as Open Space. The Town's General Plan emphasizes the preservation and protection of open space and environmentally sensitive areas.
2. **The present and probable need for public facilities and services in the area:** The Town of Woodside meets the municipal service needs of its residents and businesses. The Town anticipates that will be able to provide adequate facilities and services for the anticipated growth within its service area. The current SOI for the Town includes the unincorporated communities of Guernsey Field, Jasper Ridge, and western hills along Skyline Blvd./Highway 35. In reviewing the Town's SOI and surrounding parcels, three parcels along West Maple Way near the northern boundary of the Town have been identified to be included in the Town's SOI. These three parcels, 425 West Maple Way (APN 068-100-240), 445 West Maple Way (APN 068-100-260), and 465 West Maple Way (APN 068-100-250) are located in unincorporated County but are adjacent to the Town's boundaries; the roadway of West Maple Way is already in Town boundaries as are the houses across the street.

Figure 3. Proposed Additions to the Town of Woodside Sphere of Influence (SOI)



Each of the three parcels is currently developed with single-family homes utilizing onsite septic systems. The three parcels are bordered by SFPUC Watershed lands to the north, south, and west. To the east is the Town of Woodside. The three parcels to be included in the Town’s SOI share similar characteristics of parcels within the Town. In the future, if the property owners wanted to annex to a city for municipal services, the only city that they are adjacent to and hence would be eligible to annex to would be the Town of Woodside. For these reasons, LAFCo is recommending that these parcel be included in the Town’s SOI.

3. **The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide:** The Town of Woodside currently provides adequate public services to its residents, including police protection (via contract), sanitary sewer, and storm water services. In addition, the Town routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the Town’s infrastructure and facilities.
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:** There are no disadvantaged unincorporated communities within the SOI of the Town of Woodside.
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: There are no disadvantaged unincorporated communities within the Town's boundaries, or in the Town's Sphere of Influence.

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.

Appendix A. Key Facts Town of Woodside

Town Manager: Jason Ledbetter

Address: 2955 Woodside Road, Woodside, CA 94062

Phone Number: 650-851-6790

Date of Incorporation: November 16, 1956

Town Councilmembers:

Mayor & Councilmembers	Term Expiration Date
Brian Dombkowski, Mayor	December 2026
Paul Goeld, Mayor Pro Tem	December 2028
Jon Froomin, Councilmember	December 2026
Hassan Aburish, Councilmember	December 2028
Jenn Wall, Councilmember	December 2028

Compensation: Each member of Town Council receives \$950 per month during their term (Ordinance No. 2024-641).

Public Meetings: Town Council meetings are held in-person at 7pm at Independence Hall, 2955 Woodside Road on the 2nd and 4th Tuesday of every month. The public may attend meetings in-person or online via Zoom. Public comment is accepted via Zoom as well as in-person. The link to the Zoom meeting is published in the Agenda, which is available for viewing on the Town’s website.

Services Provided: Planning and Building, Stormwater Control, Streets & Sidewalks, Lighting, Parks & Recreation

Agency staff: 24.75 Full time equivalent employees

Area Served: Town of Woodside

Population: 5,309

Sphere of Influence: Expansive – includes Wunderlich County Park, Huddart County Park (i.e. “Western Hills”), Skylonda, and Stanford lands (i.e. “Jasper Ridge” and “Western SLAC”).

FY2025-26 General Fund Budget: \$12,662,540



LOCAL AGENCY FORMATION COMMISSION

**Municipal Service Review and Sphere of Influence
Review for the Town of Portola Valley**

Circulation Draft

Released November 12, 2025

Municipal Service Review and Sphere of Influence Review for the Town of Portola Valley

Town of Portola Valley

765 Portola Rd.

Portola Valley, California 94028

Contact: Darcy Smith, Town Manager, (650) 851-1700

CONDUCTED BY:

San Mateo Local Agency Formation Commission

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-4224

Commissioners:

Ray Muller, Chair, County Member

Virginia Chang Kiraly, Vice Chair, Special District Member

Jackie Speier, County Member

Ann Draper, Public Member

Kati Martin, Chair, Special District Member

Debbie Ruddock, City Member

Stephen Rainaldi, City Member

Commission Alternates:

Noelia Corzo, County Member

Vacant, Public Member

Katheryn Slater-Carter, Special District Member

Greg Wright, City Member

Staff:

Rob Bartoli, Executive Officer

Sarah Flamm, Management Analyst

Diane Estipona, Commission Clerk

Tim Fox, Legal Counsel

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Section I. Executive Summary

Purpose of Report

This report includes a Municipal Service Review (MSR) and Sphere of Influence (SOI) study for the Town of Portola Valley. 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

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 communities 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 SOI 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.
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

This Circulation Draft Report is presented during a public hearing and afterwards circulated for comment to the agency under study, as well as interested individuals and groups. The Final Report will include the comments on the 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 Town and 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 area of the Town of Portola Valley.

Section II. Summary of Key Issues

The Town of Portola Valley is a Tax Equity Allocation city, meaning the amount of property tax it receives is lower than its neighbors. Property tax is the Town’s main source of revenue (53% of proposed revenue in FY2025-26). The Town has had a structural deficit for its General Fund since FY2021-22 necessitating the use of reserve funds to balance the budget. One of the largest drivers of rising costs has been the contract with the San Mateo County Sheriff’s Office. From FY2018-23, the annual contract amount for Sheriff services was \$1.49M. Under the FY2023-25 two-year contract, the annual cost increased by 59% to \$2.38M. It is anticipated that the cost of the contract with the Sheriff’s Office will continue to outpace Town revenue. The Town Managers of Portola Valley and Woodside are conducting preliminary discussions regarding sharing a contract with the Sheriff’s Office.

In order to balance the budget and not impact the Town’s general fund reserve, the Town will need an additional \$1M in expenditure cuts in FY2026-27 through FY2029-30. The Town’s reserve fund is on pace for a deficit by FY2029-30 without a new revenue source. The Town is currently exploring potential revenue measures to address this structural deficit.

The Town is behind on its financial audits, having only recently completed the FY2021-22 Annual Comprehensive Financial Report (ACFR). The Town has adopted a work program to catch up on outstanding audits, however, the lack of audited budget numbers has hindered fiscal forecasting.

Currently, due to budget constraints, the Town has adopted a one-year Capital Improvement Program (CIP) for FY2025-26 related to roads, storm drains, trails and IT enhancements. This CIP only identifies projects that will have expenditures in the upcoming fiscal year. According to Town staff, an expanded and compressive five-year CIP is anticipated to be created and adopted as part of the budget cycle for FY2026-27.

The Town has a compliant 2023-31 Housing Element, but there were challenges in having the plan approved by the State. The Town is required to plan for 253 units, which is four times the amount required in the previous Housing Element. The formation and approval of the Housing Element plan required over \$1M for staff, consultants, and legal services. The Town has budgeted additional funds for the current fiscal year to implement the programs and policies associated with the newly adopted Housing Element.

Section III: Affected Agencies

Cities/Towns and County: San Mateo County

School Districts: Sequoia Union High School District, Portola Valley Elementary School District

Independent Special Districts: Midpeninsula Regional Open Space District, Woodside Fire Protection District, West Bay Sanitation District

Dependent Special Districts: Los Trancos Cofunty Maintenance District

Section IV: Municipal Service Review for the Town of Portola Valley

Governance and Statutory Authority

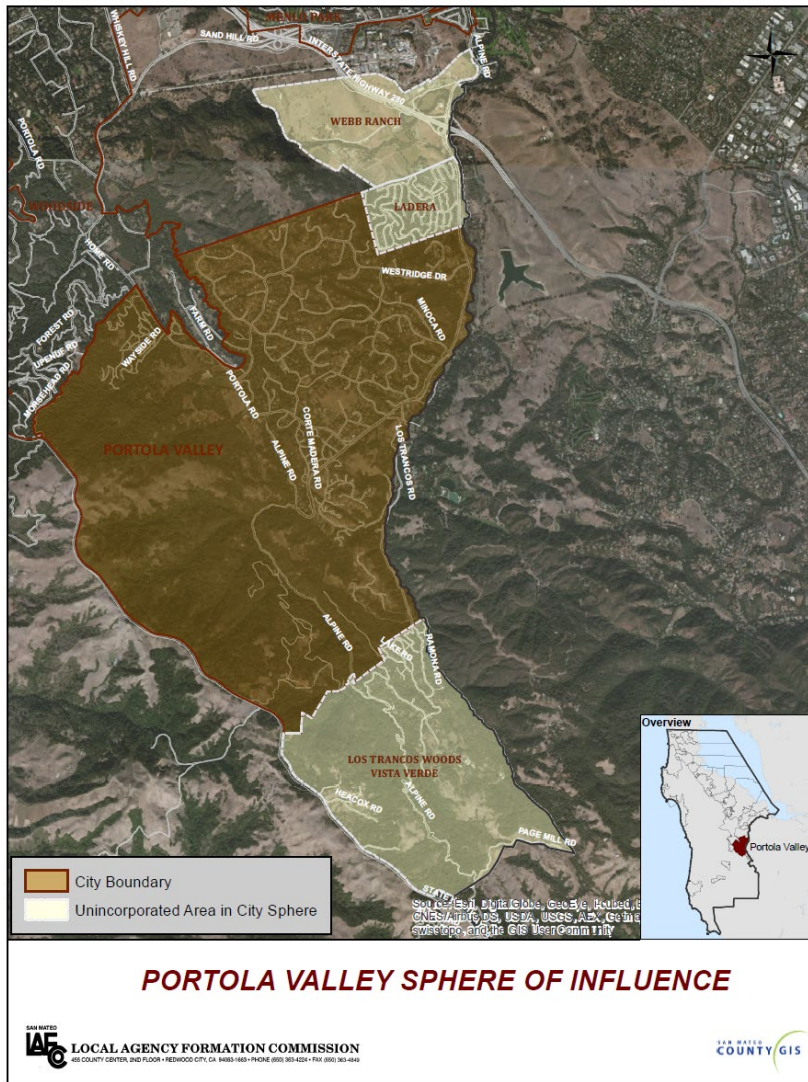
The Town of Portola Valley was incorporated in 1964 as a general law municipality. As of January 2025, the estimated population is 4,286.¹ The Town covers approximately 9 square miles of rural and suburban San Mateo County. The Town’s legislative body is the Portola Valley Town Council comprised of five members elected in at-large district elections to serve four-year terms. The Town Council annually appoints the positions of Mayor and Vice Mayor. The Town Council also appoints the Town Manager, Town Attorney, and all members of advisory committees and commissions. The Town Council budgets all revenues; adopts ordinances, policies and regulations; establishes fee schedules; and has the authority to declare an emergency. As of November 2025, the Town budget includes 15.5 Full Time Equivalent (FTE) staff. The Town Council establishes staff salary ranges.

Overview

The Town of Portola Valley provides finance, public works, engineering, building, planning, code enforcement and recreation services. Police services are provided through a contract with the San Mateo County Sheriff’s Office. Fire protection is provided by the Woodside Fire Protection District. Water service is provided by Cal Water. Portions of the Town receive sewer service from the West Bay Sanitary District. The Town’s sphere of influence is the 1984 Town limit boundary, plus the unincorporated communities of Ladera, Los Trancos Woods/Vista Verde, and Webb Ranch, see Figure 1.

¹ State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2024 and 2025. Sacramento, California, May 2025.

Figure 1. Town of Portola Valley Sphere of Influence Map



Source: San Mateo County Information Services Department

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all determinations are not significant, as indicated by “no” answers, the Commission may find that an MSR update is not warranted.

Town of Portola Valley MSR Determination Summary

	1) Growth and Population		2) Disadvantaged Unincorporated Communities
X	3) Capacity, Adequacy & Infrastructure to Provide Services	X	4) Financial Ability
X	5) Shared Services	X	6) Accountability, Structure, and Efficiencies
	7) Other		

1) Growth and Population

Growth and population projections for the affected area.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
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-c) As of January 2025, the estimated population is 4,286.² The Town’s population is estimated to grow between 0-2% in the ten years between 2020 through 2030, which is less than the projected growth rates for the County of San Mateo (8%) and the State of California (9%).

The Town of Portola Valley is characterized by steep canyons and gullies with dense vegetation interspersed throughout low density residential neighborhoods. The Midpeninsula Regional Open Space District owns over 1,000 acres of protected public open space within the Town limits. The potential for further development in Town is limited by geological regulations, wildfire hazards, and very steep terrain. Most of the remaining vacant land in Town is in steep areas. The Town Land Use Element states that general objectives include to maintain the “rural atmosphere of Portola Valley,” “minimize the need for non-local traffic”, and to “encourage the use of renewable energy sources while preserving the scenic and aesthetic qualities of the area.”³

Housing Element

The Town’s 2023-31 Housing Element includes policies and programs designed to meet the Regional Housing Needs Allocation (RHNA) mandated by the State Department of Housing and Community Development (HCD). The Town’s “Cycle 6” RHNA is 253 units, which is 4 times the RHNA amount of 64 units identified in the “Cycle 5” (2015-2023) allocation.⁴ While the Housing Element represents the Town’s plan for development of the requisite Cycle 6 RHNA over the 8-year period from 2023-31, the actual development of the 253 units could occur within this same time frame or at a later date. Therefore, as identified by LAFCo, there is not proposed to be significant population change within the Town of Portola Valley in the next 5-10 years.

The 2023-31 Housing Element contains the following nine policies:

² State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2024 and 2025. Sacramento, California, May 2025.

³ Portola Valley Land Use Element, May 10, 2023

⁴ State guidelines recommend including a buffer of additional units to adequately plan to meet the allocation. The Town elected to include a 20% buffer in addition to the base allocation for a total of 304 planned units. For comparison, the neighboring Town of Woodside has a Cycle 6 RHNA base allocation of 328 units. See Section 7: “Goals, Policies and Programs,” 2023-2031 Housing Element Town of Portola Valley.

- Policy 1: Allow for new housing through new General Plan land use classifications for multi-family and mixed-use districts, an opt-in housing program, and other programs.
- Policy 2: Create a well-managed affordable housing program that preserves affordability in perpetuity.
- Policy 3: Develop housing on town or non-profit owned parcels where feasible.
- Policy 4: Revise standards and approval process to reduce cost and uncertainty for affordable housing and lower cost market rate housing
- Policy 5: Improve the development review process to reduce uncertainty and encourage development that fits with the Town’s objective standards while preserving rural character.
- Policy 6: Continue to refine fire resistant building standards and land use policies to ensure they utilize the most up to date science in preparation for wildfire resiliency
- Policy 7. Promote Accessory Dwelling Units (ADU) and Junior Accessory Dwelling construction and affordability and encourage programs that would increase the diversity of ADU occupants.
- Policy 8: Encourage and support the enforcement of laws and regulations prohibiting discrimination in lending practices and in the sale or rental of housing.
- Policy 9: Assist in the development of housing for persons with developmental disabilities

The process of adopting and certifying the Town’s 2023-31 Housing Element has been resource intensive, involving significant use of staff and consultant time, numerous public meetings, and the formation of the ad-hoc Housing Element Post-Adoption Plan Town Council Subcommittee. When developing the budget, the Town had not anticipated the one-time expenditures involved in certifying the 2023-31 Housing Element. (More budget discussion in Section 4, Financial Ability.)

In January 2024, the Town’s Housing Element was initially certified by HCD. However, in March 2024, HCD revoked the Housing Element certification due to the lack of “timely and effective implementation” of the Housing Element programs, including the required rezoning of several parcels to allow for greater density (Policy 1). Jurisdictions face financial consequences, including ineligibility for certain state and federal grants, if their Housing Element is noncompliant. The Town was provided technical assistance from HCD to help return its Housing Element to a state of compliance, which involved working with Town staff and Town Council.

On April 23, 2025, the Town Council adopted an ordinance (Ordinance No. 2025-452), amending Zoning Code Table 18.15.04: Development Standards – Note 2: “Up to a 2.48 acre portion of the Dorothy Ford Park Site... which shall exclude the existing deed restricted little league baseball field... shall be permitted to be developed as high density housing and that owner-occupied and rental multifamily uses are allowed by-right for housing developments in which 20% or more of the units are affordable to lower-income households on the specified portion of the Dorothy Ford Park Site.”⁵ The Town’s Housing element only identifies parcels within the existing Town boundaries.

⁵ The Dorothy Ford Park Site is APN 077-272-010, included in Table 6-6 of the 2023-31 Housing Element.

In May 2025, following the rezoning, HCD found that the Town’s Housing Element was once again in compliance with state law, and the Housing Element is certified. The Town is required to monitor and provide annual progress reports to HCD on the implementation status of its housing policy programs. The Town has budgeted in the Town Affordable Housing Fund, which a fund that is separate from the Town’s General Fund, for a consultant support this work.

While the Housing Element identifies parcels where residential development may occur in the future, the Town’s current Capital Improvement Plan (CIP) only covers the current fiscal year. Town staff are working on presenting a long-term and comprehensive CIP during the review of the FY2026-27 budget. As this plan has not been presented and adopted, there may be capital projects that require increased levels of services and demands on the Town.

MSR Determination No. 1: Over the next five years, the population of the Town of Portola Valley (4,286) is projected to grow between 2-4%. The Town’s 2023-2031 Housing Element addresses how the Town plans to meet its state-mandated Regional Housing Needs Allocation allotment of 253 units by year 2031. The Town hired a consultant to support the work associated with implementing the Town’s Housing Element plans and programs.

Recommendation: None.

2) Disadvantaged Unincorporated Communities

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
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
c) If “yes” to both a) and b), is it feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community? (if “no” to either a) or b), this question may be skipped)			X

a-c) The Town of Portola Valley does not provide sewer, municipal and industrial water, or structural fire protection services. While the SOI of the Town does include unincorporated territory, these unincorporated areas are not classified as disadvantaged.

MSR Determination No. 2: The Town’s sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities nor does the Town provide sewer, municipal and industrial water, or structural fire protection services.

Recommendation: None

3) Capacity and Adequacy of Public Facilities and Services

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.	<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 issues regarding the agency’s capacity to meet the service demand of reasonably foreseeable future growth?

The Town meets the service needs of existing development within its sphere of influence and corporate boundaries. Town staff (15.5 FTE) provide the following services: public works, engineering, building, code enforcement, recreation, planning, and zoning. The Town offers the Portola Valley Library—a branch of the San Mateo County public library system. The Town hires

outside contractors for IT staffing, certain planning and building services, and legal services. The Town contracts for police services with the San Mateo County Sheriff’s Office. Fire protection is provided by the Woodside Fire Protection District. Water service is provided by Cal Water. Portions of the Town receive sewer service from the West Bay Sanitary District. These services are described in more detail below.

i. Sewer Services

The Town of Portola Valley does not have a municipal sewer system. Instead, most properties have private onsite septic systems. However, West Bay Sanitary District (WBSD) does have 1,320 properties in the Town that are connected to its sewer system. WBSD is the regional sanitary sewer provider for the Town of Portola Valley, the City of Menlo Park and portions of Atherton, East Palo Alto, Redwood City, the Town of Woodside, south county unincorporated areas, and several parcels near Los Trancos Creek in Santa Clara County. The WBSD was formed in 1902 and in total, serves approximately 19,486 residential customers and 625 commercial customers with approximately 216 miles of sewer mains. WBSD is a member of Silicon Valley Clean Water JPA. The current boundary of the District includes portions of the Westridge neighborhood, Brookside, Portola Valley Ranch, and Blue Oaks subdivisions, and parcels along Alpine Road.

Developers and homeowners in Town may choose to switch from onsite septic systems to sewer services by first annexing their property into WBSD. Homeowners are responsible for applying for annexation and for paying the cost of extended sewer infrastructure. The Town has not initiated or planned any comprehensive annexations of Town territory into WBSD, as the Town has not received any public requests or Town Council direction on this topic.

ii. Police Services

Since incorporation, the Town of Portola Valley has contracted with the San Mateo County Sheriff’s Office for police services. The contract for FY 2023-25 included a service level for two deputies during the day shift; two deputies during the night shift; a portion of a detective (25%); a portion of an administrative sergeant (50%); and a portion of a Captain (25%). The FY2025-26 police services contract decreases the Administrative Sergeant allocation from 0.5 FTE to 0.25 FTE (similar to the Town of Woodside’s contract) while maintaining the other staffing levels from the FY23-25 contract .

From FY2018-23, the annual contract amount for Sheriff services was \$1.49 million. Under the FY2023-25 two-year contract, the annual cost increased by 59% to \$2.38 million. In response to this increase, Town staff worked with the County Sheriff and the County Executive’s Office for credits toward the current and future years in order to reduce the cost.⁶ The Town received a total of \$1.06M in credits/adjustments from both parties, with the last credit of \$211,000 effective this current fiscal year (FY2025-26). For FY2025-26, the one-year contract total is \$2.34 million, however, since the Town is receiving a credit of \$211,000, the new total amount is \$2.13M.

⁶ The credits were negotiated between the Town, County Sheriff, and County Executive to help address the increase in the contract in FY23/24 (57% increase).

It is anticipated that the cost of the contract with the Sheriff's Office will continue to outpace Town revenue, leading to a continuation of the ongoing structural deficit. The Town Managers of Portola Valley and Woodside are conducting preliminary discussions regarding sharing a contract with the Sheriff's Office. Town staff report that they will involve the Sheriff's Office in these discussions in early 2026.

iii. Fire Protection Services

The Town of Portola Valley is located within the service area of the Woodside Fire Protection District (WFPD). WFPD is an independent special district formed in 1939 and then reformed in 1949. WFPD provides fire services to the towns of Portola Valley, Woodside, and to the unincorporated areas of Ladera, Los Trancos Woods, Skyline, Vista Verde, and portions of Emerald Lake Hills. WDPD has three fire stations, with Fire Station No. 8 located in the Town of Portola Valley at 135 Portola Road. The District's administrative offices are located at 808 Portola Road in Portola Valley.

The District also provides emergency operations, hazardous materials response, training, community risk reduction and fire prevention, office of emergency services, and administrative support. WFPD has 68 FTE's as of 2025 and a budget of \$30 million for FY 2025-26. The Town also contracts with WFPD for supplemental services including an annual wood chipping program, a fuel reduction engineer, and the Town right-of-way vegetation management program.

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

The Town has adopted and certified its 2023-31 Housing Element. With assistance from a paid consultant as well as the Housing Element Post-Adoption Plan Town Council Subcommittee, the Housing Element policies and programs are being implemented.

Funding for Housing Element policy implementation and other long-range housing planning work is sourced from the Affordable Housing Fund.⁷ The use of the funds from the Affordable Housing Fund is governed by the Affordable Housing Fund Policy which was adopted in December 2023. As of September 10, 2025, the Affordable Housing Fund has a balance of \$4,857,725. Of this balance, \$115,000 has been authorized to be used for the update of the Housing Element.⁸ On September 10, 2025, the Town Council approved an appropriation of \$1.35M from the Affordable Housing Fund as a grant and \$70,026 as a waiver of planning permit fees for the Willow Commons Housing Project.⁹

⁷ Funds for the Affordable Housing Fund are from fees collected pursuant to inclusionary housing in-lieu fee regulations and other monies controlled by the town for affordable housing. Also, principal and interest from loan repayments, proceeds from grant repayments, forfeitures, reimbursements, and all other income from Fund activities shall be deposited into the Fund.

⁸ Town of Portola Valley Response to Request for Information from LAFCo.

⁹ The Willow Commons Housing Project provides permanent housing with supportive services for 16 intellectually and/or developmentally disabled adults, as well as common areas for building community among the residents. The Project was completed in June 2025.

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

Currently, the Town is operating with reduced staff (15.5 FTEs). There are currently two vacant positions in the Planning and Building Department, and the interim Planning Director position is currently being filled by a retired annuitant. According to Town staff, the main reason for the initial reduction in positions in FY2022-23 was to offset the increase in cost of the police services contract with the County Sheriff's Office. In lieu of full-time staff, the Town has hired consultants for work such as planning application review and building permit services. The Town reports that it has recovered the costs associated with hiring the consultants through permit-fee collections.

According to Town staff, the Town Hall public service counter is open in the mornings four days a week for walk-in and in-person customer service inquiries. Generally, service demand is very low for planning and building walk-in services, and the Town does not see a demand for more public service counter hours. Most service delivery is provided remotely through email or phone communication. The planning and building division accepts digital plan submittals and processes the applications digitally. The shift to digital plan submittals and processes is typical of many municipalities since the COVID-19 pandemic.

In order to inform Town public policy decisions and community engagement strategies, in October 2025, the Town Council had a community survey conducted to evaluate ballot and revenue measure feasibility, resident satisfaction with town services, and community priorities and needs. The Town Council will have additional meetings on revenue enhancement options in 2026.

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

Currently, due to budget constraints, the Town has adopted a one-year Capital Improvement Program (CIP). For FY2025-26, the CIP proposes \$1.36 million in capital expenditures related to roads, storm drains, trails and IT enhancements. This CIP only identifies projects that will have expenditures in the upcoming fiscal year. Indeed, there may be other capital projects that are needed, but for which funding has either not been identified or is not available. According to Town staff, an expanded and compressive five-year CIP is anticipated to be created and adopted as part of the budget cycle for FY2026-27.

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

Town staff is not aware of any State regulations on the horizon that will require significant facility and/or infrastructure upgrades that will impact the Town of Portola Valley.

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 the Town of Portola Valley.

MSR Determination No. 3: The Town meets the service needs of existing development within its sphere of influence and corporate boundaries. However, the cost of the present police contract with the County Sheriff’s office is anticipated to continue outpacing Town revenue, leading to a structural deficit and negatively impacting Town finances.

Currently, due to budget constraints, the Town has adopted a one-year Capital Improvement Program (\$1.36M for FY2025-26). An expanded and compressive five-year CIP is anticipated to be created and adopted as part of the budget cycle for FY2026-27.

The Town does not provide sewer services, however the independent special district West Bay Sanitary District does. Developers and homeowners in Town may choose to switch from onsite septic systems to sewer services by first annexing their property into WBSD. Homeowners are responsible for applying for annexation and for paying the cost of extended sewer infrastructure.

Recommendations:

1. LAFCo encourages the Town to develop a comprehensive Capital Improvement Program and to review this future plan against proposed development projects.
2. LAFCo encourages the Town to continue to coordinate with the West Bay Sanitary District and LAFCo in regards to future annexations of parcels to the Sanitary District for new sewer service.

4) Financial Ability

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 primary source of revenue for the Town’s general fund is property tax (53% of proposed revenue in FY2025-26), followed by a Utility Users Tax (14%) and permit fees (11%). As the Town is largely residential, with only a small commercial base, sales tax equated to only 4% of total revenue to the general fund.

The Town of Portola Valley is classified as Tax Equity Allocation (TEA) city, because it had low or no property taxes in 1978, when Proposition 13 was passed and froze property taxes at their current levels in perpetuity.¹⁰ To help solve the problem of TEA cities lacking sufficient property tax revenue to support the growing costs of basic services, a series of bills were signed into law in 1980s. This legislation mandated a formula in which California’s no or low property tax cities receive a minimum of 7% of the property tax revenue available within their boundaries. For cities in San Mateo County, the County Controller’s Office is charged with implementing the TEA formula. In 2005, Portola Valley discovered it was not being allocated property taxes in accordance with the TEA formula.¹¹ The County of San Mateo agreed that there were missed payments and five months later, paid Portola Valley the funds, \$2.5 million in total, that they had failed to allocate over the previous 15 years. Since that correction in 2005, LAFCo is not aware of any other issues related to the TEA funding formula for the Town.

Finance and Budget Audits

In November 2023, the Town hired Krisch & Company to provide a report related to the Town’s finances. The report highlighted several recommendations for the Finance Department regarding improvements in functions and operations.¹² The report noted that there were several deficiencies related to internal controllers, accounting, and workflow in the Town’s Finance Department. According to staff, the Town has been working to implement these recommendations.

Separately, the Town reengaged Maze & Associates to complete Annual Comprehensive Financial Reports (ACFRs). These reports represent the Town’s financial position. While the ACFR was completed for FY2018-19 within one year of the end of the fiscal year, the ACFR for FY2019-20 was completed in 2022, the ACFR for FY2020-21 was completed in 2024, and the ACFR for FY 2021-22 was completed in September 2025. The gap in audited financial documents creates challenges for Town staff and the Town Council when drafting operating budgets, as the

¹⁰ When Proposition 13 passed in 1978, it froze property taxes at their current levels. Proposition 13 created significant problems for jurisdictions with no or low property tax rates at the time. These jurisdictions could not raise property tax rates to meet their community needs. Subsequent legislation, the first being AB 8 in 1979, established property tax distribution formulae to compensate. There are four TEA cities in San Mateo County: Colma, Half Moon Bay, Portola Valley, and Woodside.

¹¹ 2006-07 San Mateo County Grand Jury Report, "Old Myths and New Realities Who's Responsible for Taking Care of Business?"

¹² Town of Portola Valley Fiscal Review, Krisch & Company November 2, 2023

definitiveness of revenue and expenditures from past budget cycles is not certain. The Town has adopted a work program to catch up on outstanding ACFRs (see Figure 2 below).

Figure 2. Town of Portola Valley Audit Backlog Schedule

Audit Schedule	
Fiscal Year 2022-23	
Nov-25	Staff provides completed trial balance and schedules prepared by client to Maze
Dec-25	Maze provides a draft of the financial statements
Jan-26	Finance Committee and Town Council review and accept audited financial statements
Fiscal Year 2023-24	
Apr-26	Staff provides completed trial balance and schedules prepared by client to Maze
May-25	Maze provides a draft of the financial statements
Jun-26	Finance Committee and Town Council review and accept audited financial statements
Fiscal Year 2024-25	
Jul-26	Staff provides completed trial balance and schedules prepared by client to Maze
Aug-25	Maze provides a draft of the financial statements
Sep-26	Finance Committee and Town Council review and accept audited financial statements
Fiscal Year 2025-26	
Sep-26	Staff provides pro-forma financial statements

Source: Town of Portola Valley, Town Council Meeting Packet for Sept. 24, 2025

The most recent ACFR report (for FY2021-22) was completed and accepted by the Town Council in September 2025. The report found three significant deficiencies related to the Town’s segregation of duties, journal entry review and approval, and timely bank reconciliations related to internal controls. These findings were also highlighted by Krisch & Company in the 2023 report.

To address the ACFR findings, the Town has increased its finance team staffing levels, hired a consulting firm to review financial transactions and identify areas for improvement, and has taken steps to improve processes for more timely posting and financial information reporting. All audits that are accepted have been reviewed by the Finance Committee and Town Council and are posted on the Town’s website.

Town Budget

The Town budget has been consistently adopted prior to the start of the new fiscal year on July 1. The general fund is the Town’s operating fund. Since at least FY2021-22, the general fund has been running at a deficit, necessitating the use of reserve funds to balance the budget. In forming its budget, the Town has historically relied on fund balance to close budget gaps. As shown in Table 1 below, the fund balance from the general fund is budgeted as revenue to be used to offset expenditures. In the FY2022-23 budget, the general fund deficient was estimated to be \$793,544, which subsequently grew to \$1,577,538 for just the next year. In FY2024-25 the use of fund balance in the proposed budget increased to 29% of anticipated revenue. However, in November 2024, the adopted revised budget included no use of fund balance reserve.

The Town is projected to continue to rely on fund balance in the future, which is not a sustainable practice for the fiscal health of the Town. In order to balance the budget, the Town is utilizing a

variety of cost-saving measures. This includes pausing general fund capital project expenditures, leaving vacant positions unfilled, reducing discretionary spending like professional development, and reviewing existing contracts. While these have been able to address the current financial status of the Town, the Town has acknowledged that these are short-term solutions as deferred maintenance will increase capital project costs in the future and leaving positions vacant impacts the ability to provide services to residents and customers.

Table 1. Budgeted use of Fund Balance to cover deficit in General Fund Revenue (UNAUDITED), FY 2022/23-FY 2025/26

	FY 2025-26	FY 2024-25¹³	FY 2023-24	FY 2022-23
GF Fund Balance Appropriation	\$215,084	\$0	\$868,174	\$833,405
Total GF Revenue	\$7,952,775	\$7,479,875	\$8,802,813	\$8,146,487
Fund Balance as share of Total Revenue	3%	0%	11%	10%

Source: Town of Portola Valley Budget, Revenues & Expenditures by Government Fund

As of November 2025, the general fund reserve level is approximately \$2.5 million. Although the 2025 budget was balanced, general fund reserves have decreased over the past three fiscal years due to the increase in the Sheriff’s contract, additional use of consultants for the Housing Element, and loss of one-time, COVID-19 area Federal ARPA funds. During the course of 2025, Town staff held several community meetings and discussions at Town Council meetings regarding the fiscal health of the Town.

The Town is currently exploring revenue options to help stabilize the general fund and enable the allocation of funds back to the reserve fund, which is gradually being drained to balance the annual operating budget. Currently, with no new revenue sources, the Town projects that expenditures will continue to outpace revenues, meaning that the Town will need to rely on existing reserve funds. These reserve funds are projected to be near exhaustion by FY2031-32.

In addition to the Town’s general fund, the Town also has four road maintenance districts. Each district collects taxes for local road maintenance purposes: Crescent Road Maintenance District, Portola Valley Ranch Maintenance District, Wayside I and II Road Maintenance District, and the

¹³ Revised budget from November 2024 included no use of fund balance towards the General Fund. The originally adopted budget for FY24-25 anticipated the use of \$2.9 million

Woodside Highlands Road Maintenance District. The districts collect funds and expend them on local road related projects.

Table 2. Road Maintenance District Funds

	FY2025-26	FY2024-25	FY2023-24	FY2022-23
Total Revenue	142,644	141,664	128,012	137,470
Total Expenses	50,097	150,671	87,163	172,902
Net	\$92,547	\$(9,007)	\$40,849	\$(35,432)

Revenue Sources

For FY2025-26, the Town projects \$11.2M in total revenue. Of that, 39% is non-operating revenue from property taxes. In FY2024-25, an estimated 27% of revenue was from property taxes. The percentage of non-operating revenue to operating revenue has remained consistently below 50% over the past ten years. (See Table 3)

Table 3. Town of Portola Valley Total Revenue (UNAUDITED), FY 2022/23- FY 2025-26

	FY 2025-26 (Budget)	FY 2024-25 (Budget)	FY 2023-24 (Actual)	FY 2022-23 (Actual)
Property Tax Revenue	\$4,355,875	\$3,695,328	\$3,706,327	\$3,834,075
Other Revenue	\$7,446,858	\$7,333,273	\$8,217,014	\$8,247,357
Total Revenue	\$11,802,733	\$11,028,601	\$11,923,341	\$12,081,432

To address forecasted long-term revenue needs to fund Town operations and contract services like police, the Town is exploring revenue enhancement options with a focus on presenting a potential local revenue enhancement ballot measure on the November 2026 election ballot. In 2025, a nonprofit was established to collect donations in the form of cash and real or personal property from residents to supplement town finances and support capital projects.

At a study session on August 27, 2025, the Town Council reviewed several potential revenue enhancement options including a real estate transfer tax, parcel tax, or a new or modified utility user tax. The Town estimates that any new revenue measure should generate between \$1 to \$2 million dollars to backfill staffing, absorb ordinary cost increases, and maintain a 20% reserve level. At the direction of the Town Council, staff is currently conducting further analysis of a real estate transfer tax, and the hypothetical possibility of changing from a general law city to a charter city to facilitate the increase in the real estate transfer tax. One other potential revenue measure that the Town Finance Committee discussed is the annexation of Ladera and other governance changes. The feasibility of these LAFCo related options is discussed in Section 6.

Expenditures

The consistently largest expense for the Town is the contract with the San Mateo County Sheriff’s Office (see the “Services & Supplies” expenditure category in Table 4). The Sheriff’s contract is

funded through three police services funds: Public Safety Fund¹⁴, the COPS Fund¹⁵, and the majority (82% in FY 2023-24) of the contract is funded through the General Fund. The Sherriff’s contract comprises nearly 30% of the Town budget. Every year, the contract expense has exceeded Town revenue, and the Town has had to use reserves to pay for the contract. In FY2025-26, the credits for the contract expire, and the Town will be responsible for the full contract cost starting in FY2026-27.

Table 4. Town of Portola Valley Total Expenditures (UNAUDITED), FY 22/23- FY 25/26

	FY 2025-26 (Budget)	FY 2024-25 (Budget)	FY 2023-24 (Actual)	FY 2022-23 (Actual)
Services & Supplies	\$5,549,131	\$5,313,413	\$5,228,743	\$4,701,702
Employee Services	\$2,316,850	\$2,896,510	\$2,573,262	\$2,647,532
Employee Benefits	\$981,978	\$882,472	\$876,832	\$836,242
Fixed Assets	\$0	\$0	\$1,658,885	\$643,825
Reserves	\$497,626	\$0	\$525,330	\$621,453
Maintenance & Utilities	\$353,500	\$590,086	\$605,651	\$71,640
Operating Transfers Out	\$140,000	\$1,311,474	\$362,348	\$1,624,025
Education & Travel	\$63,700	\$80,900	\$92,290	\$935,014
Total Expenditures	\$10,780,694	\$11,078,455	\$11,923,341	\$12,081,433

The Town also had a larger than anticipated cost associated with certifying the Housing Element. In FY 2024-25, nearly \$1M was spent on consultants to assist the Town in securing state approval of the Housing Element. Additionally, the Town has hired a consultant to update its Safety Element (also on an 8-year update cycle).

Fire Services for the Town of Portola Valley are provided by Woodside Fire Protection District (WFPD). Structural fire protection and emergency medical services are funded through property taxes, as all properties in the Town are within the WFPD boundaries. Furthermore, the Town has a contract with WFPD for enhanced services, financed entirely by the general fund. In FY2023-24, actual contract costs totaled \$171,446.

Dispatch services are provided by San Mateo County’s Public Safety Communications Center.¹⁶ In FY 2024-25, the Town budgeted \$75,151 for these dispatch services related to police services.

The Town is currently developing a five-year capital improvement program that will be revised at least annually by the Town Council.

¹⁴ A half-cent State sales tax revenue designated exclusively for local agency public safety services.

¹⁵ The Citizen’s Option for Public Safety (COPS) is a supplemental State Law enforcement fund for special law and traffic enforcement.

¹⁶ In accordance with the 1994 “Net Six Joint Powers Authority” agreement.

Fiscal Forecast

Town staff project that without additional revenue, expenses will exceed revenues by FY2027-28. In order to balance the budget and not impact the Town’s general fund reserve, the Town will need an additional \$1M in expenditure cuts in FY 2026-27 through FY 2029-30 . The Town’s reserve fund would be in deficit by FY 2029-30 without a new revenue source.

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

The Town has a policy of maintaining a reserve fund level that equals 20% of the general fund. According to Town staff, the practice of using reserve funds to support on-going Town operations is concerning since this precludes the availability of additional funds to set aside for capital improvements related to infrastructure, facilities and buildings, and vehicles, and no additional funds set aside to pay down pension liability. In the event of a natural catastrophe, the reserve fund may be fully depleted, and any potential repayment from federal funds could take years. Since FY 2020-21, the general fund reserve has decreased by \$3.07M, from \$5.47M to an estimated \$2.2M as of April 2025.¹⁷ Historically, the Town has been compelled to utilize reserve funds to balance the annual budget.

- c) Is the City’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?**

The Town’s Master Fee Schedule was most recently revised in May 2024. According to Town staff, the Town is currently undergoing a comprehensive fee study to determine if fees are sufficient to fund an adequate level of service. The Town is also undergoing an Impact Fee Nexus study to determine if impact fees can be assessed as well. This should be completed and scheduled for review and action by the Town Council in late winter/spring 2026.

Table 5, below is a comparison of the Town’s total fees per unit (including entitlement, building permits, and impact fees) and those of the neighboring jurisdictions of the Town of Atherton, Town of Woodside and Unincorporated San Mateo County. There is no data for multi-unit developments since Portola Valley and Atherton have none, as of yet. According to the Housing Element, the Town’s entitlement fees are likely higher than other communities due to the detailed engineering and geotechnical review that happens early in the process.

Table 5. Total Town Fees Per New Unit Development

Jurisdiction	Single-Family	Small Multi-Unit	Large Multi-Unit
Atherton	\$15,941	No Data	No Data
Portola Valley	\$52,923	No Data	No Data
Woodside	\$70,957	\$82,764	No Data
Unincorporated SMC	\$36,429	\$27,978	\$10,012

Source: 21 Elements Survey, Portola Valley 2023-31 Housing Element

¹⁷ Town of Portola Valley General Fund Minimum Fund Balance Policy, Adopted July 27, 2011, and revised June 11, 2025

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

The Town works in conjunction with the San Mateo County Department of Public Works on its Pavement Management Program. The Town currently has a stormwater assessment underway for FY2025-26. While the Town has adopted a Capital Improvement Plan (CIP), the CIP only covers projects that are proposed to be funded during the current fiscal year. The Town anticipates it will adopt a five-year CIP as part of the FY2026-27 budget cycle. As mentioned previously, if there was an emergency CIP project, that cost could deplete the Town’s reserve fund level.

- e) Is the agency lacking financial policies that ensure its continued financial accountability and stability?**

The Town has adopted multiple financial policies including a General Fund Minimum Fund Balance Policy (Originally Adopted on July 27, 2011, and revised on June 11, 2025), an Investment Policy (Originally Adopted on Dec. 10, 2003 and revised on June 27, 2012), and a Donation and Gift Acceptance Policy (Adopted May 14, 2025).

- f) Is the agency’s debt at an unmanageable level?**

The Town has no debt service, and the only long-term liabilities are related to pensions and Other Post-Employment Benefits (OPEB). The Town has made additional contributions to CalPERS in the past when reserve levels have permitted. Contribution rates are determined annually by CalPERS and the Town adjusts the employer and employee rates when applicable. The Town has set up a benefit trust through CalPERS and makes annual OPEB contributions towards employee semi-monthly deductions.

MSR Determination No. 4: The Town of Portola Valley is classified as Tax Equity Allocation (TEA) city. The primary source of general fund revenue is property tax and the accompanying TEA (comprised 53% of proposed general fund revenue in FY2025-26). Town staff project that without additional revenue, expenses will exceed revenue by FY2027-28. In order to balance the budget and not impact the Town’s general fund reserve, the Town will need an additional \$1M in expenditure cuts in FY2026-27 through FY2029-30. The Town’s reserve fund would be in deficit by FY2029-30 without a new revenue source. The Town is aware of these issues and has presented reports and fiscal forecasts to the Town Council and the public. Currently, the Town is exploring potential revenue measures to address this structural deficit.

The Town is behind on its financial audits, having only recently completed the FY2021-22 ACFR. The Town has adopted a work program to catch up on outstanding audits, however, the lack of audited budget numbers has hindered fiscal forecasting. The Town Council and management can benefit by making current financial data available as early as possible in the budgeting and planning process. According to a 2023 Krisch & Company report, there were several deficiencies related to internal controllers, accounting, and workflow in the Town’s Finance Department. The Town has been working to implement these recommendations.

Recommendations:

3. LAFCo supports the Town’s efforts to evaluate new potential revenue sources and encourages the Town to continue to explore revenue and expenditure options related to the Town’s General Fund in order to adopt a balance annual budget.
4. LAFCo encourages the Town to adopt a long-term, comprehensive Capital Improvement Program for Town infrastructure projects.
5. LAFCo recommends that the signed resolutions for the adoption of the annual budgets and appropriation limits be uploaded to the Town’s budget webpages.
6. Budget documents and staff financial reports should explicitly show the amount of funds allocated to the Town’s fund balance and reserve fund.

5) Shared Service 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-b) The Town Manager is actively reviewing other police service options, including contracting with adjacent cities in San Mateo County. To date, none of the cities that the Town Manager has contacted has any interest in providing contract police services to the Town.

Portions of the Town of Portola Valley along Oak Forest Court are within the Los Trancos County Maintenance District (LTCMD). The San Mateo County Department of Public Works administers enhanced storm drain services in LTCMD. The storm drain 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. DPW awarded HDR Engineering, Inc. a contract for \$125,000 to study the feasibility of high priority storm drain system improvement projects in LTCMD. LAFCo encourages the Town and LTCMD to work together on stormwater management plans for areas that may be impacted by stormwater coming from Los Trancos Woods. LTCMD and the Town may also identify if there should be any projects that impact the parcels at Oak Forest Court, as LTCMD has not conducted any work in the area since its formation in 2015.

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?

None at this time.

MSR Determination No. 5: The Town of Portola Valley partners with several agencies to share resources and reduce costs. The Towns of Portola Valley and Woodside are currently reviewing police service options for future fiscal years.

Recommendation:

7. The Town should continue discussions with the Town of Woodside regarding the possibility of a joint contract with the Sheriff's Office for police services, as well as explore other opportunities for shared services or contracts.
8. LAFCo encourages the Town and the Los Trancos County Maintenance District to work together on stormwater management plans for areas that may be impacted by stormwater originating from the unincorporated area of Los Trancos Woods.

6) Accountability, Structure, and Efficiencies

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?

The Portola Valley Town Council meets in person at the Historic Schoolhouse at Town Center, 765 Portola Road on the 2nd and 4th Wednesday of every month at 7pm. Regular meetings are also accessible to the public by Zoom and recordings are available on YouTube.

There do not appear to be any issues with public meetings being accessible and well publicized. The Town also utilizes its website to provide detailed information about the current fiscal status of the Town along with updates related to long range and current planning projects, such as the Housing Element and the Portola Terrace development. The Town hosts an online portal that enables the public to make record requests. Documents can be mailed, emailed, or picked up by the requester.

In June 2022, the Town was served with a complaint alleging a violation of the Brown Act arising from texts sent during a Wildfire Preparedness Committee meeting. The Town Attorney investigated the allegations and concluded that the texts did not involve a quorum of the Committee and therefore did not violate the Brown Act. Nevertheless, the Town decided to resolve the lawsuit by making a “statement of unconditional commitment” restricting legislative

body members from texting and emailing 1) one another and 2) third party consultants (other than legal counsel) during a public meeting.

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

Over the last three years, there has been significant staff turnover. In 2023, approximately over half of all Town positions turned over, including the Planning and Building Director and various staff. Over the past three years, there have been two interim Town Managers. In July 2025, the Town Council appointed a new permanent Town Manager.

The Town is aware of the issue of staff attrition and is in the process of recruitments and evaluation of opportunities to hire staff on contract for certain positions. Turnover and the Town's limited staffing has meant that the Town relies on consultants and contractors to continue to undertake projects. Another consequence of minimalist staffing is that when employees are absent, there is little staff redundancy.

As noted on the Town's website, when Portola Valley was incorporated in 1964, one of the founding goals was to keep costs low by having a government run as much as possible by volunteers. A collateral benefit of this model was that volunteer residents working together to build a town would foster a spirit of community and camaraderie. This spirit of volunteerism continues today with many thousands of hours being donated to town service every year. All members of the Town Council, commissions and committees serve without pay or benefits of any kind. There are approximately 125 members on the standing committees and commissions.

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

As discussed in Section 4, "Financial Ability," the Town is behind on its financial audits. The Town's most recent Annual Comprehensive Financial Report (ACFR) was conducted for FY 2021-22 and completed in September 2025. The Town has adopted a workplan to complete the remaining outstanding reports. It is anticipated that the FY2022-23 audited financial statements will be accepted by January 2026 and the FY2023-24 audited financial statements will be accepted by July 2026. As there is still a delay in the production of the ACFR reports, LAFCo is noting this as a concern. However, LAFCo also acknowledges that the Town and its auditor are actively working to address this issue.

The Town has increased staffing levels in its finance department and hired a consulting firm to review financial transactions and identify areas for improvement, such as how to improve processes for more timely posting and financial information reporting.

d-f) Changes in governance structure?

There are no proposed changes in governance structure. However, over the last two years, as the Town has contemplated how to address financial challenges, the Town Council and the Town Finance Committee have discussed potential forms of governance changes. In light of these public discussions, this MSR seeks to provide an overview of the governance changes that have been mentioned at Town meetings:

Option 1) Annexation of Ladera/Los Trancos: The Town could submit an annexation application by resolution. The application would need to include a plan for service (i.e. the range of services that would be provided to the annexed area and the financing of such services). Along with the

plan for service, the Town would need to go through a pre-zoning process to extend zoning to the area to be annexed. A general plan amendment may also be required if there is no general plan land use designation for the annexation area. Alternatively, the annexation application could also be submitted by petition from landowners or voters in the affected area.

It is important to consider the possibility that the annexation is protested. The only people that can protest an annexation proceeding or vote in an election are landowners and registered voters in the affected/annexation area. Under State law, an “inhabited annexation” occurs if there are 12 or more registered voters within the affected area. If the area qualifies as “inhabited”, and if the required protest threshold is met, then the annexation process could be subject to an election. If the area is uninhabited, then the protest threshold is based on assessed value and property owners.

Under state law, any annexation by a city or town would have to be contiguous to existing city/town boundaries. If the area of Ladera was proposed to be annexed to the Town, there is a review regarding whether the annexed area would be detached from the Ladera Recreational District. If the parcels were to be detached, there may need to be information about the financial impact on the District. Also, the County would be transferring service responsibility to the Town, including land use responsibility. There could also be additional costs to the Town if the Sheriff’s Office contract requires an amendment to include additional services to the annexed area as the population and geographic size of the Town would have been increased.

Additionally, the Town would receive sales tax from the commercial area in Ladera if the area was annexed, but the Town would still only receive 7% of the property tax within the annexation area (due to its status as a Tax Equity Allocation jurisdiction). Any taxes that the Town currently has in place, such as a Utility User Tax, would also be extended to the annexed territory.

Option 2) Consolidation with the Town of Woodside: Under state law, consolidation means the uniting or joining of two or more cities located in the same county into a single new successor city¹⁸. Both towns would need to be agreeable to this option. A proposal could be submitted via resolution from both town governing bodies, or by a petition from voters from both towns signed by not less the 5 percent of the registered voters of each affected town. An election is required for this action, with all registered voters in both towns eligible to vote in the election. Regarding the expenditures from the former separate towns, state law notes that the city (town) council of the successor city shall separately levy and collect the taxes necessary to pay the indebtedness or liability of each predecessor city within the territory of each predecessor city. This means that any liability from the Town of Portola Valley would still need to be paid for by the property owners in the Town’s former boundaries.

There are no examples of a consolidation between two cities or towns occurring in California. A similar action would be the disincorporation of the Town of Portola Valley in conjunction with the annexation of the area to the Town of Woodside. In this case, the Town of Woodside would remain in its current structure and would incorporate the area of the Town of Portola Valley.

¹⁸ CA Government Code Section 56030

Given the similar nature of the two towns' nature of revenue and expenditures, consolidation or disincorporation and annexation would be unlikely to enhance revenues or have a major reduction in costs to the municipalities.

Option 3) Disincorporation: This means the dissolution, extinguishment, or termination of the existence of a city and the cessation of its corporate powers, except for the purpose of winding up the affairs of the city¹⁹. A petition for the disincorporation of a city (town) may be in the form of a resolution from the affected city (town), or a petition signed by not less than 25 percent of the registered voters residing in the city that is proposed to be disincorporated (as shown on the county register of voters). The plan for services would identify the preferred provider for each service that the Town would no longer be providing. As part of the plan for service, a comprehensive fiscal analysis would be required²⁰. For disincorporation, any debt or contractual obligations and responsibilities of the city being disincorporated shall be the responsibility of that same territory for repayment.²¹

State law notes that the "Legislature finds and declares that a single multipurpose governmental agency (i.e. an incorporated city/town) is accountable for community service needs and financial resources and, therefore, may be the best mechanism for establishing community service priorities especially in urban areas."²² Any disincorporation proposal would need to be reviewed against the intent of state law for the sustainable provision of local municipal services²³.

If ultimately approved by the LAFCo Commission, the Board of Supervisors must submit the disincorporation to the voters residing within the affected area for confirmation. There is no protest hearing for a disincorporation.

If the disincorporation is confirmed at election, either the Commission or the County must prepare a certified statement regarding the city's debt, the balance in the city's treasury, and the amount of any taxes and other payments due to the city that have not yet been paid. Upon the effective date of disincorporation, the successor (the County) is responsible for winding up the affairs of the disincorporated city, much like the executor of an estate. A special fund would be established by the County for this purpose. The successor must utilize the assets of the city to pay off debt and other obligations. If there are insufficient funds to pay indebtedness incurred by the city, the current statute calls for the levy of taxes on property within the former city. The County would become the land use authority for the newly unincorporated area, as well as the governing body. It is unknown what the impact would be to the Town's housing element and how it would integrate with the County's own adopted Housing Element. The Town would also no longer have a contract with the San Mateo County Sheriff's Office and instead the level of service would be similar to any other unincorporated community in the County.

The last Disincorporation in the State of California was in the 1970s in Riverside County (City of Cabazon). This has been the only disincorporation that has gone through the LAFCo process, and

¹⁹ CA Government Code Sections 56034

²⁰ CA Government Code Sections 56800-56804

²¹ CA Government Code Sections 56815 – 56816

²² CA Government Code Sections 56001

²³ CA Government Code Sections 56770

there would be number issues that would need to be reviewed and addressed prior to the submittal of any proposal for disincorporation.

Option 4) Disincorporation with the formation of a new district to manage open space and trail areas: Typically, upon disincorporation, most or all municipal functions would be assumed by the County. In some circumstances, however, services could be assumed by a special district. That would require formation of a new district. This action could be proposed in parallel with the disincorporation proposal. The action would need to be accompanied by a proposed plan for service as well as an election. The plan for service for a new district would need to include financial information, a list of services to be provided, staffing information, and governance information. A special assessment or tax may be required to provide on-going funds to the district, which would also be subject to an election. It is unclear how or what assets could be transferred from the Town to the new District (i.e. facilities, funds, equipment). There would also need to be a review conducted to determine whether any property tax could be allocated to a newly formed district.²⁴

Another possibility could be instead of the creation of another district, that the Ladera Recreational District (a Community Services District) annex the former Town area and expand its services to include trail and open space powers. No example of a disincorporation and formation of a special district exists in California.

Of the actions mentioned above, LAFCo only has the power to initiate the formation of a new district. LAFCo cannot initiate a city annexation, consolidation of cities, or disincorporation of a city. Any proposal that was submitted to LAFCo would require public meetings and notice. Members of the public would be able to provide input, comments, and participate in this public process. To reiterate, none of the actions listed above are recommended by LAFCo. Instead, these types of actions are referenced in this report to provide additional information about the steps involved, the information that would be required for any action, the role of elected officials and the public during the process, and the effect of the actions.

Determination No 6: There are no recommended actions to change the Town’s governance structure in the MSR, however several options have been discussed by the Town Council and Town committees in the context of addressing the Town’s budget and structural deficit. In recognition of these discussions, this report outlines several types of governance changes, but makes no proposal to implement any option. There do not appear to be any issues with public meetings being accessible and well publicized. As highlighted in Section 4, the Town is behind on conducting audited financial statements, with the most recent audit completed for FY2021-22 in September 2025. The Town has a workplan to catch up on financial audits and is currently implementing the plan. The Town has experienced high levels of staff turnover in the past 3 years and is in the process of recruitment and evaluation of opportunities to hire staff on contract for certain positions. The Town has a culture of volunteerism, and there are approximately 125 volunteer members currently serving on Town standing committees and commissions.

²⁴ CA Government Code Sections 56813

Recommendation:

9. LAFCo recommends that the Town continue the process of implementing the audit workplan for past audits and that a work program or policy be adopted to ensure that future audits are conducted in a timely manner.

7) Other Issues:

	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
Any other matter related to effective or efficient service delivery, as required by commission policy.			
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-c) Other service delivery issues that can be resolved by the MSR/SOI process.

LAFCo staff did not identify any other service delivery issues that can be resolved by the MSR/SOI process. Along with the County and other San Mateo County cities, the Town of Portola Valley participated in the 2021 Local Hazard Mitigation Plan (LHMP) that assessed hazard vulnerabilities and identified opportunities for mitigation to reduce the level of injury, property damage and community disruption that could occur in manmade and natural disasters. An update to the 2021 LHMP is underway, and the Town is participating in this multi-jurisdictional effort led by the County.

The Town has an Emergency Preparedness Committee and Wildfire Preparedness Committee that works with Town staff to develop and maintain appropriate plans and procedures for responding to disasters, including wildfires, earthquakes, floods and other emergencies. This

committee works in cooperation with the Woodside Fire Protection District and the San Mateo County Office of Emergency Services. The Wildfire Preparedness Committee advises the Town Council on ways to mitigate risks associated with wildfires while the Geologic Safety Committee provides the Town Council with expert advice regarding geologic matters as they might relate to Town issues including buildings, roads and infrastructure.

The majority of the Town is within an identified fire hazard severity zone. The Town contracts with the Woodside Fire Protection District for hazard mitigation efforts and defensible space creation along the Right of Way and Town-owned property.

MSR Determination No. 7: The Town has adopted a Climate Action Plan and participates in the Local Hazard Mitigation Plan. It has several committees that work in cooperation with Town staff to address emergency preparedness.

Recommendation:

- 10.** LAFCo encourages the Town of Portola Valley to continue its work in the areas of natural hazard mitigation and wildfire preparedness and to continue to coordinate with partner agencies.

Section 6. Town of Portola Valley Sphere of Influence Determinations

Government Code Section 56425 requires San Mateo LAFCo make determinations concerning land use, present and probable need for public facilities and services in the area, capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide, and existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency. These include the following determinations:

- 1. The present and planned land uses in the area, including agricultural and open space lands:** The Town of Portola Valley is comprised primarily of residential land use, with some commercial/office, open space, and institutional land use. The District boundaries contain land that is under the jurisdiction of the County of San Mateo, the Mid-Peninsula Open Space District, as well as other agencies that have land use review authority.
- 2. The present and probable need for public facilities and services in the area:** The Town meets the needs of its residents and businesses for municipal services, and the Town anticipates that it will be able to provide adequate facilities and services for the anticipated growth within its service area.
- 3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide:** The Town currently provides adequate public services to its residents, including public works, planning, recreation, police protection (via contract) and storm water services. In addition, the Town routinely adopts a Capital Improvement Program to fund critical repairs, replacements and improvements to the Town’s infrastructure and facilities.

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:** There are no disadvantaged unincorporated communities within the SOI of the Town of Portola Valley.
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 proposed changes to the Town Sphere of Influence.

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.

Appendix A. Town of Portola Valley Fact Sheet

Town Manager: Darcy Smith

Physical Address: 765 Portola Rd, Portola Valley, CA 94028

Email Address: towncenter@portolavalley.net

Phone Number: (650) 851-1700

Date of Incorporation: July 14, 1964

Town Council:

Town Council	Term Expiration Date
Judith Hasko, Mayor	2026
Craig Taylor, Vice Mayor	2026
Mary Hufty	2026
Rebecca Flynn	2028
Helen Wolter	2028

Compensation: Town Council members are all volunteers (not paid)

Public Meetings: Town Council meetings are held in person at the Historic Schoolhouse, 765 Portola Rd. on the second and fourth Wednesdays of the month at 7PM. Regular meetings are livestreamed on Zoom, and the public has the opportunity to provide remote public comments, in addition to in-person comments at the designated time. An archive of Council meetings is available on the Town’s website.

Services Provided:

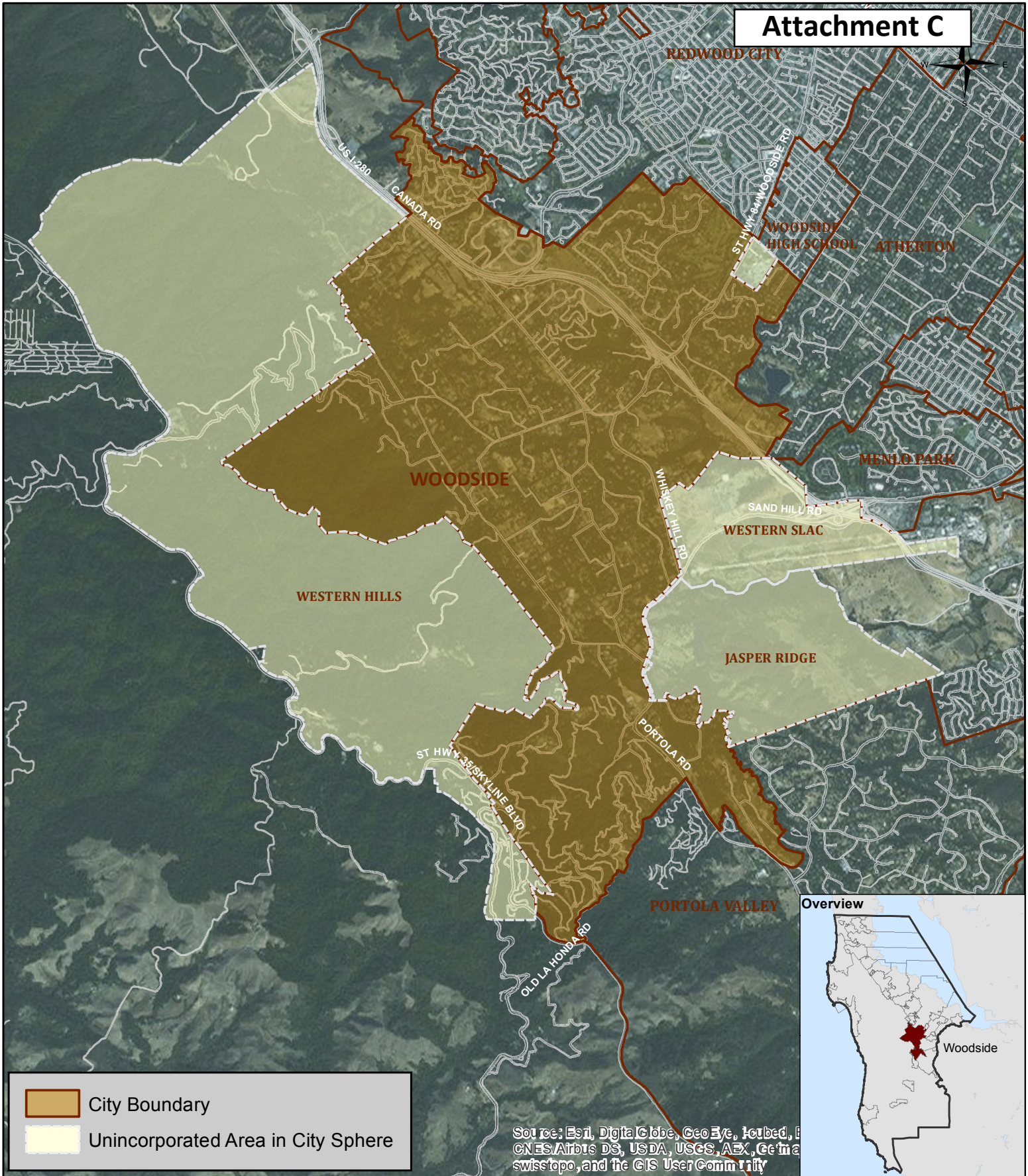
Agency staff: 15.5 FTE

Area Served: Approximately 9 square miles of land area

Population: 4,286 (as of Jan. 2025)

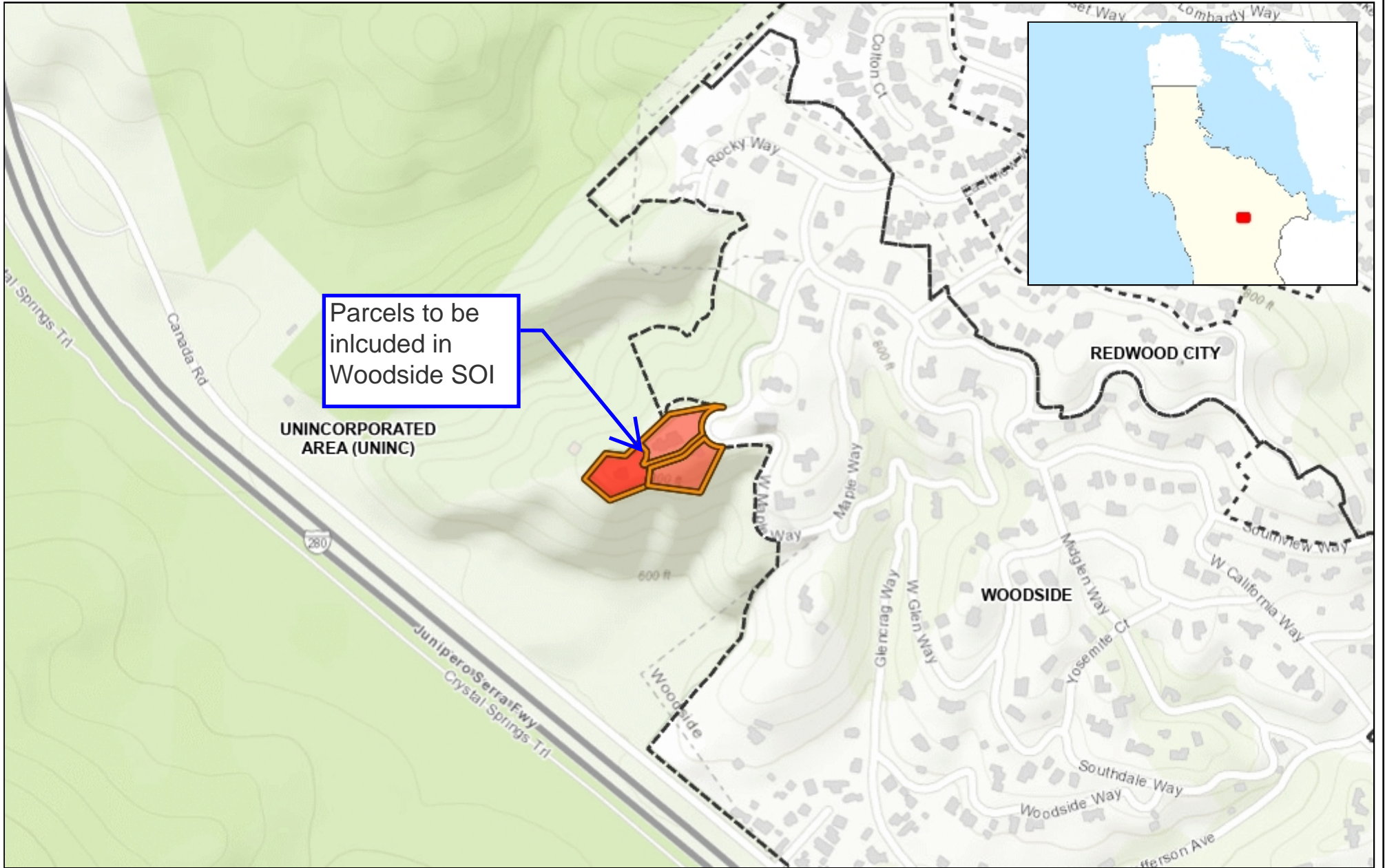
Sphere of Influence: unincorporated areas.

FY 2025-26 General Fund Budget: \$8,167,859



Source: Esri, DigitalGlobe, GeoEye, IGN, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

WOODSIDE SPHERE OF INFLUENCE



0.28 0 0.14 0.28 Miles

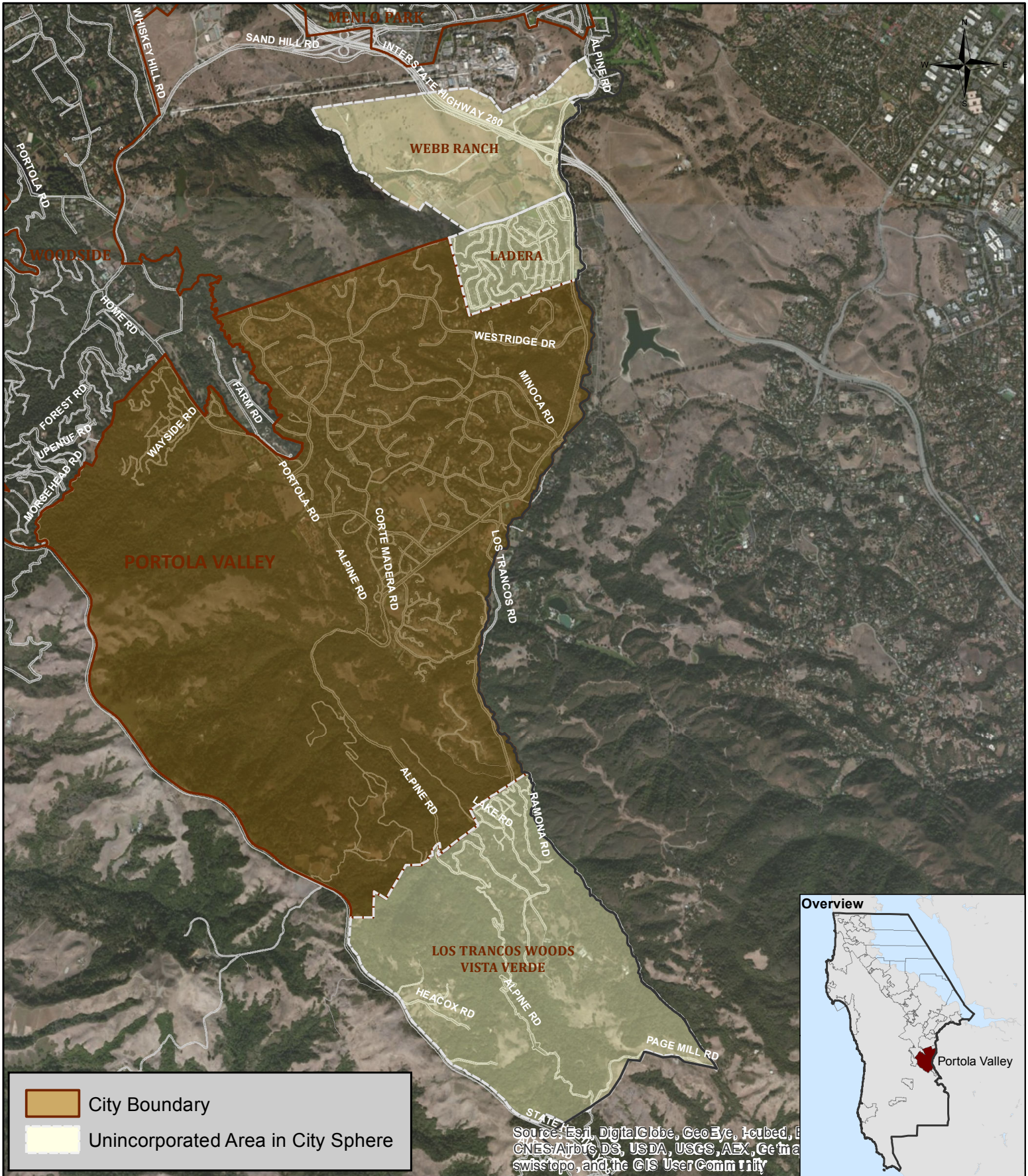
WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:9,028



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



PORTOLA VALLEY SPHERE OF INFLUENCE



LOCAL AGENCY FORMATION COMMISSION

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



SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

November 12, 2025

To: LAFCo Commissioners

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

Subject: Consideration of the Final Municipal Service Review for CSA 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).

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.

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.

LHLMD: 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

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

unincorporated community by maintaining 34 street lights. LHLMD is one of 11 street lighting districts within the County.

Updates to the Circulation Draft Municipal Service Review

San Mateo LAFCo received comments from San Mateo Department of Public Works, CSA7 Customer Advisory Committee, and a member of the public regarding LTCMD. The following information incorporated into the final version of the MSR: The LTCMD fund balance is \$1,751,797 as of September 2025; the duration of the LTCMD Blue Oaks loan is 69 years; the Department of Public Works does not have a webpage for LTCMD; and the LTCMD FY2025-26 Adopted Budget amount is \$534,000. Public comments to the circulation draft report are included as Attachment B.

Current Key Issues

- 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.
- 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.
- No issues identified for La Honda Lighting Maintenance District.

Proposed Municipal Service Review Determinations and Recommendations for CSA 7¹

As required by State law, there are seven areas of MSR determination, including local policies as set forth in Section 56430. LAFCo has the following determinations and recommendations:

- 1. Growth and Population Determination:** Over the next 5-10 years, no significant population change 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

¹ MSR/SOI Determinations are only for CSA 7. Neither LTCMD or LHLMD are under LAFCo jurisdiction and so a review of these agencies was conducted but there are no official determinations.

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 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

- 3. Capacity and Adequacy of Public Facilities and Services Determination To** address CSA 7 infrastructure needs, 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. Upgrades to the water distribution system remain incomplete as of November 2025. The cost of recommended improvements has always been disproportional to the size of the rate payer base.

Recommendation 1: CSA 7 should periodically update the capital improvement project list and evaluate funding sources for outstanding projects.

- 4. 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.² 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 currently researching whether grants can fund other capital projects.

Recommendation 2: CSA 7 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

² [Department of Public Works Summary \(4500D\) | San Mateo County Performance](#)
LAFCo Meeting Packet Page 125

explore other possible revenue sources, such as a fee to customers for funding related infrastructure replacement projects, when reviewing water rates.

Recommendation 3: CSA 7 should continue to review water rates on a regular basis. Current water rates do not support the completion of capital improvement projects for the system.

- 5. 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

- 6. 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 Cal Water, or the formation of a mutual water company. These alternatives may be subject to consideration if the County determines that it is not feasible to continue operating the system due lack of rate payer support resulting in inadequate revenues. According to the County, there is no proposed change to the current structure of CSA 7.

The CSA 7 Customer 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.

Recommendation 4: To enhance transparency, it is recommended that CSA 7 staff and the CSA 7 Customer Advisory Committee review information on the 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 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 CAL FIRE 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

Proposed Sphere of Influence Determinations for County Service Area 7

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 Cal Water. 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.

VI. Summary Review and Recommendations for the Los Trancos County Maintenance District

The Department of Public Works provides operations management of the LTCMD. Oversight and governance is provided by the County Board of Supervisors. 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. The LTCMD is currently utilizing the 2013 Storm Drainage Master Plan for stormwater improvements. 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.

Recommendation 5: LTCMD should review and update the 2013 Storm Drainage Master Plan, particularly related to 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.

Recommendation 6: To enhance transparency, it is recommended the Department of Public Works (DPW) 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 DPW explore posting information about the Community Advisory Committee, such as agendas and meeting minutes, on the County's website, or to link to the existing Vista Verde Community Association website for existing meeting notes and other related documents.

Summary Review of La Honda Lighting Maintenance District: No significant findings.

Public/Agency Involvement: The primary source of information used in this report was collected from publicly available agency-adopted plans, budgets, reports, and policies. Information received by San Mateo LAFCo in response to requests for data from the County Department of Public Works, the CSA 7 Citizens Advisory Committee, and the Los Trancos County Maintenance District Community Advisory Committee has been incorporated into this report.

LAFCo staff held a virtual community workshop for this MSR on October 7, 2025 at 6:30pm to allow the public to ask questions and provide additional comments on the report. There were no attendees.

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 commonsense 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 Recommendations to Commission

1. Open the public hearing and accept public comment.
2. Accept the Final Municipal Service Review and Sphere of Influence Update for CSA 7.
3. Adopt the Determinations and Recommendations contained in this report.

Attachments

- A. Final Municipal Service Review for CSA 7, Los Trancos County Maintenance District and La Honda Lighting Maintenance District
- B. Public Comment from Tom Uridel received on Sept. 17, 2025 and the CSA 7 Customer Advisory Committee received on Oct. 16, 2025
- C. Resolution 1345

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 (CSA 7), as well as a review of the Los Trancos County Maintenance District (LTCMD) 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 MSR.

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 of 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 an MSR and SOI update for CSA 7. LAFCo conducted a review but issued no determinations for LTCMD and LHLMD, as these jurisdictions are not under LAFCo jurisdiction.

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 hearing for the Draft Report was held at LAFCo’s September 17 Commission meeting, and subsequently circulated for comment to the agency under study as well as interested individuals and groups. The Final Report is now presented before the Commission for consideration during its public meeting and includes 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 and district advisory committees.

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 water 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 capital projects has been challenging. In several instances, funding for these projects has come from the County. 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 part 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 would 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 services and projects comes from property taxes on 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 significant issues.

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 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 1994 (County Prop. 86 Fund appropriation).

Water for CSA 7 residents, Camp Glenwood (County Probation Department), and Sam McDonald Park requires treatment, and the three entities share the operation and maintenance costs

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 CAL FIRE 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.

associated with one treatment facility. Much of the CSA 7 water distribution system, treatment facility and storage facility are located on Sam McDonald Park land. 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. In the recently approved lease 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.

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 via Zoom on a quarterly basis, typically 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 the 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 services a multi-purpose district is actively providing, and which are inactive. Pursuant to Government Code Section 56425(i), in preparing a MSR and SOI update, LAFCo is required to prepare a statement of the nature and location of functions and services provided. If a district proposes to add a new service permitted under district enabling legislation, the District must apply to LAFCo for approval. 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.

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

⁷ CSA7 Customer Advisory Committee, La Honda, California Home Page

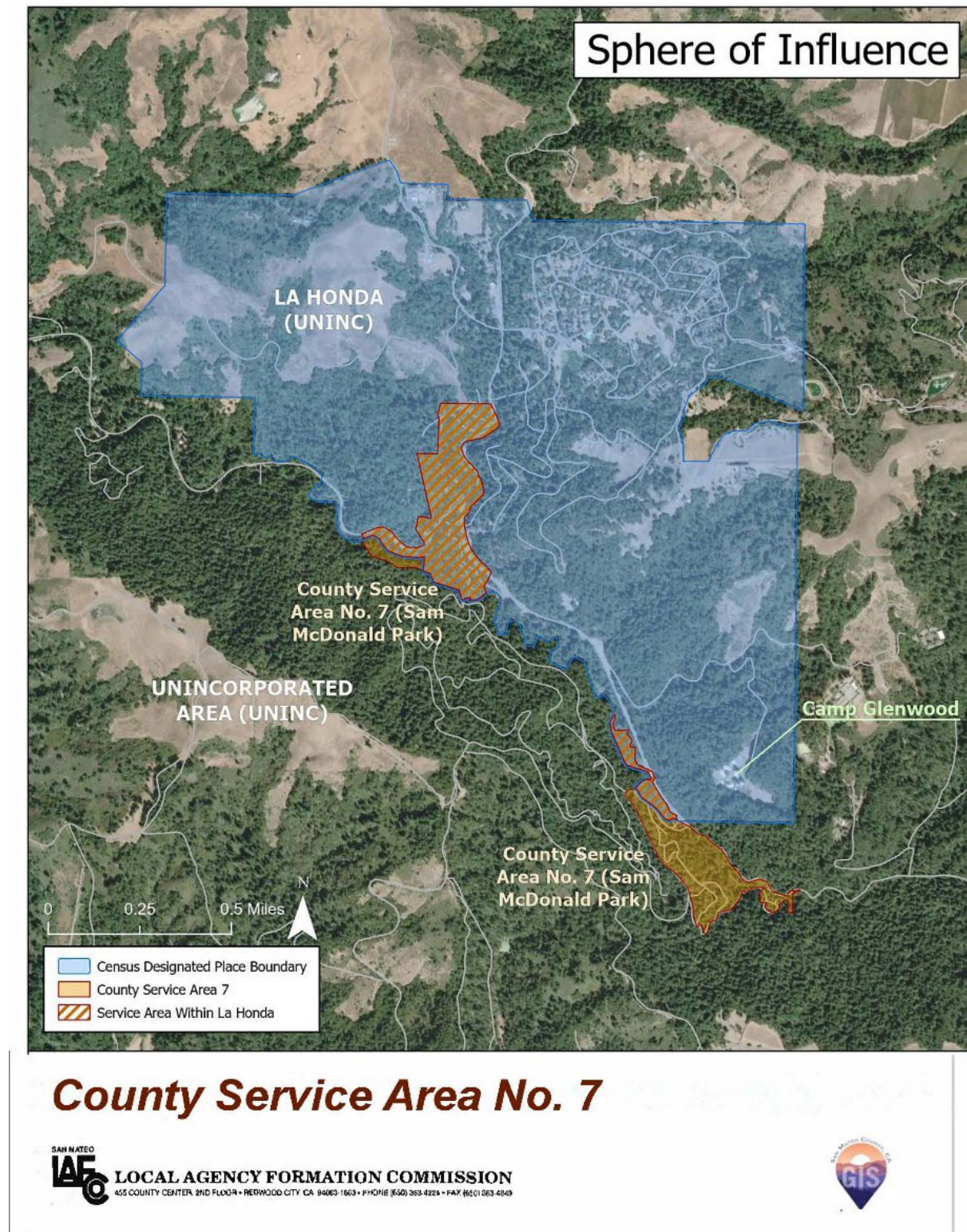
Overview

CSA 7 delivers potable water to 68 residential customers in two non-contiguous areas totaling 1 square mile.⁸ CSA 7 shares water infrastructure and a treatment plant with Sam McDonald County Park and Camp Glenwood, which is a County facility outside CSA 7 boundaries. CSA 7’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. The two County-owned facilities are not entirely within CSA 7’s boundaries or sphere of influence. There is no discussion of annexing the County-owned facilities into CSA 7.

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 Alpine Creek as their water source, 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 CAL FIRE for the new “Glenwood Fire Center”. Since 2019, Camp Glenwood, a former San Mateo County Probation facility, has been vacant. According to the agreement, CAL FIRE will pay a monthly base rent of \$24,999 to the County. The agreement contains a clause stating that the State (CAL FIRE) 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.”

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



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	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
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 change, 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 persons.⁹ The projected population growth rate for this area for the ten-year period from 2025-2035 is between 1-5%.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.

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

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*2.33=154+22, rounded up to 176.

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

The population of CSA 7 is projected to remain relatively flat, therefore should not impact service needs and demands. No increase in the 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.

MSR Determination No. 1: Over the next 5-10 years, no significant population change, 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.	<i>Yes</i>	<i>Maybe</i>	<i>No</i>
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.

MSR Determination No. 2: CSA 7 sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

Recommendation: None.

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.	Yes	Maybe	No
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?

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 Cal Water. 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

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

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 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 public service 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. No lead pipes are present in the system.

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 Act or the National Primary Drinking Water Regulations. As noted elsewhere, the CSA 7 water distribution lines were originally installed in the 1920s and are vulnerable and subject to rupture, given their age, construction materials and poor installation. Three of the Boil Water 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.

¹³ COUNTY SERVICE AREA 7 Consumer Confidence Report

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?

Yes. 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 storage tank (built in 1967).

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 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 two significant capital improvement projects that remain incomplete as of June 2025: 1) securing an alternate water source and 2) upgrades to the water distribution system. Work on two projects remains ongoing: pipeline improvements are occurring in phases, with some neighborhoods completed.¹⁷

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

¹⁷ CSA 7 Water System Distribution Pipeline Improvement Project | County of San Mateo, CA

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 completing 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.

MSR Determination No. 3: To address CSA 7 infrastructure needs, 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. **Upgrades to the water distribution system remain incomplete as of November 2025.** The cost of recommended improvements has always been disproportional to the size of the rate payer base.

Recommendation:

1. CSA 7 should 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 archives 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.

¹⁸ Department of Public Works Summary (4500D) | San Mateo County Performance

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

Table 2. Net Budget (Actuals) for CSA 7, FY2021/22- FY2023/24

	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 to 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.

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.

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

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

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.

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. **County Public Works administers customer billing and fields customer service requests and complaints.**

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 4 shows the status of recent County-funded capital improvement projects in CSA 7.

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 (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 5 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, FY2020/21- FY2024/25

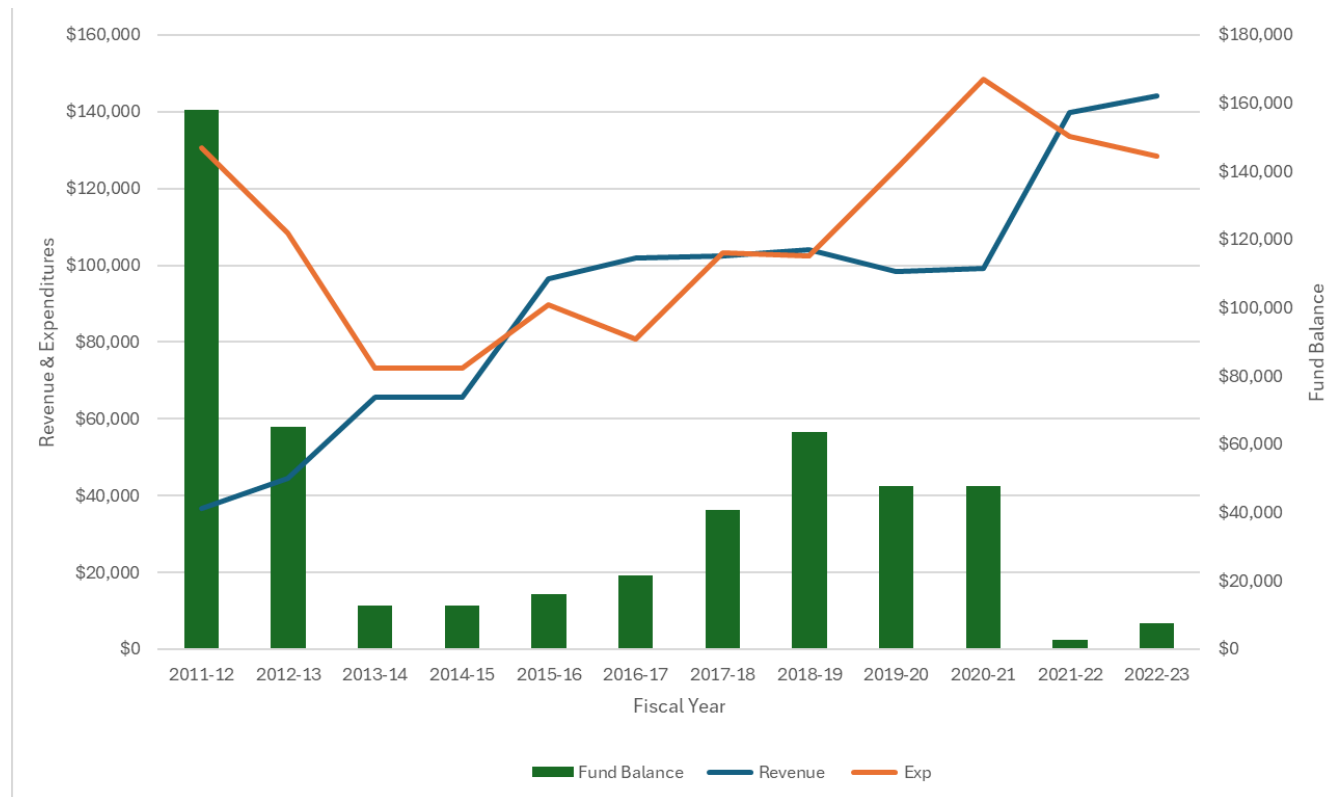
	CSA 7 funded Projects	Cost
FY 20/21	Replacement pH Probe and Flush Line Strainer Hose Bibb	\$503
FY 20/21	Replacement heater in treatment plant	\$146
FY21/22	Truck Mount Crane	\$298
FY 22/23	Water meter replacement at 8125/8129 La Honda Rd	\$390
FY 22/23	Analog output module for Sensaphone Controller	\$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>

Source: CAC website

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.

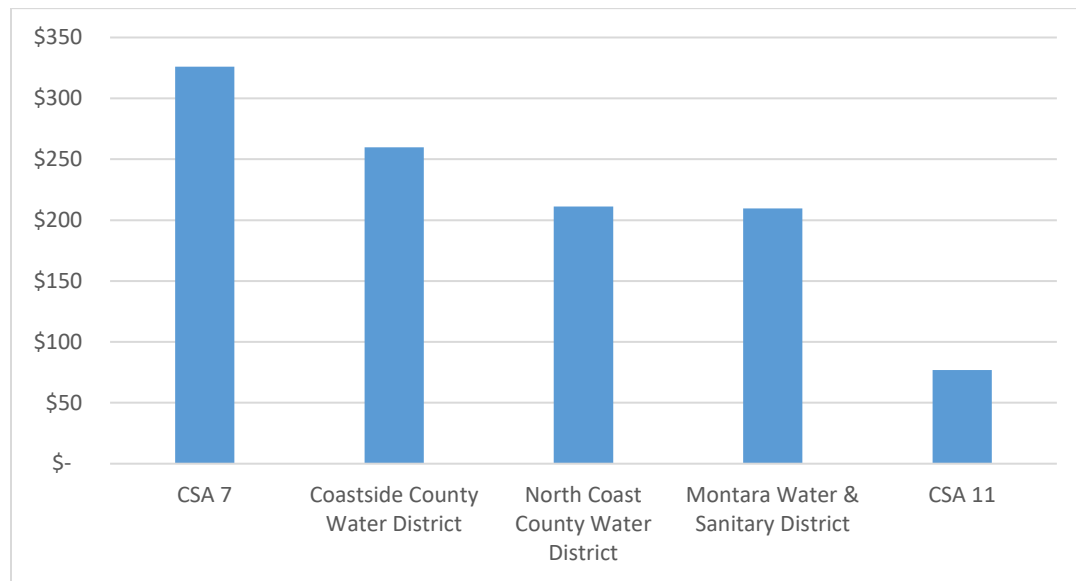
Table 7. CSA 7 Rate Information, FY2021/22- FY2025/26

	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 because 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?

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 has 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.

MSR Determination No. 4: 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. CSA 7 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. CSA 7 should continue to review water rates on a regular basis. Current water rates do not support the completion of capital improvement projects for the system.

5) Shared Services and Facilities

Status of, and opportunities for, shared facilities	Yes	Maybe	No
a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.	X		

<p>b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?</p>		X	
<p>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?</p>		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 CAL FIRE 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 CAL FIRE 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.

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.

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

- 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 Cal Water
- 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.

MSR Determination No. 5: Through this MSR process, staff has not identified any new opportunities for shared facilities. CSA 7 currently partners with multiple agencies, including CSA 11, CAL FIRE, the community of La Honda, and other regional organizations.

Recommendation: None

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.

MSR Determination No. 6: 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 Cal Water, or the formation of a mutual water company. These alternatives may be subject to consideration if the County determines that it is not feasible to continue operating the system due lack of rate payer support resulting in inadequate revenues. According to the County, there is no proposed change to the current structure of CSA 7.

The CSA 7 Customer 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.

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.	Yes	Maybe	No
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 CAL FIRE 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. CAL FIRE will provide brush clearing and fire hazard prevention services at its Glenwood Camp location.

CAL FIRE 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 CAL FIRE’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.

MSR Determination No. 7: 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 CAL FIRE at Glenwood Camp starting August 1, 2025 will help curtail the risk of devastating fire in the area.

²³ CAL FIRE Fire Hazard Severity Zones | OSFM

The crews stationed at the Glenwood Fire Center will focus on fuel reduction, prescribed burns, community projects, and other wildfire prevention efforts.

Recommendation: None

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 Cal Water. 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, has 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.
- 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 attract visitors. Glenwood Camp facilities will host CAL FIRE 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.

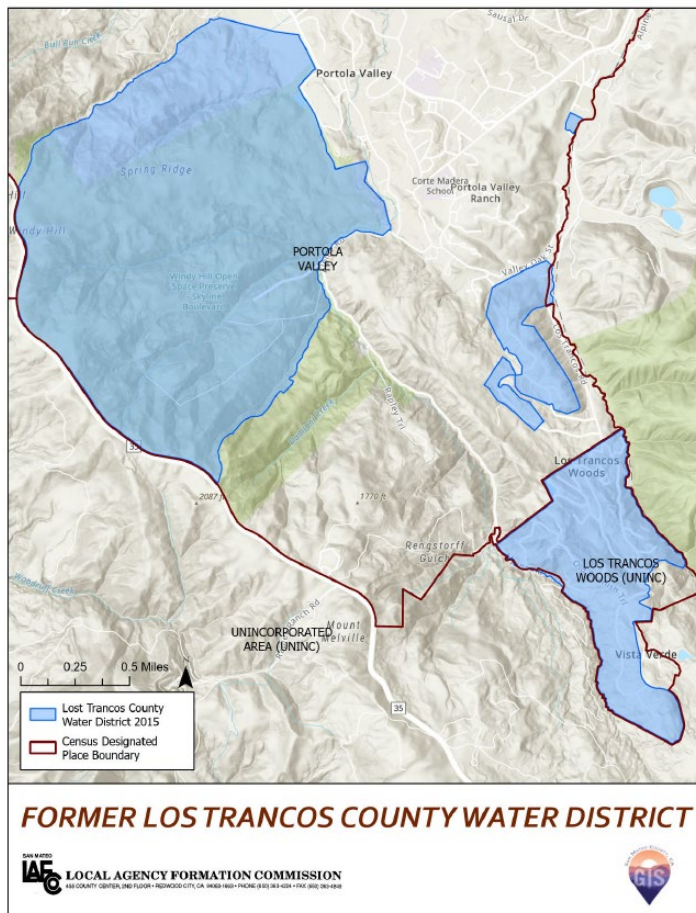
Section V: Review of the Los Trancos County Maintenance District

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 (Cal Water). 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.

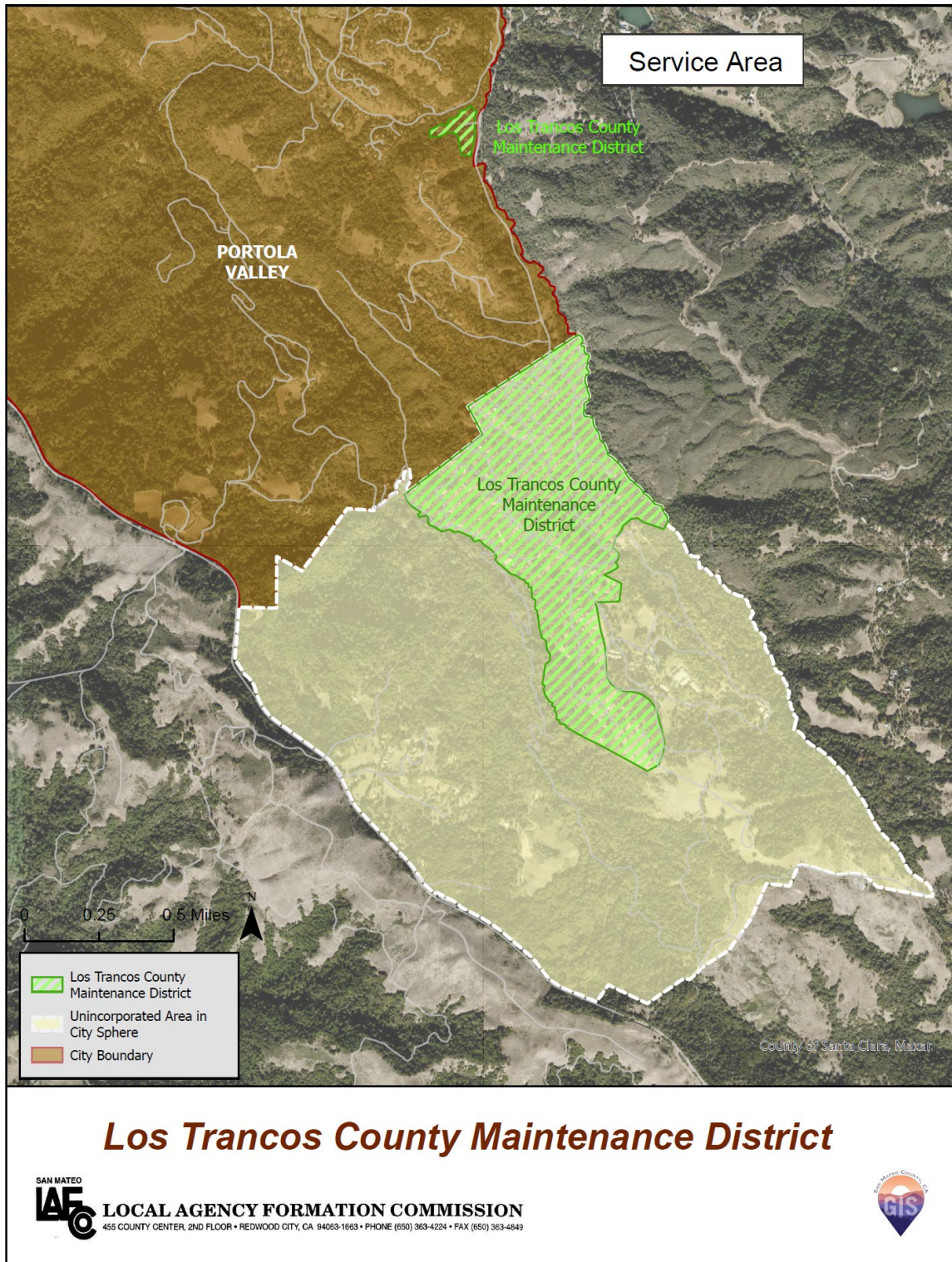
²⁴ San Mateo County Civil Grand Jury Report, “A Water District Without Water”, 2009, Title (14 pt, Arial, bold)

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.

The San Mateo County Department of Public Works (DPW) provides administrative and operational support to the LTCMD.

Figure 3. Los Trancos County Maintenance District Service Area



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 and was not included in LTCMD, but LTCMD is the successor to the outstanding loan from the Blue Oaks subdivision that was made to LTCMD.

The Los Trancos-Vista Verde Community Advisory Committee

The Los Trancos-Vista Verde Community Advisory Committee (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 with input from the Los Trancos Community Advisory Committee (CAC). 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

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

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 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.

²⁹ Schaaf & Wheeler Storm Drainage Master Plan – December 2013

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. 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.

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 to Los Trancos Woods/Vista Verde
- Alpine Road shaded fuel break
- Home inspections and defensible space program administration
- Community emergency preparation
- Chipper Day Program

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. LTCMD should review and update the 2013 Storm Drainage Master Plan, particularly related to 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 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 2021/22-FY2024/25

	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*	\$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

* Includes contract with the Woodside Fire Protection District and Blue Oaks Loan Repayment

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 **interest-free** 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. **The duration of the term is 69 years.** LTCMD has no other outstanding debts. **As of September 2025, the LTCMD fund balance is \$1,751,797.**³¹

Summary:

³¹ DPW and the LTCAC agreed to maintain a minimum District fund balance (reserve) of \$200,000 per Amendment No. 3 of the Woodside Fire Protection District Agreement. If the fund balance falls below \$200,000, the County will pause on all work related to LTCMD.

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. **The Department of Public Works does not have a webpage for LTCMD.** Information regarding the Community Advisory Committee (CAC) can be found on the Vista Verde Community Association website. **The CAC provides input and recommendations to the Department of Public Works and to Woodside Fire Protection District regarding potential programs and the annual budget for LTCMD.** 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 the Department of Public Works (DPW) 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 DPW **explore** posting information about the Community Advisory Committee, such as agendas and meeting minutes, on the County’s website, **or to link to the existing Vista Verde Community Association website for existing meeting notes and other related documents.**

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

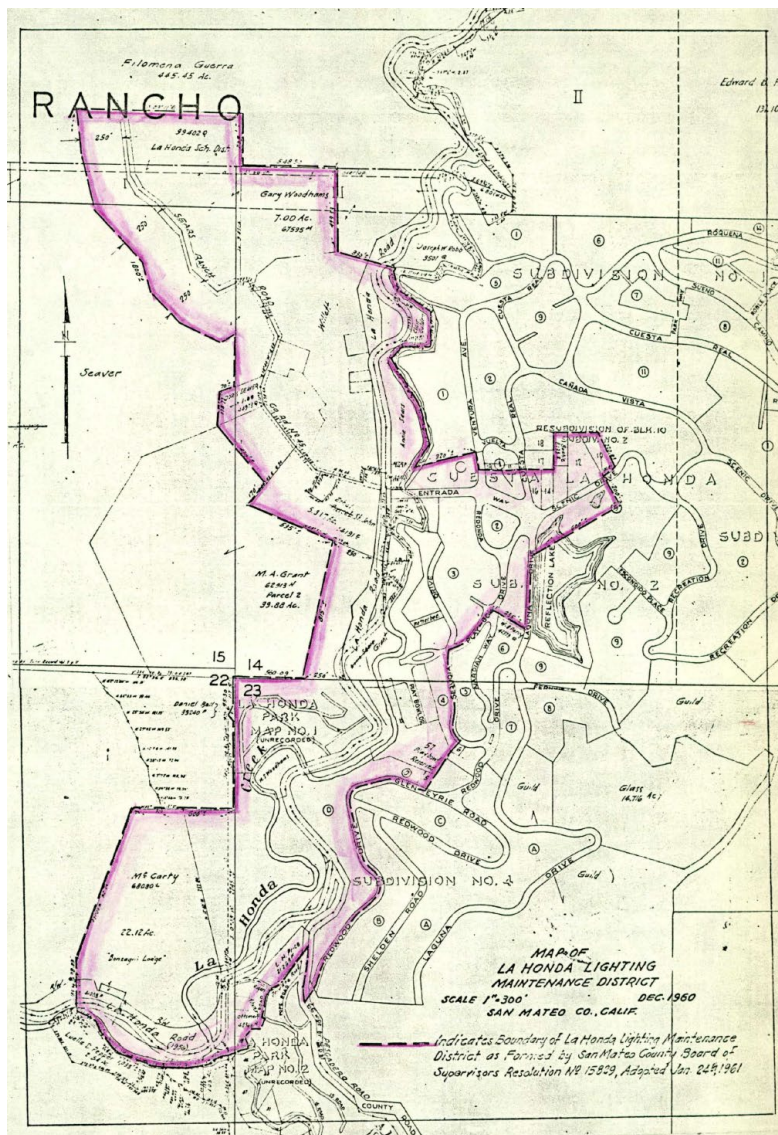
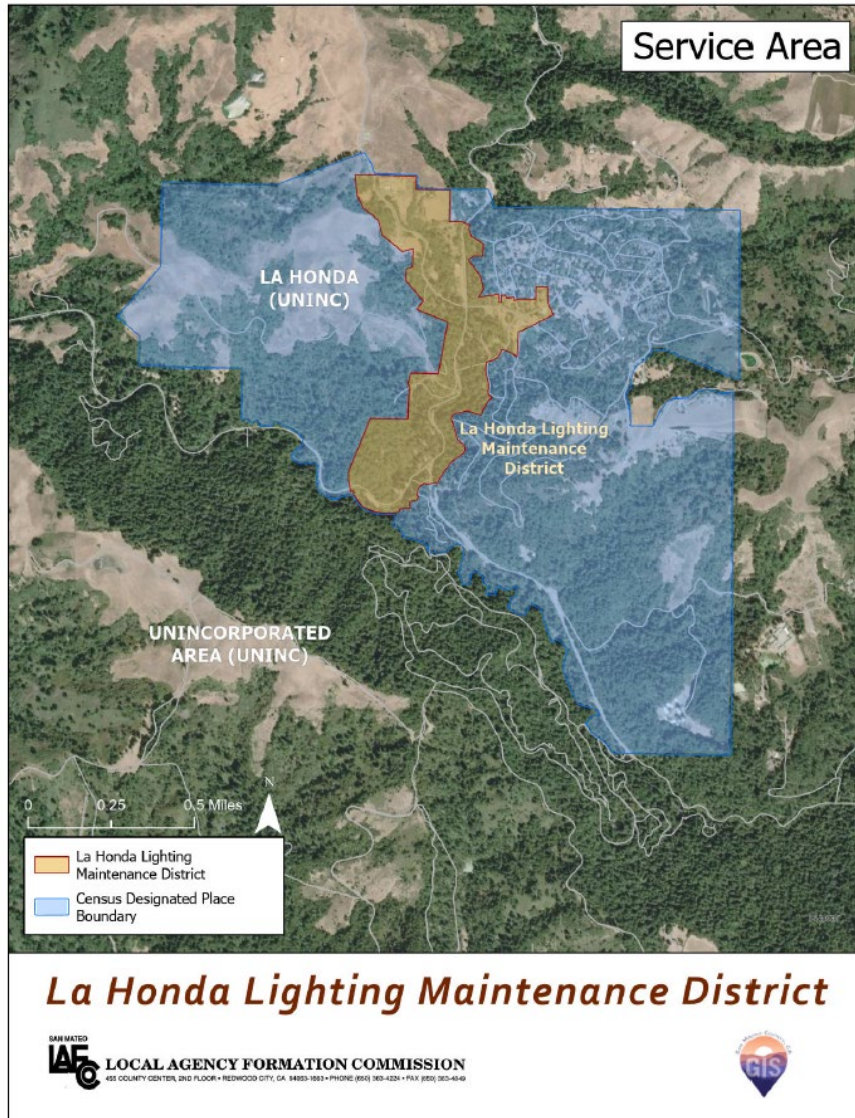


Figure 5. La Honda Lighting Maintenance District, August 2025



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 LHLMMD boundaries, based on a review of planning documents from the County of San Mateo and the Association of Bay Area Governments.³² No foreseen population changes will directly impact the LHLMMD's service needs and demands.

2) Disadvantaged Unincorporated Communities

LHLMMD's sphere of influence and corporate boundaries do not include disadvantaged unincorporated communities.

³² Association of Bay Area Governments (ABAG) Projections 2040 - Forecasts for Population Households and Jobs

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.

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/MH³³ 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.

³³ HPSV's are High Pressure Sodium Vapor lights. LPSV's are Low Pressure Sodium Vapor lamps. MH's are metal-handle lamps.

Appendix A. Fact Sheets

County Service Area 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: \$534,000 (projected)

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

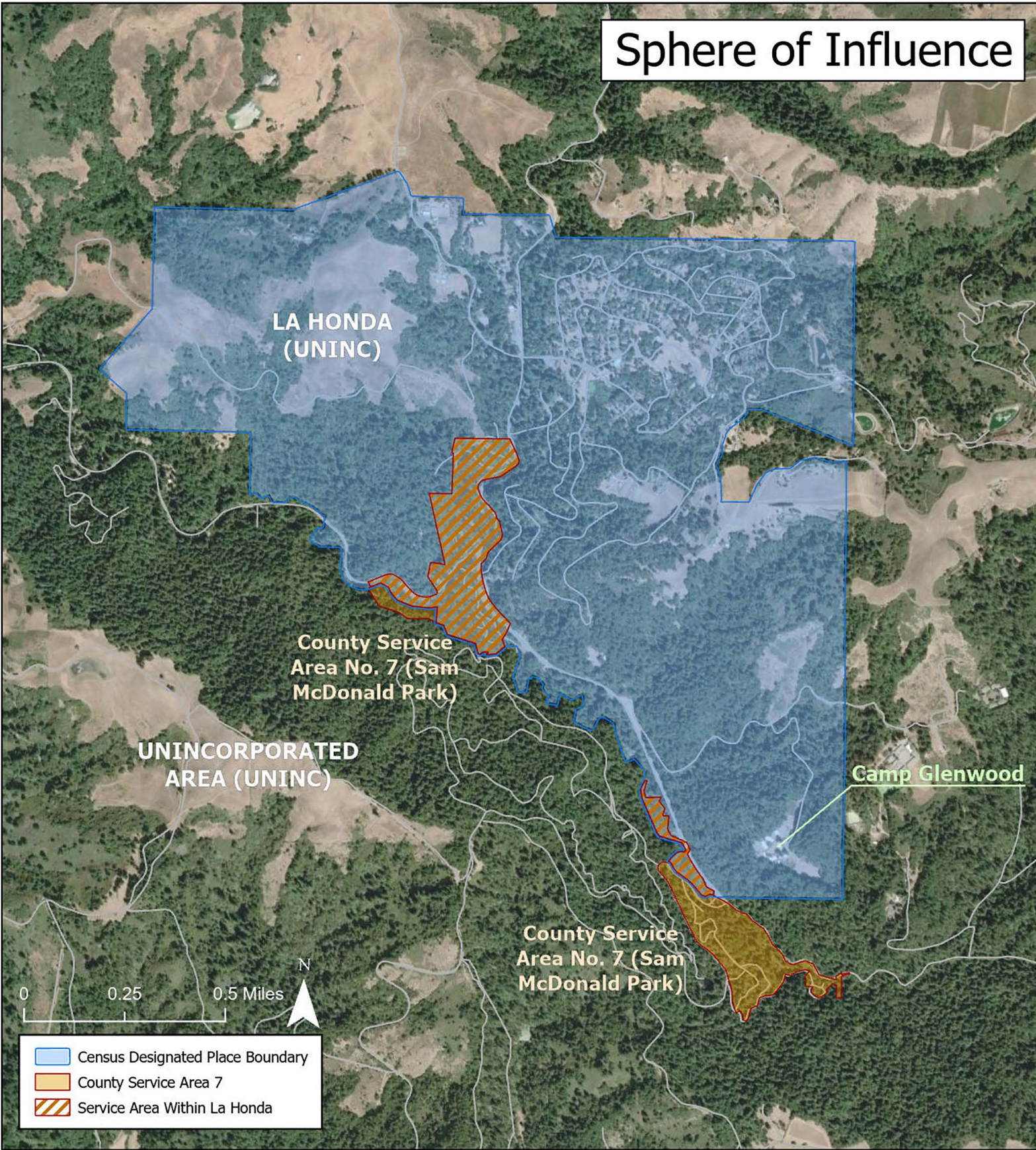
Services Provided: Street Lighting

Agency staff: None

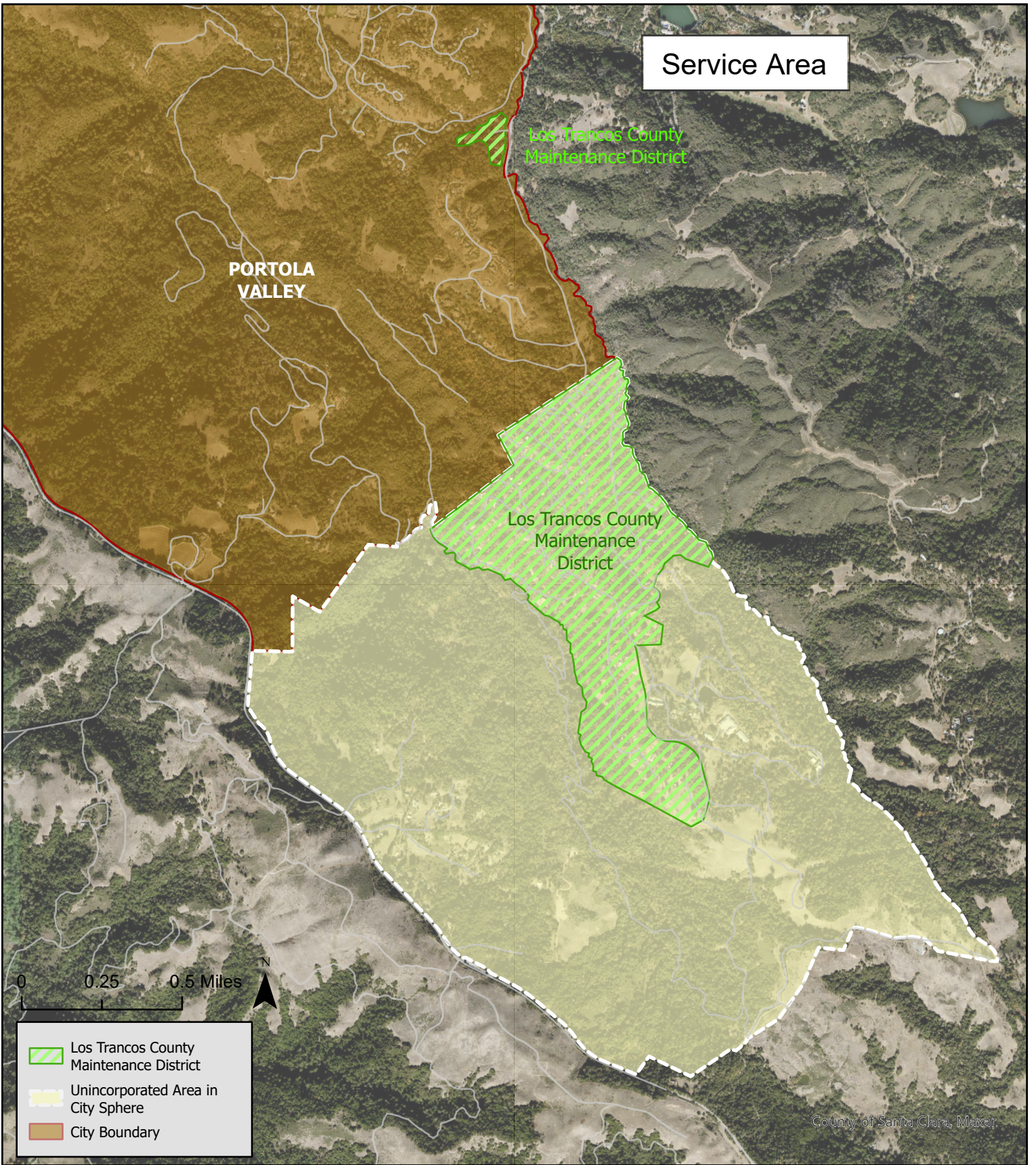
Sphere of Influence: Not applicable *Public Meetings:* Any matters relating to the District are agendaized and heard during the regular San Mateo County Board of Supervisor’s meetings. Meetings are held twice a month on Tuesday at 9:00 am, in person at the Board of Supervisors Chambers, 500 County Center, 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

Sphere of Influence



County Service Area No. 7



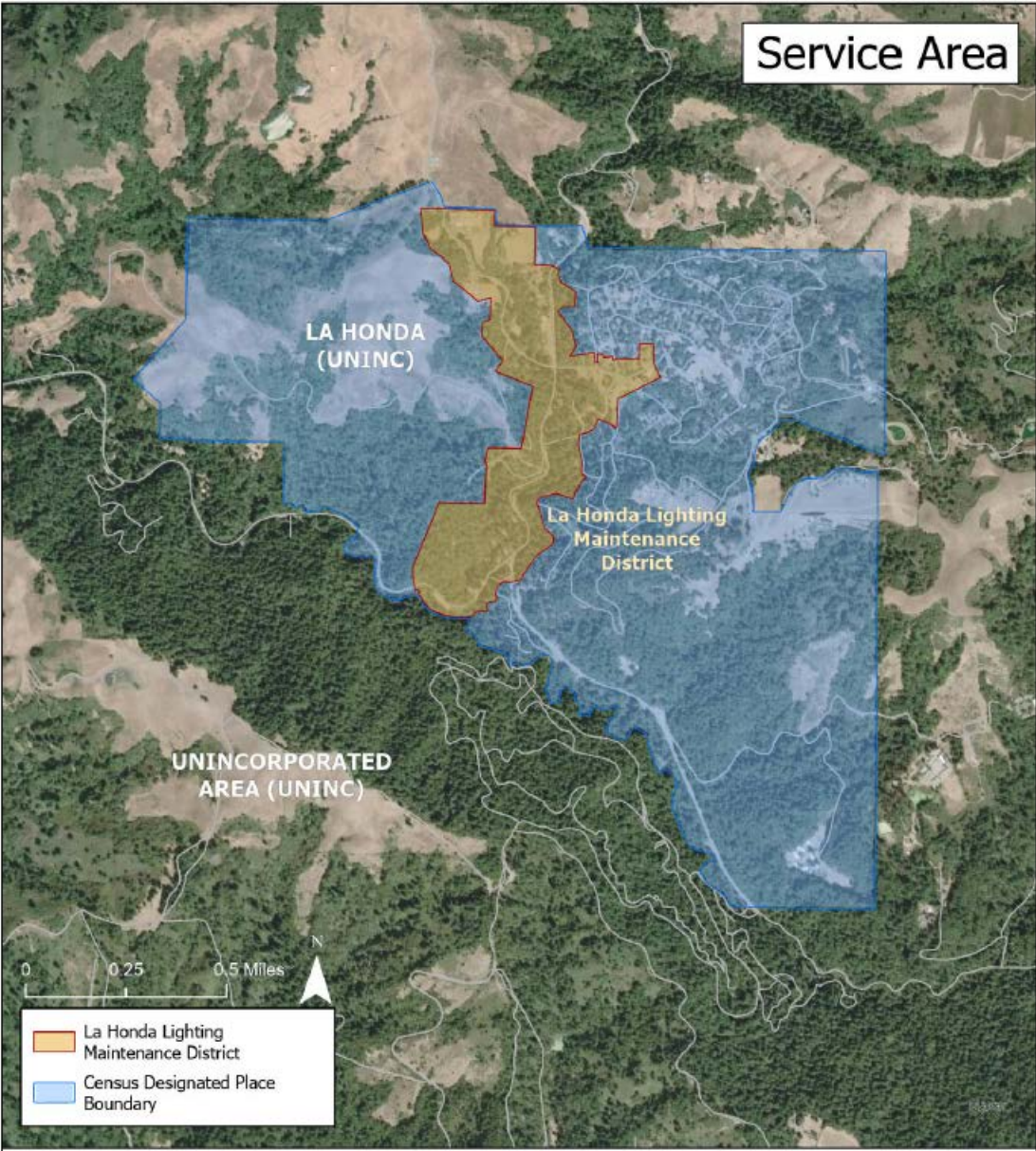
Los Trancos County Maintenance District



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



Service Area



0 0.25 0.5 Miles

La Honda Lighting Maintenance District

Census Designated Place Boundary

La Honda Lighting Maintenance District



Email: sflamm@smcgov.org

From: Tom Uridel <tom.uridel@gmail.com>
Sent: Wednesday, September 17, 2025 12:31 PM
To: 2wen.gong <2wen.gong@gmail.com>
Cc: Sarah Flamm <sflamm@smcgov.org>; Cassandra Matter <cmatter@smcgov.org>
Subject: Re: 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 Ms. Gong:

Thank you for your response. However, I remain unconvinced that there has been an equitable and timely implementation of the storm drainage-related portion of the agreement first negotiated between the Department of Public Works and the Board of the former Los Trancos County Water District, endorsed and elaborated upon by LAFCo and then accepted by the County Board of Supervisors. It appears to me that some of the claimed improvements had little or nothing to do with improved drainage flows, or were funded entirely by District residents. For example, one of the claimed improvements appears to relate to the installation of roadside curbing that did not redirect drainage flows and that dangerously narrowed Los Trancos Road to a one way street where two way traffic was legally permitted. That state of affairs finally required the expensive removal and replacement of that so-called curbing "improvement" so that cars could once again pass each other.

Similarly, another of the claimed storm drainage improvements appears to relate to the apparently unannounced abandonment of a 90 year old public drainage easement across private property to allow for homeowner installation of a private swimming pool. In that instance, an expensive Los Trancos County Water District (LTCWD) funded dropbox and subsurface ductile iron piping system were abandoned, as well as a catchment system previously engineered by the Blue Oakes developers. Additionally, the newly created drainage flow now appears to course largely uncontrolled alongside Los Trancos Road and to be seriously eroding the Road's edge as it leaves Los Trancos Woods near the junction of Los Trancos and Ramona roads and enters the town of Portola Valley. All in all, I believe the value of the claimed drainage improvements has been overstated and is not particularly impressive given the fact that the Dept.of Public Works has been in possession of the Schaaf and Wheeler Master Drainage Plan for nearly 13 years, and agreed to fully implement it nearly 11

years ago.

I am also concerned that no comparable accounting has been provided regarding public funds expended for claimed fire safety improvements on both public and private properties within the Maintenance District during its first 10 years. I believe that District residents deserve such an accounting, and that it should be done on a year by year basis showing each approved project's District location, its total cost, the amount of public funds paid towards that total project cost as well as the annual total of public funds expended for each year. In the case of public funds awarded for "home hardening" purposes I would also like to know whether the publicly assisted private property was compliant with, or has become compliant with, the WFPD's "**Defensible Space Standards**".

Similarly, I believe that District residents deserve a full accounting of any public funds expended during the District's first 10 years to improve the fire safety and passive recreational use of the beautiful open space acreage created by the former lands of the Los Trancos County Water District along Lake Road, now apparently governed by terms of a conservation easement negotiated with the Mid-Peninsula Open Space District and overseen by the Woodside Fire Protection District (WFPD). I believe that there are several possible improvements to those precious lands that would enhance both their fire safety and passive recreational use.

As regards their passive recreational use of those lands, I am particularly disappointed that the last remaining structural vestige of the water system (i.e., the "red shed") that gave life and sustenance first to Los Trancos Woods, then Vista Verde and, finally, to the beautiful Oak Forest Court and Blue Oaks developments, has been left unfinished and unavailable to District residents. As the District resident who first advocated the structure's preservation given its historical importance to us all; who voluntarily donated several hundred hours of work to fully document, carefully deconstruct and then reconstruct it in accordance with applicable County building codes; who donated most of the interior finish materials utilizing period equivalent materials salvaged from other Los Trancos Woods cabins of the same era; and who lost more than \$2,500 of personal tools through theft at the site, its ongoing unavailability for the use and enjoyment of district residents has been a great ongoing disappointment.

While I understand and appreciate the voluntary nature of membership on the District's Community Advisory Committee (CAC) (as well as its lack of plenary powers), I am not clear that its initial and very long term membership was fairly established, or that what I believe most specifically defines its "**duty of loyalty**" to District residents fully understood or accepted. As regards CAC membership, I believe that for its first nearly 9 years, the Department of Public Works (DPW), who selected (and continues to select) all CAC members, intentionally selected a substantial majority composed of District residents who had very publicly and frequently stated their opposition to full, fair and timely implementation of the storm drainage work required by terms of the governing agreement. In addition, that initial CAC membership was appointed without term limits. Given the CAC's ongoing majority composition together with the DPW's oversight role and apparent unwillingness to recommend

a full, fair and timely implementation of the storm drainage portions of the agreement, District residents concerned about the negative health and safety effects of its perpetually malfunctioning storm drainage system, have been left without any source of effective community advocacy.

While I understand that CAC member term limits have finally been established, it is not clear that they are being fully adhered to. For example, it appears to me that the CAC member who has most vociferously opposed the timely implementation of the agreement's storm drainage provisions is now enjoying an eleventh year of continuous CAC membership. Similarly, District residents who publicly express concern about the implementation status of promised storm drainage improvements appear to be made ineligible for appointment to the CAC.

As regards the issue of what most defines the CAC's duty of loyalty to District residents, it is clear to me that the terms and conditions of the agreement entered into between the DPH and the LTCWD Board, elaborated upon and endorsed by the LAFCo Board and finally, fully accepted by the County Board of Supervisors is that document. For a CAC member majority to ignore those terms and conditions in favor of idiosyncratic and personal views of what's "best" for District residents, is, in my view, both improper and a redirection of its duty of loyalty to those San Mateo County interests who may also wish to ignore or minimize its storm drainage-related obligations.

In closing, I again wish to thank you and the other CAC members for both your comprehensive response to my previous comments, and for the opportunity to respond to that CAC presentation. I also wish to say that from those District funds presumably available for CAC recommended application, that an annual amount equal to the annual amount recommended for fire safety improvements should also be recommended as a partial offset of the estimated total storm drainage improvement costs for that period. However, any amount of CAC recommended funding should, in my view, fully accord with terms of the LTCWD-County agreement which, in my view, appear to make the County otherwise largely responsible for funding the cost of all storm drainage improvements.

Please feel free to contact me if you have questions regarding any of the above.

Respectfully submitted,

Tom Uridel

1111 Los Trancos Road

(650) 851-7091

On Wed, Sep 10, 2025 at 3:48 PM Wen Gong <2wen.gong@gmail.com> wrote:

Dear Mr. Uridel,

Thank you for taking the time to send such detailed correspondence to the County and to the Community Advisory Committee (CAC). We value the perspective that comes from your nearly 50 years of residency and your concern about the safety and well-being of our community. We appreciate your careful reading of prior LAFCo and DPW documents.

The CAC has reviewed your emails, and the below is our response:

The CAC routinely publishes articles to update the neighborhood on fire safety, Stormwater Drainage projects, and budgets, among other topics. All of CAC's communication, including newsletter articles, is published in this [directory](#), accessible to anyone with the link.

You asked about the Municipal Service Review of the Los Trancos County Maintenance District by Sarah Flamm. We can confirm that Ms. Flamm reached out to CAC and collected input from us. This [document](#) has our answers to Ms. Flamm, and you may find the information helpful.

Some CAC members will attend the September 17 meeting, where the Draft Municipal Service Review will be presented during the LAFCo public meeting.

You cited the 2013 Schaaf and Wheeler engineering firm's Master Storm Drainage Plan and subsequent DPW/LAFCo documents as committing the County to timely remediation and asked about progress. The Schaaf and Wheeler report has served as a guideline for determining projects and priorities. Projects that involve one or more private properties have been dependent on gaining formal easements per DPW requirements, which has proved problematic, and thus, some projects are not immediately feasible. Note that the fire safety incentive program is for hardscape or landscape mitigation that has no requirement for county easements, while permits for some work are certainly required per County regulation.

[Current Stormwater Mitigation Project:](#)

The DPW and CAC have worked together and HDR Engineering, Inc. The selected contractor has completed their independent hydraulic analysis. Their surveying subcontractor is finalizing the survey files for the area. They should be able to begin developing the conceptual plans once they receive those files from their subcontractor.

- Ref.: TO2 Los Trancos Drainage Proposal_v2
<https://drive.google.com/file/d/1vVnYIVoPNXTfexj6JnDIAVAKbT9oH6lg/view>

The following link contains details of completed projects, projects that are no longer necessary or unable to move forward, as well as some of the outstanding projects to be further evaluated as described above.

https://drive.google.com/file/d/1Z_V4ju7ZC7z19uJ8HvqKvSVWfVBcAaeL/view

Regarding your question regarding DPW contact(s), the CAC has contacts at the DPW and meets with DPW regularly to move the projects forward. We understand your concern that things may not have moved as fast as expected. We have invited DPW representative Khoa Vo to present at the next Annual Community Meeting scheduled for November 5th at 7 PM in the Community Hall in Portola Valley. We encourage you to attend the meeting so that you may be able to ask questions and get additional information.

Please feel free to reach out to any of our CAC members, as always, for any questions you may have in the future.

Sincerely,

- Wen Gong
Community Advisory Committee (CAC) Chair
650-814-9382

Community Advisory Committee (CAC)
to the Los Trancos County Maintenance District (LTCMD)
Jan Avilla, Peter Blum, Wen Gong (Chair), Amanda Lee, David Smernoff, Keri Tate,
and Pat Turner

Members of the CAC are community volunteers appointed by the San Mateo County Board of Supervisors
Los Trancos County Maintenance District info: <https://vistaverdepv.org/maintenance-district/>

On Sun, Aug 24, 2025 at 8:26 PM Tom Uridel <tom.uridel@gmail.com> wrote:

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

**CSA7 Customer Advisory Committee Member Comments on MSR Draft
October 15, 2025**

(I have documentation indicating that) none of the capital improvement funding (general fund, Measure A/K, and appropriation) have been loans. The only loan by the County of San Mateo has been \$40,000 to the operating budget, with repayment initiated.

(I also felt it important to note) fire hydrants are not included in the distribution system plans, which I would consider to be a deficiency. The Committee has been attempting to learn if this is a budget and/or an engineering obstacle.

~Patricia O'Neal, Chair, CSA7 Customer Advisory Committee

I believe that Bracewell does not do the billing of CSA 7 customers' water usage. It is done by the county

~Joanne Lehner, Member, CSA7 Customer Advisory Committee

It is important to note that SA 7 operates under a unique condition of being out of compliance with the Decree issued by the San Mateo County Superior Court determining the rights to water in the San Gregorio Creek Stream System. The adjudication has been in effect since 1993.

This condition has existed as a vulnerability in the long-term management by the County of the system. It seems that the out-of-compliance looms in a practical mind, and it will loom in the informed judgments of other California or national agencies which could invest in the sustainability of our water system.

Possibly the Court will not get involved as long as no individual complains. But that seems like a lurking vulnerability. It is pertinent that the out-of-compliant status arose originally because individuals in the adjudication process objected to the lack of a water intake in La Honda Creek, even though SA7 supplies water to properties with adjudicated water rights to La Honda Creek. A related vulnerability, and peculiarity of SA 7, is that other near-by properties exist within the Alpine Creek watershed which use water, and have rights to the water from the creek, but are not part of SA 7.

The County's search for a 2nd source of water mitigates these concerns in the short term, but it seems possible that the remedy will require funding at a level that may be frustrated ultimately by the non-compliant condition.

These items might be added to the MSR in:

Paragraph titled MSR and SOI Determinations, Item # 6, Accountability for community service needs, including governmental structure and operational efficiencies.

And / or Section II. Summary of Key Issues.

~Terry Adams, Member, CSA7 Customer Advisory Committee

Page 5, first paragraph, first sentence should read (in part): "...serving a portion of the unincorporated..." [Note extra word removed.]

Page 6, first paragraph: The following sentence appears twice in this paragraph. One instance should be removed: "Much of the CSA7 water distribution system, treatment facility and storage facility are located on Sam McDonald Park."

Page 6, 3rd paragraph: *Enabling Legislation*: In adjunct to LAFCo's power activation abilities, provision of water for fire protection on an emergency basis using the CSA7 water distribution system would be appropriate and it is hoped that in the future, the County Board of Supervisors would apply to LAFCo to include this service within CSA7's purview.

Page 7, Overview: This paragraph states that "two County facilities...are outside CSA7 boundaries: Sam McDonald County Park." Sam McDonald County Park is partially within the boundaries of CSA7.

Page 10: Regarding Disadvantaged Unincorporated Communities: Although a previous MHI survey indicated that CSA7 overall did not qualify as a disadvantaged unincorporated community, the private trailer park within CSA7 would likely qualify if considered separately.

Page 13, Paragraph 2: In this response the treatment plant is indicated as having been constructed in 1994. On page 5 the treatment plant is indicated as having been constructed in 1993. These two dates should be reconciled.

Page 14, **Capacity and Adequacy of Public Facilities and Services MSR Determination**: The poor condition of the water distribution system within CSA7 (pipe and valves) does regularly result in water line breakage and low or non-existent water pressure to CSA7 customers, particularly in the Northern half of the water system. This is a clear deficiency that should be noted in the LAFCo report.

Page 17, 2nd paragraph: "Customer billing" is included in the list of Bracewell responsibilities, however customer billing is conducted by San Mateo County Department of Public Works. Additionally, customer complaints are received by San Mateo County DPW and forward to Bracewell as needed.

Page 24, 2nd paragraph: A small group of La Honda residents from CSA7, Cuesta La Honda Guild and elsewhere began discussions in 2019 regarding regional water issues. Those discussions were curtailed by the pandemic, however there is interest throughout the La Honda community in searching for regional solutions and economies of scale, particularly in coordination of small water systems. The owner of the commercial area of La Honda (8865 La Honda Road, which includes the US Post Office, La Honda Country Store, Puente de la Costa Sur and some other small businesses and residences, has expressed interest in joining with CSA7 or with the Cuesta La Honda Guild, and many residents of La Honda feel that a regional water solution could more efficiently serve the larger community.

~ Heather McAvoy, Vice-Chair, CSA7 Customer Advisory Committee

RESOLUTION NO. 1345

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS PURSUANT TO GOVERNMENT CODE
SECTION 56430 FOR COUNTY SERVICE AREA 7**

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

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, set forth in Government Code Section 56000 et seq., governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county, as defined and specified in Government Code Section 56000 et seq.,

WHEREAS, Government Code Section 56425 et seq. requires the Local Agency Formation Commission (LAFCo or Commission) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, the Commission conducted a Municipal Service Review pursuant to Government Code Section 56430 for County Service Area 7;

WHEREAS, the Executive Officer prepared a written report of the Municipal Service Review that was provided to the Commission and affected agencies; and

WHEREAS, the Executive Officer set a public hearing date for November 19, 2025 for the consideration of the final Municipal Service Review and caused notice thereof to be posted, published and mailed at the times and in the manner required by law at least twenty-one (21) days in advance of the date; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on November 19, 2025; and

WHEREAS, a public hearing by this Commission was held on the report 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 Commission is required pursuant to Government Code Section 56430 to make statement of written determinations with regards to certain factors; and

WHEREAS, the Commission is required pursuant to Government Code Section 56425 and local Commission policy to make statement of written determinations with regards to the following factors:

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 Cal Water. 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, has 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.
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 attract visitors. Glenwood Camp facilities will host CAL FIRE 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, 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: There are no disadvantaged unincorporated communities within CSA 7 boundaries.

WHEREAS, based on the results of the Municipal Service Review, staff has determined that the SOI for County Service Area 7 does not need to be updated at this time; and

WHEREAS, the Municipal Service Review is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under Section 15303, Class 6, which allows for basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The Municipal Service Review 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 Municipal Service Review also is exempt from CEQA under the section 15061(b)(3), the common-sense provision, which states that CEQA applies only to projects which have the potential for causing 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; and

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

Section 1. By Resolution, the Commission accepts the Executive Officer’s Report dated November 12, 2025, Final Municipal Service Review for County Service Area 7, and all written comments and attachments incorporated herein and contained in attached “Exhibit A.”

Section 2. By Motion, the Commission adopts the Municipal Service Review determinations set forth in “Exhibit B” which is attached and hereby incorporated by reference.

Regularly passed and adopted this _ day of _____, 2025.

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:

Roberto 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

November 12, 2025

To: LAFCo Commissioners

From: Rob Bartoli, Executive Officer

Subject: Appointment of LAFCo Chair and Vice Chair for 2026

Summary

This staff report requests that the Commission appoint a Chair and Vice Chair for 2026. It is Commission practice to appoint the Chair and Vice Chair at the last meeting of the calendar year for the upcoming year. The custom has been that these positions rotate by type of Commission membership in the following order: County, City, Public, and Special District. Last year this rotation was changed to County, Special District, Public, and City as all three City member seats were vacant at the end of 2024 with new members joining in 2025.

If the Commission desires to follow the traditional rotation, it would be appropriate to appoint Commissioner Chang Kiraly as Chair, and Commissioner Ann Draper, Public Member as Vice Chair.

Recommended Commission Action:

By motion, appoint a Chair and Vice Chair for 2026

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

ALTERNATES: KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ 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 190

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

November 12, 2025

To: LAFCo Commissioners
From: Rob Bartoli, Executive Officer
Subject: CALAFCO 2025 Annual Conference Update – Information Only

Summary

CALAFCO held its 2025 Annual Conference in San Diego, CA October 22- 24. Commissioners Virginia Chang Kiraly, Katheryn Slater-Carter, Stephen Rainaldi, and Greg Wright, and Management Analyst Sarah Flamm and Executive Officer Rob Bartoli attended the Conference. There were several sessions on city incorporations, a presentation regarding disadvantaged unincorporated communities, and an in-depth discussion on local government reorganizations for cities and special districts.

As part of the Conference, CALAFCO Board of Directors elections were held. Those elected/re-elected to the Board for a two-year term are:

Coastal Region (Includes San Mateo) – City Member representative is Rosemary Kamei of Santa Clara LAFCo and Public Member representative is Rodger Anderson of Santa Cruz LAFCo

Central Region – County Member representative is Rich Desmond of Sacramento LAFCo (appointed to vacant seat), City Member representative is Whitney Eklund of Placer LAFCo and Public Member representative is Anita Paque of Calaveras LAFCo.

Northern Region – County Member representative is Kevin Goss of Plumas LAFCo Special District Member representative is Ricki Heck of Nevada LAFCo

Southern Region – County Member representative is Yxstian Gutierrez of Riverside LAFCo. The Special District Member representative is currently open.

Recommended Commission Action:

Receive 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

The Sphere

JOURNAL OF THE CALIFORNIA ASSOCIATION
OF LOCAL FORMATION COMMISSIONS

The Chair's Corner
Shaping CALAFCO's Next Chapter

Finding Our Voice Together
*Reflections on CALAFCO's March 2025
Communications Workshop*

**Charting a Stronger Future
for Felton Fire**
*How Santa Cruz LAFCO's Governance Options
Report is Helping a Small District Meet Big
Challenges*

October 2025

A CALAFCO Publication | CALAFCO.org

Board of Directors

Gay Jones, *Chair*

Wendy Root Askew, *Vice Chair*

Yxstian Gutierrez, *Treasurer*

Josh Susman, *Secretary*

CENTRAL REGION

Gay Jones, *Sacramento LAFCO*

Anita Paque, *Calaveras LAFCO*

COASTAL REGION

Wendy Root Askew,
Monterey LAFCO

Virginia Chang-Kiraly,
San Mateo LAFCO

NORTHERN REGION

Paul Minchella, *Modoc LAFCO*

Nancy Ogren, *Siskiyou LAFCO*

Josh Susman, *Nevada LAFCO*

SOUTHERN REGION

Yxstian Gutierrez,
Riverside LAFCO

Steve Sanchez, *Riverside LAFCO*

CALAFCO Staff

José Henríquez, *Outgoing
Interim Executive Director &
Executive Officer*

Michelle McIntyre, *Incoming
Interim Executive Director*

Shannon Costa, *Deputy
Executive Officer*

Tyler Salcido, *Deputy
Executive Officer*

Joe Serrano, *Deputy
Executive Officer*

Paula de Sousa, *Legal Counsel*

Jeni Tickler, *Consulting
Administrator*

THANK YOU TO OUR ASSOCIATE MEMBERS

GOLD ASSOCIATE MEMBERS



SILVER ASSOCIATE MEMBERS

- Assura Software
- Berkson Associates
- Chase Design, Inc.
- The City of Rancho Mirage
- County Sanitation Districts of Los Angeles
- Cucamonga Valley Water District
- David Scheurich
- DTA
- E Mulberg & Associates
- Economic & Planning Systems (EPS)
- Emergency Services Advisors, Inc.
- Goleta West Sanitary District
- Griffith & Masuda, PC
- HdL Coren & Cone
- Hinman & Associates Consulting
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- Kennedy Water Consulting
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- LZH Consulting LLC
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- Rancho Mission Viejo
- Sloan Sakai Yeung & Wong, LLP
- South Fork Consulting, LLC
- Terranomiccs
- TS Civil Engineering
- Webb Municipal Finance, LLC

Articles, announcements, comments or other materials noteworthy to LAFCO commissioners and staff, may be submitted to the Editor at info@calafco.org or call 916-442-6536. The contents of this publication do not necessarily reflect the views of CALAFCO, its members, or their professional or official affiliations. ©2025 CALAFCO. All rights reserved. For permission to reproduce any article in this publication, contact info@calafco.org.

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Future for Felton Fire**





The mission of CALAFCO is to promote efficient and sustainable government services based on local community values through legislative advocacy and education.



The Chair's Corner:

Shaping CALAFCO's Next Chapter

By Gay Jones, CALAFCO Chair

CALAFCO is not the same organization it was a year ago, and that is a good thing. Change has required us to ask hard questions about who we are as an Association, what we offer our Members, and how we prepare for the future. As your Chair, I view this not as a setback, but as an opportunity to sharpen CALAFCO's focus and strengthen the connections that bind us together.

Serving on a Fire District Board has shown me firsthand how wildfires cross jurisdictional boundaries. When one community is in danger, the entire region is at risk. The same principle applies to our work at CALAFCO: **our strength comes from a network of LAFCOs supporting each other, not from isolated efforts.**

Whether the issue is fire protection, water supply, or growth management, collaboration is vital—it is not optional.

Looking ahead, our Board will be tackling important questions: How should our Bylaws adapt to reflect today's Membership? What is the right balance of regional representation on the Board?

And as we prepare for future legislation, how do we ensure every LAFCO's voice is heard? These aren't just technical exercises; they are decisions that will shape CALAFCO's relevance for years to come.

This work will succeed only if it reflects the energy and ideas of our members. Engagement doesn't always mean joining a committee (though we welcome that, too). It can be as simple as reaching out to a peer LAFCO, sharing your lessons in this very publication, or encouraging a new commissioner to get involved. Each of these actions strengthens CALAFCO.

The challenges facing local government will not get easier. But I am optimistic because I see CALAFCO evolving into a more engaged, connected, and resilient Association.

Together, we are not trying to return to where we were. We are building something more substantial, for each other and for the communities we serve.

Where We've Been

By José C. Henríquez, Outgoing Interim Executive Director, CALAFCO

Let's be honest; this past year has been challenging. I don't say that to ask for pity, to be snarky, or to chastise anyone. It's simply the truth. The difficulties were felt by the LAFCOs that remained, those that left, the Board, and the Transition Team (Pamela, Steve, Jeni, and me).

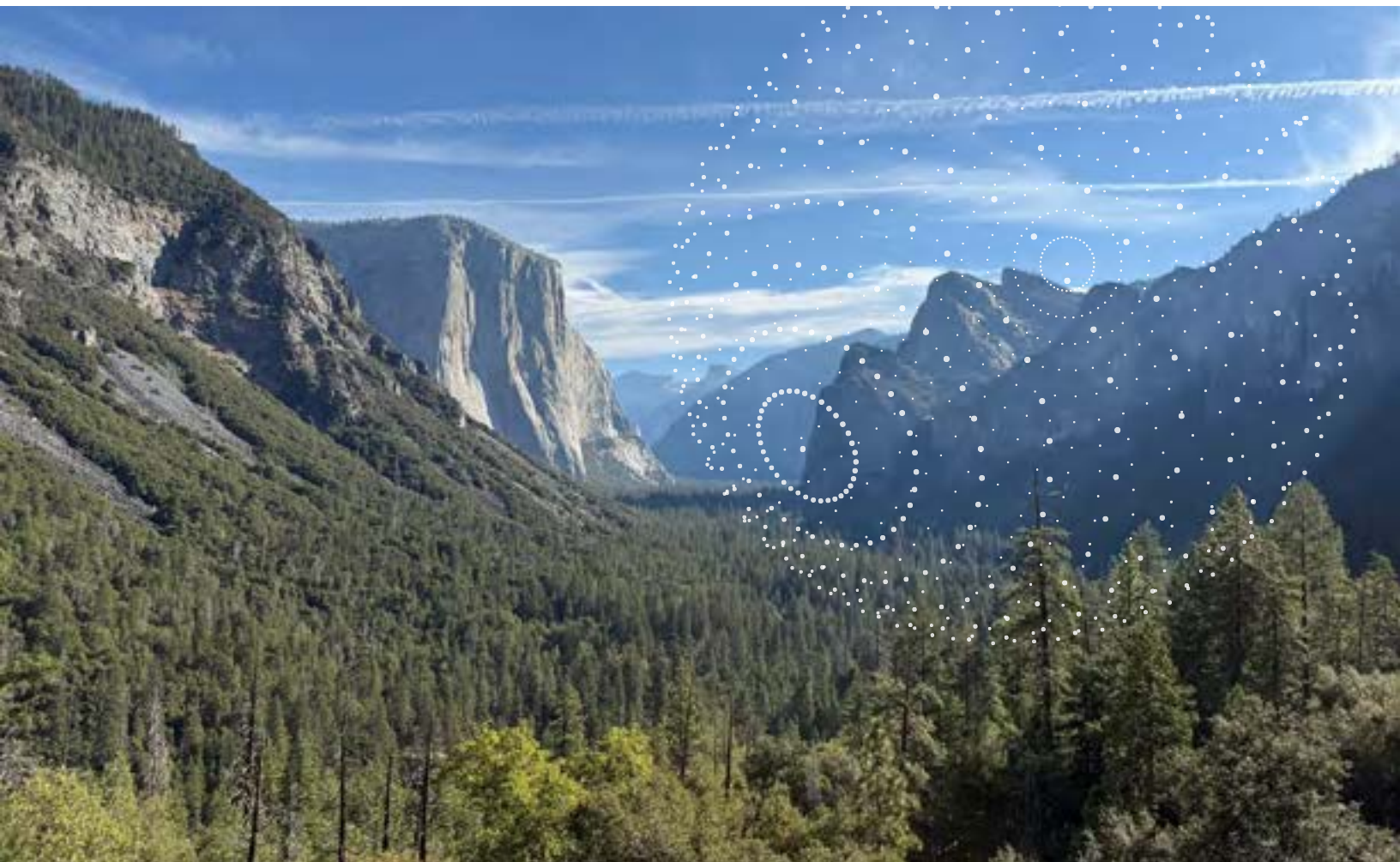
And yet, recognizing those challenges should also inspire a deep sense of pride.

Together, we've achieved significant progress in rebuilding the Association. I

am deeply grateful for the patience shown by our Members, for the Regional Officers past and present, for the many volunteers who dedicated their time and effort, and for every LAFCO that kept communication lines open regardless of Membership status.

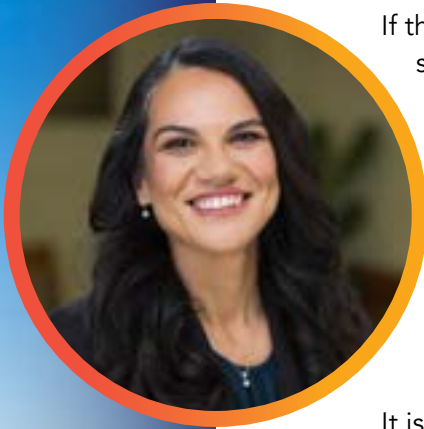
I thank the Board for trusting me, and above all, I am thankful for the partnership of Pamela, Jeni, and Steve.

Looking ahead, I am eager to see how Michelle's stewardship and energy will shape CALAFCO and what the new Transition Team will accomplish in taking the Association to the next level. And while my role is shifting, you have not seen the last of me. I remain committed to assisting as CALAFCO EO to the best of my ability.



Looking Ahead

By Michelle McIntyre, Incoming Interim Executive Director, CALAFCO



If this year has taught us anything, it's that CALAFCO's greatest strength is not just in its structure, but in the people who continue to show up, contribute, and believe in the value of collaboration. Even as several LAFCOs have chosen to step away earlier in the year, many of those same LAFCOs remain engaged. They are registered for our upcoming Conference and continue to welcome CALAFCO staff to their meetings. That speaks volumes: our relationships are resilient, and CALAFCO's value is recognized even beyond formal membership.

It is against this backdrop of resilience that I step into the role of Interim Executive Director on November 1, 2025. Over the years, I've had the privilege of working with many of you, and I've seen firsthand the dedication, camaraderie, and professionalism that make our LAFCO family so special. These experiences inspire me as I begin this new chapter with CALAFCO.

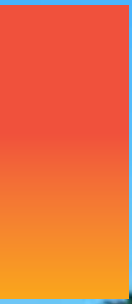
Thanks to the steady leadership of José Henríquez as Interim Executive Director, and the commitment of the Board, Transition Team, and Regional Officers, CALAFCO has regained its footing. CALAFCO-U sessions are once again bringing us together to learn and grow. Updated policies are giving us a stronger framework. And the Legislative Committee has returned to providing a unified voice in Sacramento.

Of course, there's still work to do. Rebuilding trust and enhancing the Association's value will require ongoing effort. Nevertheless, the momentum is real. My goal is to help CALAFCO serve as a steady guide during this time, while encouraging more opportunities for collaboration, learning, and shared success.

To everyone: Board Members, Associate Members, staff, and Commissioners of every LAFCO, I want to thank you.

Your patience, dialogue, and ongoing engagement have helped CALAFCO navigate a tough period and prepare us for the future. A future centered on strengthening our connections, amplifying CALAFCO's voice, and continuing to show the value we offer not only to each other but also to the communities we serve.

I look forward to connecting with you at the Conference and rolling up our sleeves together as we chart CALAFCO's next chapter.



Partners in Progress



Finding Our Voice Together:

Reflections on CALAFCO's March 2025 Communications Workshop

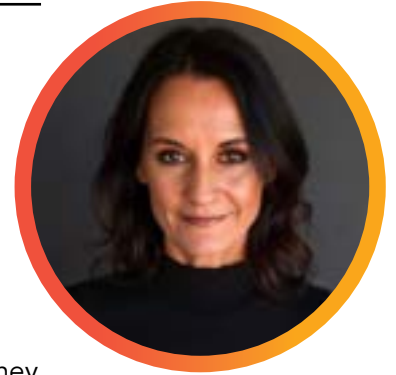
By Erin LaCombe, CEO & Founder, CV Strategies

When CALAFCO leaders gathered this March for our statewide communications workshop, it was clear from the start that we were stepping into more than just a training session. We were stepping into a moment of transition defined by both challenge and opportunity.

This reflection is admittedly personal for me. I have been a CALAFCO Associate Member for more than a decade, and I truly understand the power and promise of this organization. Nearly 20 years ago, I founded CV Strategies with the belief that communications could transform how public agencies connect with the communities they serve. Today, our team has the privilege of representing LAFCOs across California and seeing firsthand how CALAFCO helps its members grow stronger, more responsive, and more effective. That perspective has only deepened my appreciation for CALAFCO's role in shaping efficient and sustainable governance and in supporting those who serve their communities every day.

What emerged over the course of two days was not only a roadmap for improved messaging, but also a deeper sense of shared purpose among Board Members, Regional Officers, and all participants.

The workshop led by Pamela Miller of Miller Consulting Group was designed to strengthen communication and collaboration across CALAFCO.



As a facilitator, I was reminded yet again that facilitation is everything. The process of guiding dialogue, asking questions, and creating space for honest reflection is not a simple task. It is, in fact, the work. And yet, it is in this work that breakthroughs occur. Each exercise, whether a SWOT analysis of our communications strengths and weaknesses or the collective drafting of key message statements, required hard work and a willingness to lean into discomfort. The CALAFCO leadership team did just that, with humility and focus.

The Board's engagement was especially encouraging. Rather than sitting back, members actively participated, sharing candidly where communication has fallen short and offering constructive ideas for building trust, confidence, and transparency. Their involvement set a tone that invited others to do the same. Participants' contributions underscored CALAFCO's unique strength: a statewide network of practitioners who balance policy with practice, carrying decades of institutional and community knowledge.

Together, we tackled some of CALAFCO's most persistent communication challenges. We acknowledged where clarity and consistency have been lacking and began building the framework for a more unified approach. We discussed the need to foster two-way communication with our members, ensuring that CALAFCO not only delivers information but also listens and responds. We explored how to adapt our messaging more effectively in times of crisis and how to ensure that trust remains the foundation of everything we communicate. These conversations were not always easy, but they were always worthwhile.

There was also joy in the room, rooted in the collaborative spirit of CALAFCO and the shared belief in the value of this organization.

Personally, working alongside Pamela Miller was a highlight for me. Pamela brought a steady hand, a thoughtful perspective, and a genuine warmth to the facilitation process. Her deep understanding of CALAFCO, combined with her ability to blend structure with empathy, made her a trusted partner throughout. The collaboration reminded me that while facilitation requires skill, it also requires heart.

I am equally grateful for the CV Strategies team, who embody the same values of service and collaboration that CALAFCO represents. Their behind-the-scenes support, ideas, and energy made this workshop even better and ensured the work will continue long after.

The outcomes of the workshop are significant. Out of this hard work will come two foundational tools: a Communications Code of Conduct and a Communications Framework.

The Code of Conduct will guide how we, as CALAFCO leaders, communicate with professionalism, respect, transparency, and consistency. It will be both a compass and a commitment, and a reminder that how we say something is often as important as what we say.

The Communications Framework, meanwhile, will provide structure and guidance.

It will identify our key messages, define our channels, establish crisis protocols, and ensure we have feedback mechanisms in place.

These tools will strengthen CALAFCO's voice, align our leadership, and increase our value to members.

But beyond the documents and frameworks, perhaps the most important outcome was the shared experience itself.

There is something powerful about sitting in a room together, grappling with questions, and emerging with a common understanding. It builds trust. It fosters respect. And it reminds us that CALAFCO's strength lies not only in the resources we provide, but also in the relationships we nurture.

As I reflect on those two days in March, I am filled with gratitude for the openness of the participants, the wisdom of the Board and Regional Officers, Pamela's partnership, and the willingness of everyone to do the hard work. Transition is never easy, but it is necessary. And when we embrace it together, with humility and determination, it becomes a source of renewal.



Ultimately, facilitation is not about leading people to a predetermined outcome. It is about creating conditions for people to discover the outcome together. That is what we experienced in March. And that is why I believe CALAFCO's future is bright. We are finding our voice. And with that voice, we will continue to serve our members with humility, stewardship, and dedication.

As we move forward, I am thankful for the chance to contribute to this important work. Supporting CALAFCO's leadership through this period of transition is a responsibility and a privilege, and I look forward to the progress that lies ahead.



SCV Water Improves Local Groundwater Quality

With Support from DWR Grant Programs Treatment Facilities Restore Water Affected by PFAS

By SCV Water, yourscvwater.com/PFAS

Dedicated to providing clean water to its customers, Santa Clarita Valley Water (SCV Water), located in Los Angeles County, is addressing PFAS contamination through the construction of treatment facilities to restore groundwater quality in the Santa Clarita Valley (SCV). Like many communities throughout the nation, traces of long-lasting synthetic chemicals, per- and

polyfluoroalkyl substances (PFAS), have seeped into water supplies. These chemicals can cause a myriad of negative health effects through repeated exposure.

SCV Water partners with the California Department of Water Resources (DWR), utilizing grant programs that

fund local activities and projects aimed at improving water quality, ensuring water supply reliability, and promoting groundwater sustainability in the SCV.

Since 2020, SCV Water has constructed four PFAS treatment facilities, two of which received State grant funds:

- **Santa Clara and Honby Wells PFAS Treatment Facility** – Completed in 2024, SCV Water received a \$3 million grant to restore groundwater supplies through the treatment of two wells, providing enough water to serve 1,700 families annually.
- **T&U Wells PFAS Treatment Facility** – With anticipated completion in December 2025, SCV Water has received a little over \$1.5 million to restore groundwater supplies through the treatment of three additional wells, providing enough water to serve 5,000 families annually.

To date, SCV Water has been awarded \$11.6 million from the State for PFAS treatment projects, with \$4.5 million awarded outright and \$7.13 million from a revolving grant fund that subsidizes water quality projects.

To ensure success when building a grant application, SCV Water tailors each application to align with the respective requirements of each grant, thoroughly reviewing them to guarantee compliance.

Simple tip: *Grants submitted even a minute after a deadline will not be considered, so the Agency also submits its applications on time.*

At the core of SCV Water’s successful grant writing is the art of storytelling. In its applications, the Agency highlights the project’s importance, detailing its positive impact on the local community and environment. Applications also discuss the consequences for the service area should the project not receive funding. Letters of support from the community, including city officials, legislators, and environmental groups, further strengthen the narrative of the project’s necessity and enhance the application.

SCV Water has six other PFAS treatment projects in the planning or design phase. Over \$225 million in capital improvement project costs are estimated at the full buildout of PFAS treatment facilities in the SCV, with anticipated annual operations and maintenance costs of \$12-15 million. Because building treatment plants can be very costly, anticipating future expenses allows SCV Water to better prepare and take advantage of grant funding opportunities that help make these projects more affordable.



From Excel to Excellence:

Strengthening LAFCO Processes Together

By Ryder Ross, Founder, CivicBound, civicbound.com

On a Tuesday morning in a LAFCO office somewhere in California, a spreadsheet is open on one screen, and a to-do list of sticky notes litters the desk. The spreadsheet lists every active change of organization application, MSR/SOI update, and special project, along with dates, statuses, and notes. It's familiar territory for staff and, although commissioners rarely see it, the information in that spreadsheet quietly shapes the decisions they make. Excel has served many LAFCOs well. It's flexible, inexpensive, and easy to format. But, as the number of projects grows, deadlines begin to overlap, and staff transitions occur, a spreadsheet alone can start to feel stretched.

In many offices, deadlines and procedures live mostly in the memories of long-serving staff. That experience is invaluable, but it is also vulnerable to change. Documenting "how we do it," and pairing that with reminders or notifications tied to key statutory dates, creates a safeguard. Even modest improvements, whether that's an operations manual, refinements to a tracking spreadsheet, or the adoption of digital project management tools, make it easier for staff and commissioners alike to see the whole picture.

The strongest systems go beyond simply holding data. They reduce errors, cut down on duplicate work, and provide a single "source of truth" so staff can coordinate seamlessly. For commissioners, these systems ensure that the materials they receive are accurate, timely, and complete—a critical requirement when actions must follow the Cortese-Knox-Hertzberg Act's varying and specific timelines.

Some LAFCOs have already taken steps to document and standardize their procedures. Fresno LAFCO, for example, developed a robust operations manual. It's more than a binder of checklists: it's a living roadmap that ties each step directly to statutory requirements, with links to the document templates needed for that step.

This kind of resource not only helps staff remain consistent but also gives commissioners confidence that proposals are handled transparently and predictably.

Fresno's operations manual is among the most comprehensive I've seen, but even there, staff recognize the value of pairing strong documentation with digital tools. Fresno is working with CivicBound, an online project management system designed specifically for LAFCOs, to build upon the foundation established in their manual. The fact that a LAFCO with such well-established procedures sees value in implementing a digital system underscores a broader lesson: even the best internal guides can benefit from reminders, centralized access, and tools that facilitate easier collaboration.

The goal isn't to discard tools that work, but to make sure they can carry the weight of the work ahead. A spreadsheet may be the tool of choice today, but as technology evolves, so do the opportunities to manage proposals in ways that are clearer, more accessible, and more resilient. Some commissions are beginning to explore integrated systems that combine tracking, communication, and document access into a single platform like CivicBound. Others are strengthening their existing spreadsheets with structured procedures to back them up.

However it's done, the aim is the same: accurate, timely, and transparent information that supports effective governance. By maintaining a single source of truth, making project status visible to all who need it, and capturing institutional knowledge, LAFCOs can ensure its processes remain strong, ready to meet deadlines, adapt to change, and maintain public trust for years to come.





Setting the Bar: Why Performance Measures Belong in Every MSR

By Amanda Ross, South Fork Consulting, southforkconsulting.com

When Rocklin's population surpassed 72,000, the question wasn't just how big the city had become; it was whether public services were keeping pace. Could police respond quickly enough? Were dispatchers meeting state standards for answering 911 calls? Was the city planning for infrastructure needs?

These questions are central to every Municipal Service Review (MSR). However, too often, MSRs depend on broad narrative statements or agency assurances instead of clear, measurable benchmarks. That's why Placer LAFCO's recent MSR for the City of Rocklin is notable; it used consistent performance measures across 32 service areas, providing commissioners with data to make informed decisions.

The results presented a balanced picture. Rocklin scored "above average" on 21 measures and "average" on nine. For example:

- **Police Dispatch:** 95.38% of 911 calls were answered within 15 seconds, just above the CalOES standard of 95%.
- **Police Staffing Levels:** Rocklin maintains 0.89 officers per 1,000 residents, similar to neighboring agencies, but still short of meeting long-term demand.
- **Infrastructure Planning:** The City has clear strategies for replacing facilities, vehicles, and equipment on a regular cycle.

This information was displayed in a table format with clearly identified icons, allowing for a quick visual cue of the adequacy, or not, of each performance measure. Instead of vague statements, commissioners could clearly identify where Rocklin was meeting standards and where service levels might fall short in the future.

Why Benchmarks Matter

The Rocklin case highlights a broader truth: performance measures transform MSR reports into practical tools for accountability and strategic planning.

Without benchmarks, comparisons across agencies or even from one MSR cycle to the next may seem subjective. With benchmarks, LAFCOs provide a consistent method for evaluating service quality, thereby fostering public trust in the process.

Imagine if every LAFCO adopted a standard set of benchmarks in its local policies. These could include:

- Agency maintains a published reserve fund policy.
- Stormwater and drainage infrastructure replacement is planned and funded.
- Fire staffing meets the standard of three firefighters per engine.
- Local water demand is monitored and integrated into drought contingency planning.

These standards wouldn't eliminate local nuances, but they would establish consistency across reviews and enhance the credibility of LAFCO's findings. Commissioners could monitor trends over time, while agencies would understand in advance what expectations they will be evaluated against. This format also allows agencies to make preemptive changes towards good governance.

Moving Forward

MSRs are more than just a statutory requirement; they are a commitment to communities that growth will not outpace the provision of essential services. Rocklin's review demonstrates how benchmarks lend credibility to that promise by basing decisions on evidence rather than anecdotes.

As LAFCOs look ahead, establishing performance measures as a matter of local policy would ensure that every MSR is not only a snapshot in time but also a roadmap for the future. Benchmarks transform service reviews into dynamic documents, tools that highlight both achievements and gaps, and incorporate accountability into our planning for growth.

With clear standards, LAFCOs can lead the way in showing that "adequate services" is more than a phrase in statute: it's a measurable goal, and one worth championing.

Key Takeaways

- **Benchmarks Build Confidence:** Comparing to peer cities or national standards makes findings more defensible and easier to explain.
- **Continuity Counts:** Standardized metrics allow commissioners to track agency performance over time, even when staff or consultants change.
- **Flexibility is Key:** Core measures and local context create consistency to guide final conclusions.
- **Better Communication:** Dashboards or tables of key indicators help commissioners and the public quickly see how services measure up.





Resilient by Design:

Modern Tools for Every Size Commission

By Hamish Howard, Managing Director/CEO, Assura Software
assurasoftware.com/LAFCO

For decades, LAFCOs have relied on whatever resources they had, including spreadsheets, binders, sticky notes, and a great deal of institutional memory, to meet the changing and increasing demands of not just CKH but CEQA, the Brown Act, and other laws that impact them. These tools served their purpose, but anyone who has had to dig through old project folders, policy binders, or depend on a single person's memory knows how easily deadlines can be missed or records can become inconsistent. As calls for greater transparency and accountability grow, LAFCOs of all sizes are feeling the pressure to accomplish more with fewer resources.

A Shared Solution for Smaller LAFCOs

Smaller LAFCOs often operate with limited staff and tight budgets. In 2022, CALAFCO conducted a biennial survey that included responses from 51 LAFCOs. The survey revealed that nearly 30 percent of these LAFCOs rely on contract consultants for staffing, while an additional 12 percent use a combination of consultants and staff. Additionally, 37 percent of LAFCOs have fewer than two full-time equivalent employees. It was also found that nearly 57 percent handle five or fewer projects each year. For these LAFCOs, which typically manage only a few proposals annually, the pressure to meet all requirements and statutory deadlines can be overwhelming.

To address this challenge, CALAFCO partnered with Assura Software to develop a shared, cloud-based workflow system designed explicitly for smaller LAFCOs. Input was collected from El Dorado, Shasta, San Joaquin, and Marin LAFCOs to create this tool, which guides staff through each step of the process, ensuring deadlines and requirements are met. For a single-staff office, this kind of support can provide significant peace of mind.

Scaling Up: Lessons from San Diego

Larger LAFCOs are also recognizing the value of these tools. In 2024, San Diego LAFCO became the first to implement a fully customized version of the platform. Assistant Executive Officer Priscilla Mumpower notes that it "streamlines proposal management and keeps the executive team updated on all ongoing proposals." Executive Officer Keene Simonds emphasizes that, in a hybrid work environment, digital systems are "an investment in bridging the communication gap to help ensure proposals are proceeding as intended." Their experience demonstrates that technology isn't just about efficiency, it's about keeping teams aligned and work progressing smoothly.

Why This Matters to All LAFCOs

Regardless of size, every LAFCO faces similar pressures. The CKH Act is complicated. New requirements from the Brown Act, CEQA, and other laws impacting LAFCOs continue to arise and evolve. Communities expect more transparency and accessibility than ever. And all of this comes as budgets tighten and staff capacity is stretched thin. Additionally, leadership transitions can leave commissions vulnerable to losing institutional knowledge.

Digital systems help ease those pressures by integrating statutory requirements into workflows, automatically tracking deadlines, and maintaining a clear administrative record, they allow staff to focus more on professional judgment. For smaller LAFCOs, this provides cost-effective compliance support. For larger ones, it ensures consistency and efficiency. And for everyone in between, it boosts resilience, making sure the work continues regardless of who is in charge or how many applications are pending.

Built for LAFCOs—And Built for Flexibility

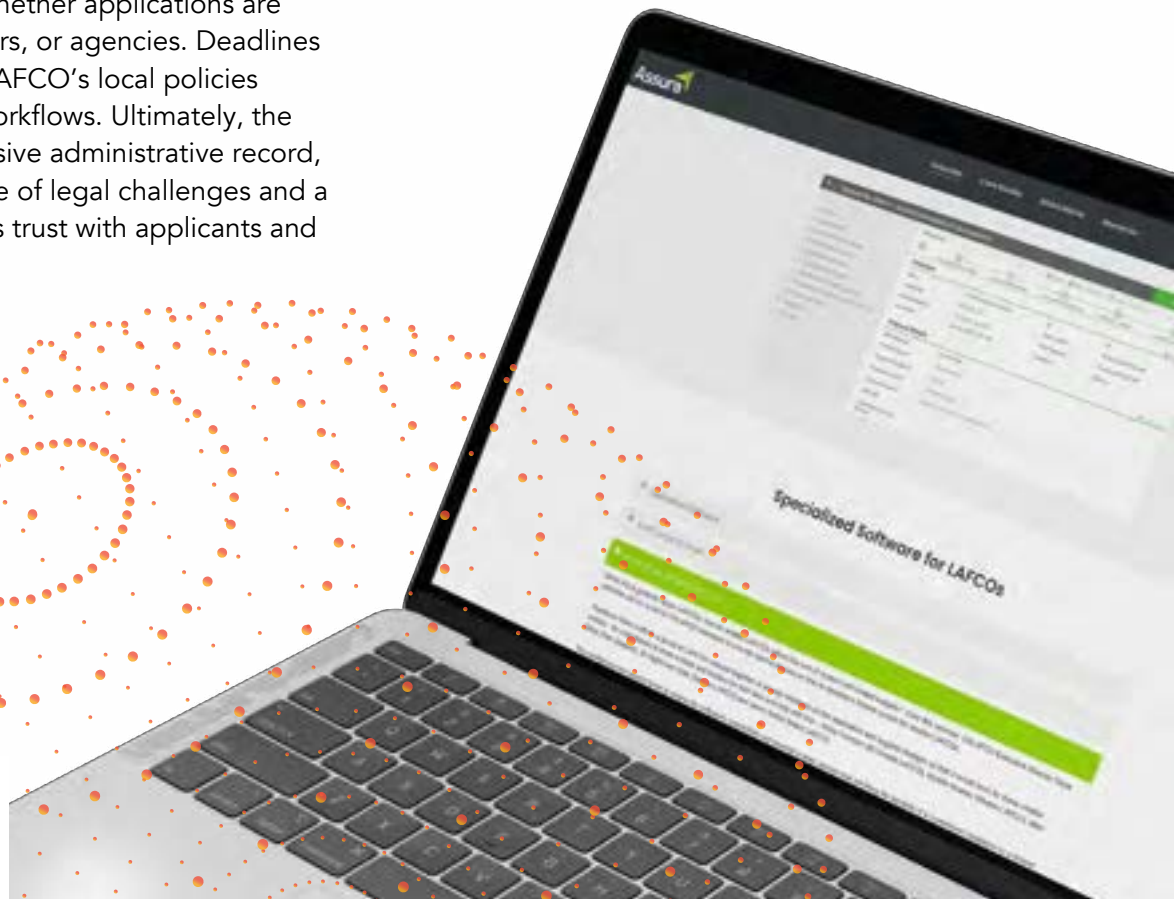
The advantage of this approach is its flexibility. Processes adjust based on whether applications are initiated by landowners, voters, or agencies. Deadlines are set automatically. Each LAFCO's local policies can be integrated into the workflows. Ultimately, the system creates a comprehensive administrative record, serving as a safeguard in case of legal challenges and a valuable resource that fosters trust with applicants and the public.

Why It Matters

The size of LAFCO staffing statewide varies greatly. Some LAFCOs are run by a single part-time contract worker, while others handle a steady flow of proposals with a whole team of employees. Regardless of size, the expectations remain the same: deadlines must be met, and the public deserves transparency. Digital tools don't replace staff expertise; they support it. They act as a safety net, ensuring that critical steps aren't left to memory or luck.

Meeting Tomorrow's Challenges

LAFCOs have always been resourceful: finding ways to get the job done with persistence and creativity, even if it meant relying on old binders or handwritten notes. But today's reality makes that harder to maintain. For small LAFCOs, digital tools can make the difference between feeling overwhelmed and feeling in control. For larger commissions, they help keep teams consistent and work flowing smoothly. And for all LAFCOs, they build resilience. That's how commissions, together, can meet today's demands while preparing for tomorrow's challenges.





Reuniting Special Districts With Their Rightful Assets

Unclaimed Property Program

By California Special Districts Association

In August, State Controller Malia M. Cohen announced special districts from throughout California will be reunited with a combined \$181,728 in unclaimed property. Controller Cohen presented an unclaimed property check during her remarks at the CSDA Annual Conference & Exhibitor Showcase in Monterey.

California's Unclaimed Property program is administered by the State Controller's Office (SCO), which currently safeguards unclaimed properties worth a total of \$14 billion. Since 1959, this consumer protection program has been designed to ensure businesses and other entities return properties belonging to a customer with whom they have lost contact.

Common types of unclaimed property include bank accounts, stocks, bonds, uncashed checks, insurance benefits, and safe deposit box contents.

"Reuniting Californians — and the communities that serve them — with their rightful assets is a core mission of the State Controller's Office," said Controller Cohen. "I am proud to highlight that commitment here today with our special district partners. As California's chief fiscal officer, I remain focused on working with local governments to strengthen financial stewardship and ensure resources reach every corner of our state so that we can continue to move California forward so that everyone thrives."

"When state and local leaders partner together, California's communities win," stated California Special Districts Association CEO Neil McCormick. "Controller Cohen's proactive efforts are helping our local service specialists make every dollar work for its intended purpose."

Controller Cohen urges all Californians to visit SCO's claimit.ca.gov website to learn more about and search for their unclaimed property.



**California Special
Districts Association**
Districts Stronger Together

An aerial photograph of Lake Hodges in San Diego County, showing the lake's winding path through a valley with green hills and a residential area in the background. A decorative graphic of white dots forming a starburst pattern is overlaid on the right side of the image.

News from the LAFCO Community

Lake Hodges
San Diego County

Announcing the CALAFCO Regional/Board Restructuring Working Group

By Pamela Miller, Miller Management & Consulting Group, CALAFCO Transition Team Consultant

While significant progress has been made since February in CALAFCO's transformation, there is still a substantial amount of work to be done. I will continue the work of Policy & Procedure review and reforms, assisting the Board in strengthening its governance capabilities, supporting the Interim Executive Director, Regional Officer Team, and Membership.

A comprehensive structural review of CALAFCO as an organization, including the structure of the Board, Regional Officers, Committees, and the regions themselves, began earlier this year, leading to several preliminary recommendations. This work will continue, now with a working group consisting of the Interim Executive Director (IED) and nine (9) Executive Officers (EOs). Members of the working group include: Michelle McIntyre (Incoming IED); Regional Officers José Henríquez (CALAFCO EO/Central); Joe Serrano (DEO/Coastal); Shannon Costa (DEO/Northern); and Tyler Salcido (DEO/Southern); Kai Luoma, EO, Ventura; Jason Fried, EO, Marin; Christine Crawford, EO, Yolo; Brian Spaunhurst, EO, Fresno; and Colette Santsche, EO, Trinity/Humboldt.

The working group began meeting in mid-September and picked up the research, work, and preliminary recommendations that had already been started. They will focus on redeveloping a statewide regional structure designed to allow for a more effective, efficient, and collaborative relationship among the LAFCOs and the regions themselves (to include all 58 LAFCOs); recommend restructuring the Board based on the proposed regional structure, including eligibility to serve on the Board; and examine the Regional Officer and Committee structures for greater effectiveness. All of this will lead to a comprehensive review of the dues structure (to be done in the next phase of work).

The working group is committed to a thorough and transparent process. Ideas and recommendations will be developed and shared with Member LAFCOs and the Board throughout the process, allowing all input and ideas to be evaluated in a thorough and collaborative manner.

A final draft of recommendations will be presented to the Membership at the mid-year virtual business meeting to be held February 23, 2026, at 10:00 am for consideration and adoption. Additionally, Policies & Procedures will be developed in advance of the Membership meeting and presented to the Board in order to support any pending structural changes that may be approved by the Membership.

I want to personally thank everyone who has and continues to provide input into the future of CALAFCO.

Together, you are building a stronger, more responsive, and cohesive CALAFCO.

This working group is counting on your voices to co-develop CALAFCO's future for the benefit of all.



Yolo LAFCO Welcomes New Staff JD and Desi

By Christine Crawford, Executive Officer, Yolo LAFCO

It's been a year of new beginnings at Yolo LAFCO, and we're excited to share that two wonderful folks have joined our team.

In January, JD Trebec joined our team as Deputy Executive Officer. JD has hit the ground running, bringing fresh energy and perspective to our projects and policy work. Previously, he was a Senior Planner at Yolo County and came to us with already strong community connections. Outside the office, JD is a Master Gardener who loves getting his hands in the soil and sharing plant wisdom.



Then in August, we welcomed Desi Leverett as our new Administrative Specialist/Clerk. Previously, she supported a team of 32 engineers at DWR. Desi is already keeping us organized and making sure our meetings and operations run smoothly. When not at LAFCO, Desi is studying Anthropology at San Jose State, bringing a curious and thoughtful outlook to everything she does.

Terri Tuck officially retired from LAFCO at the end of 2024, after 19 years of dedicated service, and has been assisting us through this transition as a retired annuitant through October. We congratulate Terri on her well-deserved retirement and appreciate her dedication during this changeover period.

We're thrilled to have JD and Desi on the Yolo LAFCO team, and we can't wait for all of you across the LAFCO family to get to know them, too, at the Annual Conference!





CALAFCO Mentorship Program

By Kristi Grabow, Policy Analyst,
Sacramento LAFCO, and Deborah
Gilcrest, Clerk/Analyst, Nevada LAFCO

As we all know, CALAFCO continues to make great strides in expanding learning opportunities for its members. One of the newest initiatives, recently conceived and now in its early development stages, is the CALAFCO Mentorship Program. This exciting program is designed to support the professional growth of LAFCO staff through structured, meaningful connections—and will officially launch at our 2026 Staff Workshop!

The coordinators behind this effort are a dedicated group of LAFCO professionals committed to enhancing statewide collaboration, promoting knowledge-sharing, and fostering inclusive leadership within our diverse LAFCO community.

The team currently includes Deborah Gilcrest (Nevada), Jason Fried (Marin), Kate McKenna (Monterey), Brian Spaunhurst (Fresno), Crystal Craig (Riverside), Shannon Costa (Butte), and Kristi Grabow (Sacramento).

The mission of the program is simple but powerful: to foster lasting professional relationships that provide opportunities for mutual learning, peer support, and shared growth. Whether you're brand new to LAFCO or a seasoned professional, this program offers a chance to both give and receive valuable insight, encouragement, and perspective.

We are eager to see how this program helps shape the next generation of LAFCO leaders, and we invite YOU to be part of it! Stay tuned for details on how to participate, whether as a mentor or a mentee, and consider bringing your own experience, energy, and curiosity to this important new CALAFCO initiative. We can learn from one another and continue building a stronger, more connected LAFCO community.

Navigating Change Through Regional Collaboration:

Alameda LAFCO's Strategic Regional Wastewater Committee

By Rachel Jones, Executive Officer, Alameda LAFCO

Across Alameda County, the challenge of managing wastewater doesn't stop at city limits. Aging pipes, rising sea levels, and fragmented governance require a united response; one that no single agency can achieve alone. In recognition of this, our Commission launched a Strategic Regional Wastewater Committee, bringing agencies to the same table to spark dialogue, identify shared vulnerabilities, and explore collaborative solutions.

The committee acts as a platform for city, special district, and county representatives to assess long-term system resilience and interagency service strategies. Initial discussions have centered on assessing capacity, infrastructure investment requirements, and opportunities for collaborative planning. By bringing together multiple service providers in one forum, Alameda LAFCO has helped reframe wastewater planning as not only a local concern but also a regional resilience issue.

This effort also aligns with Alameda LAFCO's Resiliency Planning Project, a broader initiative aimed at enhancing the county's preparedness for climate adaptation. Wastewater systems are some of the most vulnerable public services to sea level rise, seismic activity, and extreme weather events.

Through this project, the Commission is beginning to incorporate resiliency considerations into service reviews and future boundary decisions, aiming to ensure that critical infrastructure remains reliable and sustainable.

Notably, this work has shown the importance of LAFCOs as conveners and impartial facilitators. Although LAFCO does not own or manage infrastructure, its legal authority and regional perspective give it a unique role in bridging jurisdictions and promoting collaborative planning. In Alameda County, these discussions are laying the foundation for a more coordinated, future-oriented approach to wastewater management that prioritizes both efficiency and fairness in service delivery.

As California communities continue to face pressures from growth, climate change, and aging systems, LAFCOs can play a vital role in fostering regional solutions. What began as an ad hoc committee in Alameda is becoming a blueprint for how LAFCOs can lead resilience efforts, showing that collaboration across boundaries today can safeguard communities for generations to come.



Mission Peak Regional Preserve
Alameda County

Charting a Stronger Future for Felton Fire:

How Santa Cruz LAFCO's Governance Options Report is Helping a Small District Meet Big Challenges

By Joe Serrano, Executive Officer, Santa Cruz LAFCO

Felton is the kind of community where neighbors still wave from the porch and the redwoods cradle every backyard. It's also a place where fire protection isn't abstract—it's a crystal clear experience. From wildland smoke on the horizon to medical aids on winding roads, the Felton Fire Protection District (FFPD) carries a broad remit on a lean, community-scaled organization. Like many independent fire districts across California, Felton has been navigating a shifting landscape: escalating wildfire risk, rising service demand, changing volunteerism, workforce and training standards, equipment replacement cycles, and the relentless math of inflation outpacing revenue growth.

Enter Santa Cruz LAFCO. Recognizing both the urgency and the opportunity, the Commission published the Felton Fire Protection District Governance Options Report, a practical roadmap designed to help local leaders, partner agencies, and the public evaluate credible paths to sustain (and enhance) fire and emergency services over the long term. The report's purpose was not to prescribe an answer; it was to structure a transparent, data-informed conversation about what comes next.

Why now? A convergence of pressures (and possibilities)

Across California, local fire providers are grappling with mounting pressures that challenge traditional service models. Longer fire seasons and increasingly complex incidents demand deeper staffing, specialized equipment, and stronger mutual aid networks. At the same time, agencies face workforce hurdles, from recruiting and retaining volunteers to meeting the higher standards of an increasingly professionalized fire service. Capital needs add another layer of strain, as aging engines and stations require costly replacements that far exceed the slow growth of revenues. All the while, communities expect fast response times, advanced life support, and proactive fire prevention programs, raising the bar on what local agencies must deliver.

The Felton Fire Protection District is the latest to experience these realities firsthand. Historically reliant on volunteers, Felton FPD in 2021 operated with a single full-time fire chief, one part-time employee, and 28 volunteer firefighters. In the years since, the district has faced significant turnover—including four different fire chiefs, board member resignations, and a shrinking pool of active volunteers. A two-year agreement with the neighboring Ben Lomond Fire Protection District for operational services was meant to "buy some time and get back on their feet." Still, that partnership ended after only six months, underscoring the instability of short-term solutions. Against this backdrop, Santa Cruz LAFCO's Governance Options Report provided the district with a structured framework to evaluate its path forward, balancing the need for reliable service, fiscal sustainability, and preservation of community identity in the face of growing challenges.





How Santa Cruz LAFCO advanced the conversation

LAFCO's role in the Felton Fire Protection District process is evident in its ability to convene, provide a method, and sustain momentum. By creating a safe space for open interagency discussion, LAFCO enables stakeholders to identify shared risks and opportunities. Through the use of a consistent framework that evaluates costs, service levels, and governance implications, LAFCO ensures decision-makers and the public can make clear, apples-to-apples comparisons.

Just as importantly, LAFCO helps keep the process moving forward by outlining near-term actions and decision points, preventing the effort from stalling after the study is complete. The Governance Options Report is not a one-time exercise; it is designed to anchor ongoing public dialogue, inform board direction, and guide practical next steps—whether that means contracting for services, pursuing a revenue measure, or considering a larger reorganization. The fact that residents were discussing the situation on social media, at community events, and during FFPD's board meetings was a win in itself from LAFCO's perspective, as the community finally acknowledged that there was a problem.

Lessons other LAFCOs can use So, what now?

The Felton Fire Protection District Governance Options Report offers essential lessons that LAFCOs across the state can apply. First, options should be framed around outcomes, as residents care most about reliable response times and prevention capacity; governance should follow function. Not every solution is all-or-nothing, and hybrid approaches such as administrative/"internal" consolidation, shared battalion coverage, or regional prevention teams can deliver significant benefits with minimal disruption. Clear cost modeling is also essential, with explicit thresholds (like staffing levels, apparatus age, or overtime burdens) that trigger the need for action.

Pairing short-term, "no-regrets" collaborations with longer-term structural options allows communities to move forward cautiously while building capacity. Finally, when creating these types of special studies, it is vital to collaborate with the affected agencies to ensure that the report has been properly vetted and verified. The last thing you want to do is publish a report and have the affected agency, or neighboring agencies, speaking in opposition to the findings and/or recommendations. LAFCO staff provided an "administrative copy" of the report and allowed the agencies to provide feedback before the document was published.

The Felton Fire Protection District Governance Options Report exemplifies what LAFCOs do best: help communities reconcile local values with regional realities through thoughtful, transparent governance evaluation.

In a fire environment that is hotter, longer, and more complex than ever, Santa Cruz LAFCO has provided a clear, credible set of choices—so Felton can remain exactly what it has always been: protected, prepared, and proudly local. And in the end, Felton FPD is the master of its own destiny; LAFCO (in this case) was more of a "spiritual" guide.





Planning Napa's Future, One SOI at a Time

By **Brendon Freeman, Executive Officer, Napa LAFCO**

In 2025, Napa LAFCO's most pivotal deliberations have centered on spheres of influence (SOIs), the Commission's most powerful long-range planning tool.

In April, the Napa Commission tackled a significant SOI amendment for American Canyon's Green Island area. The hearing drew robust testimony from the Farm Bureau, Greenbelt Alliance, Save the Bay, and Napa County, highlighting the diverse interests and high stakes surrounding land use in this part of Napa County.

By August, attention shifted to the draft SOI update for the Napa Sanitation District. That process sparked a broad discussion about the long-term viability of extending sewer service to the Monticello study area.

This discussion addressed the core issue of balancing growth with resource protection.

These actions highlight LAFCO's distinct role in determining where growth occurs, how services are delivered, and how open space and agricultural lands are preserved. Looking ahead, Napa LAFCO is currently reviewing its local SOI policy, with proposed amendments set for Commission consideration in October.

As other Commissions across California evaluate their own SOI updates, Napa's experience serves as a timely reminder that these tools remain essential for community planning, service management, and protecting the landscapes that define them.



From Anthropology to Infrastructure:

My First Year at LAFCO

By Meghan Traynor, Analyst I, San Diego LAFCO

I joined San Diego County LAFCO as an Analyst in July of 2024. Looking back at my first year, I am astounded by how entering the world of regional planning has impacted my perspective on cities, municipal services, and development. I now look at buildings and wonder what it cost to build them, where the materials came from, and, if in rural areas, whether they're on sewer or septic.

I graduated from UC San Diego in June 2024 with a degree in Sociocultural Anthropology with minors in Human Rights and Migration and Spanish Literature. As an undergraduate, I participated in research programs focused on migration to the U.S.-Mexico border, homelessness in San Diego, and the San Diego community's responses to climate change. I also worked as a management intern for the San Diego City Council.

I am currently working on several projects at San Diego LAFCO: my proposal work, an MSR on our region's Metropolitan Planning Organization (the San Diego Association of Governments, or SANDAG), a special study on the regional administration and funding of homelessness services, and a Sustainable Agricultural Lands Conservation Grant in collaboration with the County of San Diego.

The special study on homelessness was encouraged by one of our Commissioners. LAFCOs are responsible for evaluating the current and future municipal needs of our residents, and we have identified homelessness services and solutions as crucial ones. We are analyzing how San Diego County's federally designated Continuum of Care distributes homelessness funding to non-profits and other agencies in the region to provide homelessness services. I believe that this information is beneficial for staff, our Commissioners, and the public in understanding the technical aspects of how homelessness services are funded, delivered, and evaluated regionally.

In wanting to see a future in which all people have the basic right to housing, transportation, and other basic needs, working at LAFCO has taught me the realities of how we build housing, fund transportation, administer fire protection services, treat water, and manage natural resources. I have been introduced to County departments, Cities, Special Districts, State Assembly and Senators' offices, and have greatly enjoyed learning about their work.

Attending the CALAFCO conference in Yosemite in 2024 and the Staff Workshop in Temecula in 2025 made me appreciate the diversity of LAFCOs in our state. We all face unique contexts, but are united in interpreting the Cortese-Knox Hertzberg Act and what it means to facilitate "orderly growth and development". My year working for San Diego LAFCO has shown me that LAFCOs can push the envelope and promote generative discussions about improvements to the regional administration of municipal services. I am grateful to work alongside a supportive and encouraging team and look forward to continuing to grow and serve the public.



We'll Take That, for a Dollar!

Lessons Learned on Volunteer Company Facility Transfers in Fire Agency Reorganizations

By Mark Bramfitt, Executive Officer, Sonoma LAFCO

Over the past decade, Sonoma LAFCO has overseen the reorganization of a dozen fire agencies. These efforts consolidated one city department, 10 districts, and 16 volunteer fire companies into four remaining districts. While the outcomes generally enhanced service delivery and financial stability, two reorganizations uncovered an often-overlooked challenge: the transfer of facilities owned by volunteer fire companies.

“Secure the firehouse before approving the reorganization.”



Case Studies: When Facilities Become Sticking Points

KNIGHTS VALLEY (2018)

The Geyserville Fire Protection District, now called North Sonoma County Fire, assumed responsibility for Knights Valley territory. While LAFCO successfully ordered the transfer of assets and liabilities from the district, it had no authority over the nonprofit Knights Valley Volunteer Fire Company, which owned the firehouse. The company opposed the transfer, trying to negotiate permanent staffing at the station, despite this not being included in the Plan for Services. For nearly two years, Geyserville had to park an engine on private property until mediation resulted in a small \$1 annual lease.

BODEGA (2023)

Gold Ridge Fire Protection District reorganized 10 volunteer companies with plans to staff the Bodega station. However, the volunteer company demanded \$25,000 annually to lease its facility. Gold Ridge rejected the demand, citing fairness to taxpayers after securing other leases for \$1 per year. The impasse forced Gold Ridge to withdraw equipment and personnel, sparking community outcry. Ultimately, the company relented and signed a \$1 lease.



Why This Happens: LAFCO’s Authority and Its Limits

LEGAL CONTEXT

Under the Cortese-Knox-Hertzberg Act, LAFCOs can direct the transfer of assets and liabilities between government agencies during a reorganization (Gov. Code § 56375). However, volunteer fire companies are nonprofit corporations, not government entities. Therefore, their facilities fall outside LAFCO’s jurisdiction. This creates a significant gap: reorganizations can proceed without guaranteed access to critical facilities.

Lessons for LAFCOs Statewide

These Sonoma experiences highlight risks that apply anywhere in California where volunteer companies own stations.

To avoid service disruptions and political backlash, LAFCOs should:

- **Require Agreements Upfront.** Make facility transfer or lease agreements a condition of approval before finalizing reorganizations.
- **Prefer Ownership, Accept Long-Term Leases.** Agencies need security to ensure, maintain, and invest in facilities.
- **Anticipate Negotiation Pressure.** Volunteer boards might seek leverage during reorganization; plan accordingly.
- **Balance Community Pride With Service Needs.** Many volunteer stations are locally funded and deeply valued. A collaborative, transparent process can ease transitions.

Quick Tips for Commissioners

- Ask staff early about volunteer-owned facilities.
- Consider requiring legal review of facility agreements.
- Build community engagement into the process.
- Document all commitments in the Plan for Services.

Final Takeaway

Most fire reorganizations succeed and provide stronger, more sustainable services. However, LAFCOs must understand that facilities owned by nonprofits pose unique challenges.

The key lesson is straightforward: secure the firehouse before approving the merger. Whether through transfer or long-term lease, a signed agreement can prevent years of conflict and ensure smooth fire protection for the communities we serve.

OC LAFCO Has a New Team Member

Welcome Policy Analyst Leo Lara

By Orange County LAFCO

OC LAFCO has a new team member, Policy Analyst Leo Lara. Leo brings valuable experience from his recent work on water efficiency topics and water policy research. A recent Master of Public Policy graduate from the University of California, Irvine, with a concentration in environmental and sustainability policy, Leo brings valuable experience and insight to the team in policy analysis, data management, and regulatory compliance, shaped by his education and previous professional experience.



Leo is looking forward to taking on new challenges, particularly in projects that intersect with water and municipal governance. He is eager to contribute new ideas and collaborate with the team to help ensure efficient and effective delivery of municipal services across Orange County. When not in the office, Leo enjoys exploring new hiking trails in Orange County, traveling, trying out new coffee shops, and scuba diving in the crystal-clear waters of Catalina Island.

LA LAFCO Welcomes Two New Commissioners

Imelda Padilla and Ryan Altoon

By Los Angeles LAFCO

LA LAFCO is proud to welcome two new commissioners, Imelda Padilla and Ryan Altoon. Commissioner Padilla serves on the Los Angeles City Council, representing the Sixth District, and is the new Alternate Member representing the City of Los Angeles. A resident of Toluca Lake, Ryan Altoon is the new Voting Member representing the San Fernando Valley. Of the 15 positions on the Commission, 14 are now filled. Welcome, Commissioners Padilla and Altoon!

In June, Los Angeles County Supervisor and LAFCO Commissioner Lindsey Horvath recently hosted a "Water Resiliency Summit" attended by more than 200 elected officials, water agency managers, community representatives, and other stakeholders. LA LAFCO Executive Officer Paul Novak was one of four speakers on a panel titled "LA County Water Plan: Innovation & Collaboration."

Supporting Recovery After the Eaton Fire

By Paul Novak, Executive Officer, Los Angeles LAFCO

At its July meeting, the Los Angeles LAFCO unanimously approved a fee waiver request from the County Sanitation Districts of Los Angeles County. The waiver, valued at about \$75,000, applies to a proposed annexation into Sanitation Districts No. 16 and 17 covering unincorporated Altadena and Kinneloa Mesa—areas directly affected by the devastating Eaton Fire.

The annexation will enable impacted properties to connect to the Districts' sewage treatment system. Without the waiver, property owners would have faced reimbursement obligations for connection filing fees, adding financial stress during an already challenging recovery.

Recognizing this burden, staff recommended approval, and the Commission agreed that requiring payment of the fees would be harmful to the public interest.

"This decision is about compassion as much as compliance," staff noted in their recommendation, emphasizing the Commission's responsibility to support residents as they rebuild. By balancing regulation with community needs, Los Angeles LAFCO helped facilitate recovery efforts in the fire-affected communities.



EXPLORATIONS AND SURVEYS
ON A
R.R. ROUTE FROM THE MISSISSIPPI RIVER
TO THE
PACIFIC OCEAN
IN 1851

GEOLOGICAL MAP
OF A PART OF THE STATE OF
CALIFORNIA

EXPLORED IN 1852 BY
LIEUT. R. S. WILLIAMSON U.S. TOP. ENG.

Prepared to accompany the report of
WILLIAM P. BLAKE
GEOLOGIST OF THE EXPEDITION.

Scale of Miles



Let of Survey Maps from
1851

- Quaternary and Pleistocene
- Recent Quaternary and Pleistocene
- Recent Tertiary, Quaternary and Pleistocene
- Recent Lava (Based on a scale based on those of the United States Geological Survey and represented in the map.)
- Metamorphic (Mainly Gneiss, Quartzite and Schist)
- White and crystalline limestone (Silurian)
- Sedimentary and Quaternary (The sand and detritus of the Tertiary and the Quaternary)
- Sedimentary (Detrital) (The sand and detritus of the Tertiary and the Quaternary)

California Association of
Local Agency Formation Commissions

CALAFCO

SUPPORTING SUSTAINABLE
COMMUNITY GROWTH

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SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

November 12, 2025

To: LAFCo Commissioners

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

Subject: Legislative Report – Information Only

Summary

Legislative tracker

As of November 12, 2025, CALAFCO is tracking several bills, including:

- **GOVERNOR APPROVED ON 10/11/25: SB 777 (Richardson)** as amended on July 9, 2025, this bill 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 – Neutral*)
- **GOVERNOR VETOED ON 10/6/25: 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. The Governor vetoed the bill indicating his concern that the bill "inappropriately reduces the ability of local agencies to choose how and where to use the infrastructure development tools that are within their discretion." This bill was originally related to the California Forever project in Solano County. (*CALAFCO – Watch*)
- **GOVERNOR APPROVED 10/3/25: SB 707 (Durazo)** As signed, the bill would, beginning July 1, 2026, and until January 1, 2030, require an eligible legislative body, as defined below, to comply with additional meeting requirements, including that, except as specified, all open

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

and public meetings include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, as defined, and that the eligible legislative body take specified actions to encourage residents to participate in public meetings, as specified. The bill would require an eligible legislative body, on or before July 1, 2026, to approve at a noticed public meeting in open session a policy regarding disruption of telephonic or internet services occurring during meetings subject to these provisions, as specified, and would require the eligible legislative body to comply with certain requirements relating to disruption, including for certain disruptions, recessing the open session for at least one hour and making a good faith attempt to restore the service, as specified.

Applies to the following legislative bodies:

(A) A city council of a city with a population of 30,000 or more;

(B) A county board of supervisors of a county, or city and county, with a population of 30,000 or more;

(C) A city council of a city located in a county with a population of 200,000 or more; and

(D) The board of directors of a special district that serves over 200,000 people or more and has an internet website.

(CALAFCO – No position)

Recommendation

Receive the report.

2024 SAN MATEO COUNTY AGRICULTURAL CROP REPORT



California Department of
Food and Agriculture
Karen Ross, Secretary

**San Mateo County Board of
Supervisors**

Jackie Speier, District 1
Noelia Corzo, District 2
Ray Mueller, District 3
Lisa Gauthier, District 4
David Canepa, District 5

Agricultural Commissioner/Sealer
Koren Widdel

**Deputy Agricultural Commissioner/
Deputy Sealers**

Jeremy Eide
Jeremy Wagner
Ione Yuen

Biologist/Standards Specialists

Erin Becker
Teddy Chung
Jonathan Fausto
Richard Garcia
Jenny Gossett
Joseph Hannen
Marithza Hernandez
Avneet Kakkar
Briana Maldonado
Mark Melendez
Kathleen Parks
Gregory Peters
Nancy Poss
Thaïs Spiropoulos
Justin Thieu
Jonathan Winslow
Michael Wong
Lawrence Yang
Jorge Zaragoza
Aldo Zuniga

Pest Detection Program Manager
Gerardo Ibarra Jr.

Pest Detection Specialists

Curtiss Coffman
Jesus Garcia
Jean Paul Lorrain
Steve McDonagh
Alejandro Nunez
Trino Oseguera
Irving Tinajero
Salvador Zambrano

Administrative Services Manager
Kelly Mayer

Administrative Assistant
Mei Wong

Payroll Personnel Coordinator
Maria Luna



It is my pleasure to present the 2024 Annual Crop Report for San Mateo County pursuant to Section 2279 of the California Food and Agricultural Code. The total estimated gross value of San Mateo County's agricultural production in 2024 was \$106,488,000, marking a 7.6% increase from 2023. It is important to note this gross value does not represent net profit or loss, as it does not account for inputs such as labor, packaging, transportation, and other production costs.

Overall, all commodity groups experienced increased production value, apart from Forest Products and Livestock and Apiary Products. Livestock showed the largest value gain due to a rise in the total number of cattle, pigs, and poultry sold. While the value of agricultural production is up, the number of acres in production in San Mateo County has decreased over time. When comparing the total acres in production for 2024 to 2014, excluding pasture and rangeland, acreage has decreased by 20%.

Significantly, this year's growing season faced no major issues, a welcome relief for our agricultural community. The upward trend in rainfall, which increased by 25% compared to the 20-year average, provided much-needed hydration to the fields and contributed positively to a stable growing season.

This report is further enriched by the artistic contributions of our local youth. The cover and various sections feature the art from San Mateo County's middle and high school students. This year's cover art, titled "Moo-ve Over!" was created by Soleil Louie, an exceptional artist whose work beautifully captures the diverse agricultural landscape of the coast with a delightful sense of humor.

I extend my gratitude to all contributors for making this report a reality, specifically Michael Wong, along with our growers and ranchers whose diligence and cooperation were invaluable. Their combined efforts ensure the accurate representation of our county's agricultural contributions.

Sincerely,

A handwritten signature in blue ink that reads "Koren J. Widdel".

Koren J. Widdel
Agricultural Commissioner
Sealer of Weights and Measures



County of San Mateo Department of Agriculture/Weights & Measures

P.O. Box 999 • 728 Heller Street, Redwood City, CA 94064

tel: (650) 363-4700 • fax: (650) 367-0130

email: smateoag@smcgov.org • web: www.smcgov.org/agwm

1st Place: Soleil Louie
2nd Place: Krishna Gupta
3rd Place: Sathini Senthilkumar

COVER ART CONTEST

The San Mateo County Department of Agriculture/Weights & Measures hosted its second annual cover art contest to highlight some of the top agricultural commodities produced within the county. The purpose of this contest was to develop a greater appreciation of agriculture through the creation of creative pieces by student artists. Prize money for the top three entrants was donated by the San Mateo County Farm Bureau through the As Fresh As It Gets program (learn more about this program on page 17). The top three entrants' artwork submissions are featured on this page, and additional artwork is also featured throughout this report as honorable mentions due to the impressive quality of the contest entries.

Honorable Mentions

Claire Xie, Crystal Springs Uplands Middle School - Page 5
Poema Bowen, San Mateo High School - Page 6
Ava Satterwhite, Sequoia High School - Page 8
Ness Zelony, San Mateo High School - Page 9
Angela Wu, Borel Middle School - Page 16
Yehui Li, Westmoor High School - Page 17
Emily Cisco, Hillview Middle School - Back Cover

1st Place: \$500



Artist: Soleil Louie **Grade:** 10
Title: Moo-ve Over! **Medium:** acrylic

Soleil is a sophomore at Mercy High School. She enjoys playing golf and has an interest in art, science, and math. She hopes to become a doctor, dentist, or engineer.

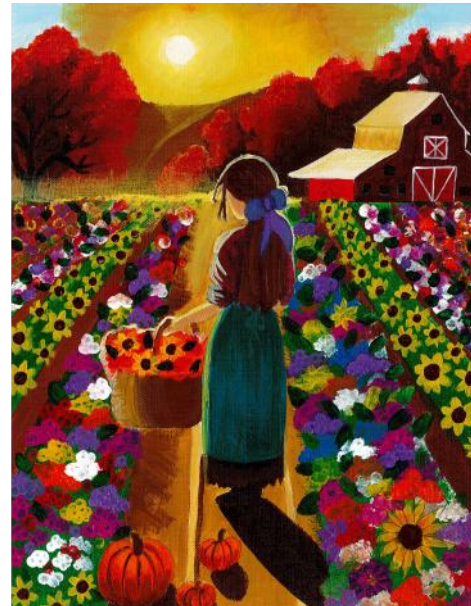
2nd Place: \$300



Artist: Krishna Gupta **Grade:** 9
Title: A Farmer's Fresh Harvest **Medium:** colored pencils

Krishna is a freshman at San Mateo High School. During her spare time, she enjoys reading, drawing, and crocheting.

3rd Place: \$200



Artist: Sathini Senthilkumar **Grade:** 11
Title: The Paradise of Agriculture **Medium:** acrylic

Sathini is a junior at Aragon High School. She likes to play the piano and badminton. In the future, she wants to pursue a career in computer science and graphic design.

OVERVIEW

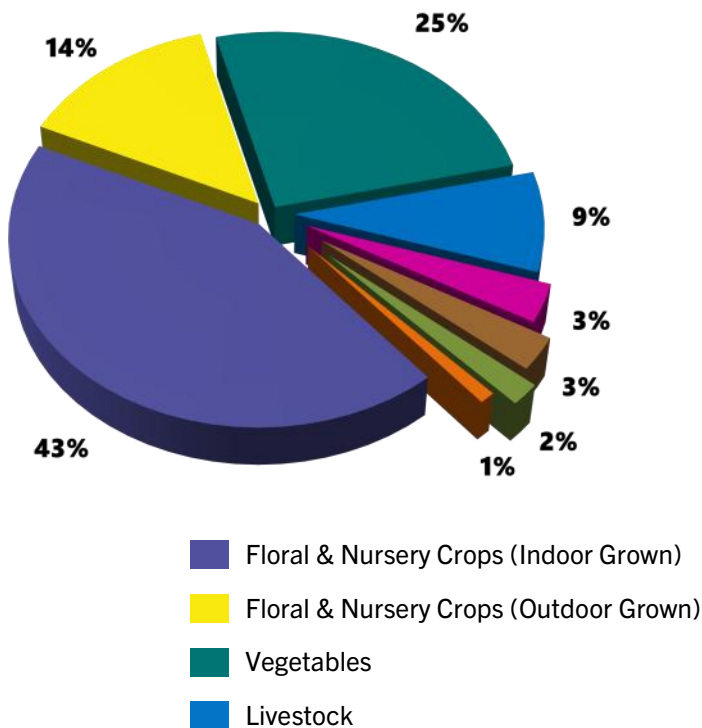
2024 Production Total: \$106,488,000

2023 Production Total: \$98,969,000

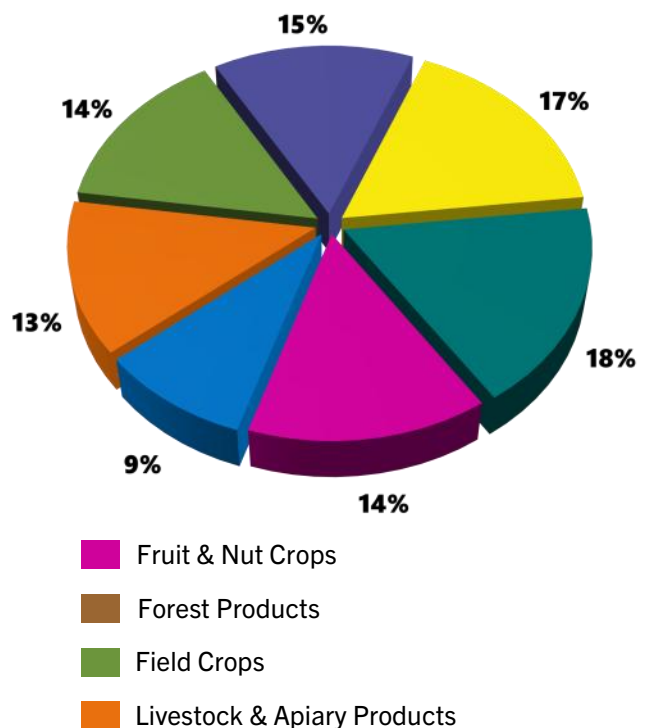
GROSS PRODUCTION VALUE

Commodity Group	2024	2023
Floral and Nursery Crops	\$60,772,000	\$55,291,000
Vegetables	\$27,020,000	\$26,808,000
Livestock	\$9,089,000	\$6,583,000
Fruit and Nut Crops	\$3,510,000	\$3,353,000
Forest Products	\$3,061,000	\$3,759,000
Field Crops	\$1,993,000	\$1,818,000
Livestock Products and Apiary	\$1,043,000	\$1,357,000
PRODUCTION TOTAL	\$106,488,000	\$98,969,000

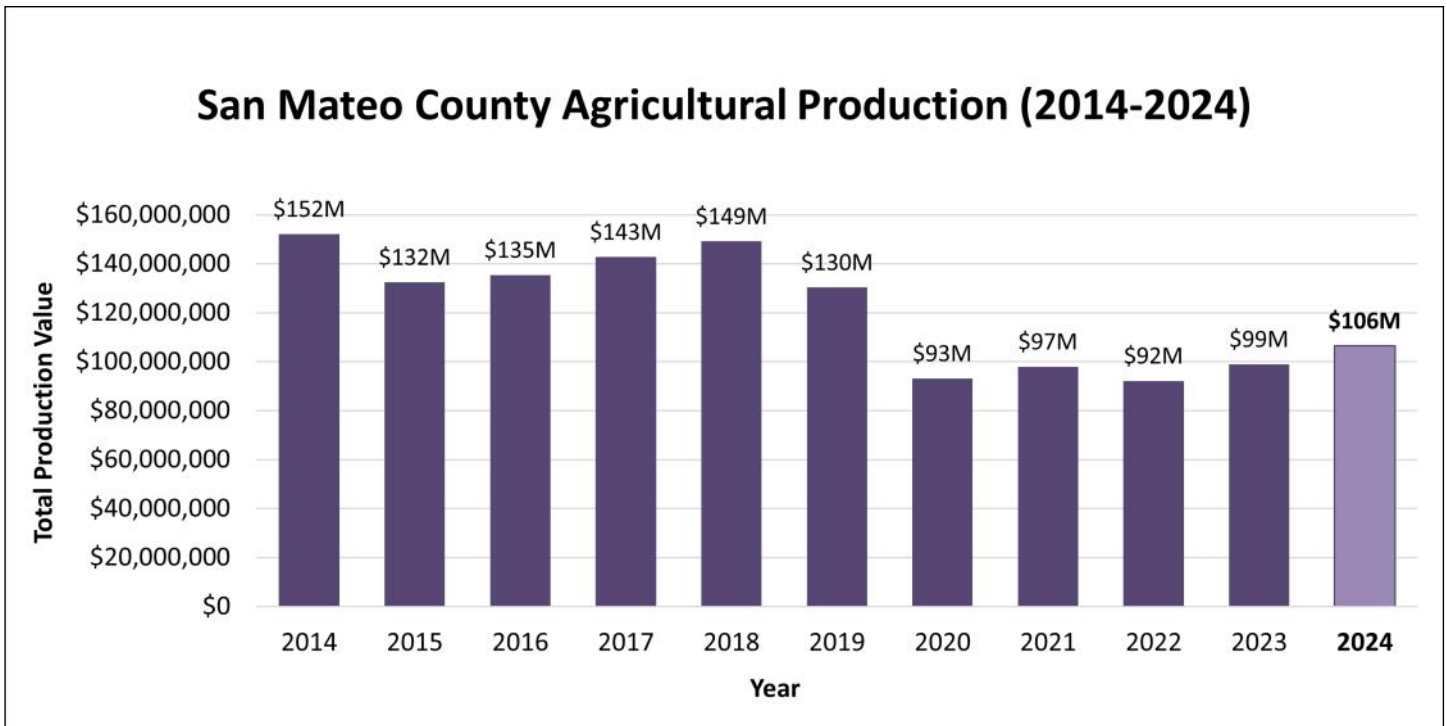
AGRICULTURAL PRODUCTION VALUES



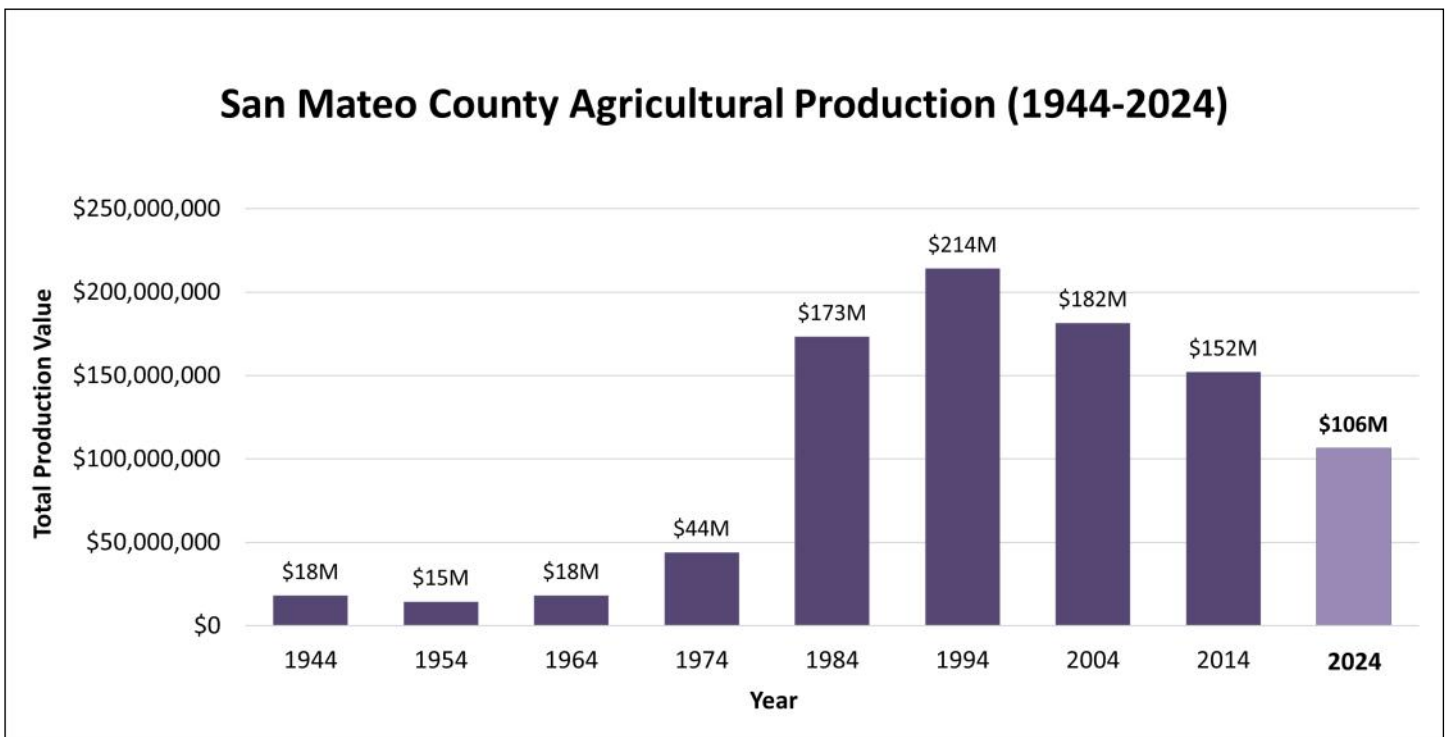
PRODUCERS PER COMMODITY GROUP



10 YEAR PRODUCTION VALUES



HISTORICAL PRODUCTION VALUES



FLORAL/NURSERY CROPS

2024 Production Total: \$106,488,000
 Floral/Nursery Crops (Indoor) Total: \$45,872,000

INDOOR GROWN

Crop	Year	Square Feet	Total Value
Flowering and Foliage Potted Plants ¹	2024	1,892,000	\$38,016,000
	2023	1,926,000	\$32,171,000
Cut Flowers ²	2024	345,000	\$447,000
	2023	745,000	\$1,544,000
Bedding Plants, Cuttings, Other ³	2024	401,000	\$7,409,000
	2023	592,000	\$7,442,000
INDOOR GROWN FLORAL/ NURSERY CROP TOTAL	2024	2,638,000	\$45,872,000
	2023	3,263,000	\$41,157,000

¹Includes begonias, lilies, orchids, poinsettias, succulents, etc.

²Includes alstroemerias, freesias, hemp, lilies, ranunculus, etc.

³Includes herbs, seeds, succulents, vegetables, etc.

Indoor grown floral/nursery crops increase in total production value

Indoor grown floral and nursery crop production value increased by about 11% despite a reduction in square footage by 19%. This overall reduction in area is attributable to the large decrease of indoor cut flower production in 2024 within San Mateo County. Producers of cut flowers in greenhouse settings has become increasingly rare in the county as imported flowers have gained a competitive edge since the 1990s due to the Andean Trade Preference Act that authorized cut flowers to be imported duty-free. This has resulted in a notable shift in greenhouse usage to other types of agricultural and horticultural production.



Claire Xie

OUTDOOR GROWN

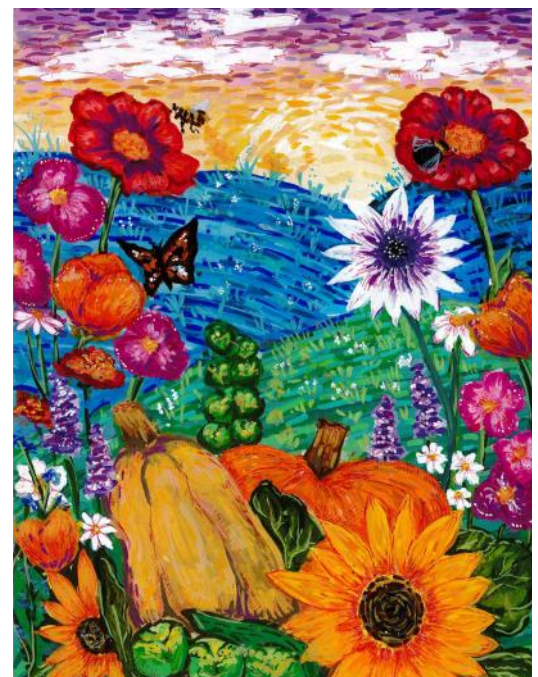
Crop	Year	Acres	Total Value
Ornamental Nursery Stock ¹	2024	71	\$11,043,000
	2023	80	\$10,925,000
Christmas Trees (cut)	2024	147	\$365,000
	2023	143	\$454,000
Cut Flowers ²	2024	184	\$3,492,000
	2023	180	\$2,755,000
OUTDOOR GROWN FLORAL AND NURSERY CROP TOTAL	2024	402	\$14,900,000
	2023	403	\$14,134,000

¹Includes herbaceous perennials, shrubs, and trees.

²Includes dahlias, hydrangeas, ranunculus, sunflowers, etc.

Outdoor grown floral/nursery crop production value remains steady

Despite some category fluctuations in acreage and production value, outdoor grown floral and nursery crop area and value remained relatively constant in 2024. A decrease in acreage from ornamental nursery stock was counteracted by increases in acreage from Christmas trees and cut flowers. Similarly, a decrease in Christmas tree production value was counteracted by increases in ornamental nursery stock and cut flower value. Producers of outdoor grown floral and nursery crops continue to make their mark in the county even with increased market competition.



Poema Bowen

VEGETABLES

2024 Production Total: \$106,488,000

Vegetable Crops Total: \$27,020,000

VEGETABLE CROPS

Crop	Year	PRODUCTION				VALUE	
		Acres	Per Acre	Total	Unit	Per Unit	Total
Artichokes	2024	28	2.30	64	Ton	\$3,058	\$196,000
	2023	30	2.14	64	Ton	\$2,805	\$180,000
Beans, Fava	2024	90	1.87	168	Ton	\$2,161	\$363,000
	2023	94	3.04	286	Ton	\$2,011	\$575,000
Beans, Snap	2024	26	2.29	60	Ton	\$2,602	\$156,000
	2023	26	2.74	71	Ton	\$2,172	\$154,000
Brussels Sprouts	2024	413	11.59	4,787	Ton	\$1,718	\$8,224,000
	2023	419	10.53	4,412	Ton	\$1,817	\$8,017,000
Leeks	2024	52	12.85	668	Ton	\$1,612	\$1,077,000
	2023	38	13.74	522	Ton	\$1,363	\$711,000
Peas	2024	112	2.15	241	Ton	\$2,596	\$626,000
	2023	114	2.15	245	Ton	\$2,505	\$614,000
Pumpkins	2024	170	5.37	913	Ton	\$1,548	\$1,413,000
	2023	173	5.03	870	Ton	\$1,497	\$1,302,000
Miscellaneous ¹	2024	291					\$14,965,000
	2023	326					\$15,255,000
VEGETABLE CROP TOTAL	2024	1,182					\$27,020,000
	2023	1,220					\$26,808,000

¹Includes field and indoor grown herbs, kale, lettuce, mushrooms, peppers, squash, tomatoes, etc.

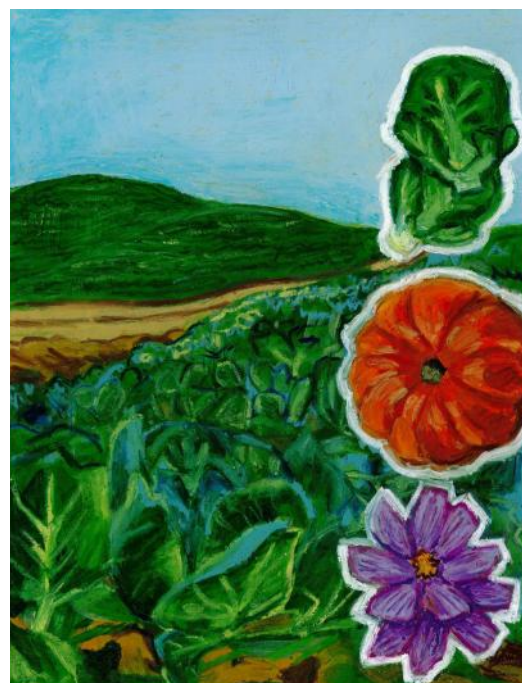
FRUIT AND NUT CROPS

Crop	Year	Acres	Total Value
Wine Grapes, Red Varietals	2024	133	\$2,058,000
	2023	135	\$2,035,000
Wine Grapes, White Varietals	2024	36	\$411,000
	2023	40	\$467,000
Miscellaneous ¹	2024	117	\$1,041,000
	2023	115	\$851,000
FRUIT AND NUT CROP TOTAL	2024	286	\$3,510,000
	2023	290	\$3,353,000

¹Includes apples, berries, chestnuts, stone fruits, etc.

Total production value increases for vegetable and fruit/nut crops

Vegetable crop production value increased by 1% in 2024. Increases in production value were seen across all vegetable categories except for fava beans and miscellaneous vegetables. Brussels sprouts, pumpkins, and leeks continue to be the top three vegetable commodities produced in San Mateo County. Similarly, fruit and nut crop production value increased by 5% in 2024 with a notable increase in miscellaneous fruit and nut crop value by 22%. A slight drop in acreage for white varietal wine grapes led to its lower total production value. Red varietal wine grape acreage and total value did not show major changes.



Ava Satterwhite

LIVESTOCK/APIARY

2024 Production Total: \$106,488,000

Livestock Total: \$9,089,000

Livestock Products and Apiary Total: \$1,043,000

Large value increase seen in livestock

Livestock production value increased by 38% in San Mateo County in 2024. This was due to significant increases in the market value of livestock and an increase of total number of livestock head processed and/or sold. In contrast, there was a 40% decrease in the production value of livestock products. Livestock products include beeswax, cheese, eggs, and wool. Within field crop production, dry beans showed a large increase in acreage, production, and production value. Forest products production value decreased by 19%.



Ness Zelony

LIVESTOCK

Commodity	Year	Number Head Sold	Total Value
Cattle and Calves	2024	1,541	\$4,363,000
	2023	1,429	\$3,012,000
Other ¹	2024	125,609	\$4,726,000
	2023	106,810	\$3,571,000
LIVESTOCK TOTAL	2024	127,150	\$9,089,000
	2023	108,239	\$6,583,000

¹Includes goats, lambs, pigs, poultry, etc.

LIVESTOCK PRODUCTS AND APIARY

Commodity	Year	Production	Per Unit	VALUE
				Total
Honey	2024	42,000 lbs	\$11.51	\$483,000
	2023	40,000 lbs	\$10.46	\$418,000
Other ¹	2024			\$560,000
	2023			\$939,000
LIVESTOCK PRODUCTS AND APIARY TOTAL	2024			\$1,043,000
	2023			\$1,357,000

¹Includes beeswax, cheese, eggs, wool, etc.

2024 Production Total: \$106,488,000

Field Crops Total: \$1,993,000

Forest Products Total: \$3,061,000

FIELD CROPS/FOREST PRODUCTS

FIELD CROPS

Commodity	Year	PRODUCTION				VALUE	
		Acres	Per Acre	Total	Unit	Per Unit	Total
Beans, Dry ¹	2024	180	0.77	139	Ton	\$6,574	\$914,000
	2023	140	0.61	85	Ton	\$7,692	\$654,000
Grain ²	2024	61	0.50	31	Ton	\$411	\$13,000
	2023	66	0.60	40	Ton	\$384	\$15,000
Oat & Rye Hay	2024	577	2.00	1,154	Ton	\$207	\$239,000
	2023	579	2.37	1,372	Ton	\$211	\$289,000
Volunteer Hay	2024	167	1.45	242	Ton	\$113	\$27,000
	2023	165	1.39	229	Ton	\$112	\$26,000
Irrigated Pasture	2024	382				\$206	\$79,000
	2023	351				\$204	\$72,000
Other Pasture	2024	24,860				\$29	\$721,000
	2023	26,286				\$29	\$762,000
FIELD CROP TOTAL	2024	26,227					\$1,993,000
	2023	27,587					\$1,818,000

¹Includes cranberry, gigante, romano, scarlet runner, etc.

²Includes barley, oats, quinoa, rye, and wheat.

FOREST PRODUCTS

Year	Board Feet	Total Value
2024	4,418,000	\$3,061,000
2023	7,077,000	\$3,759,000

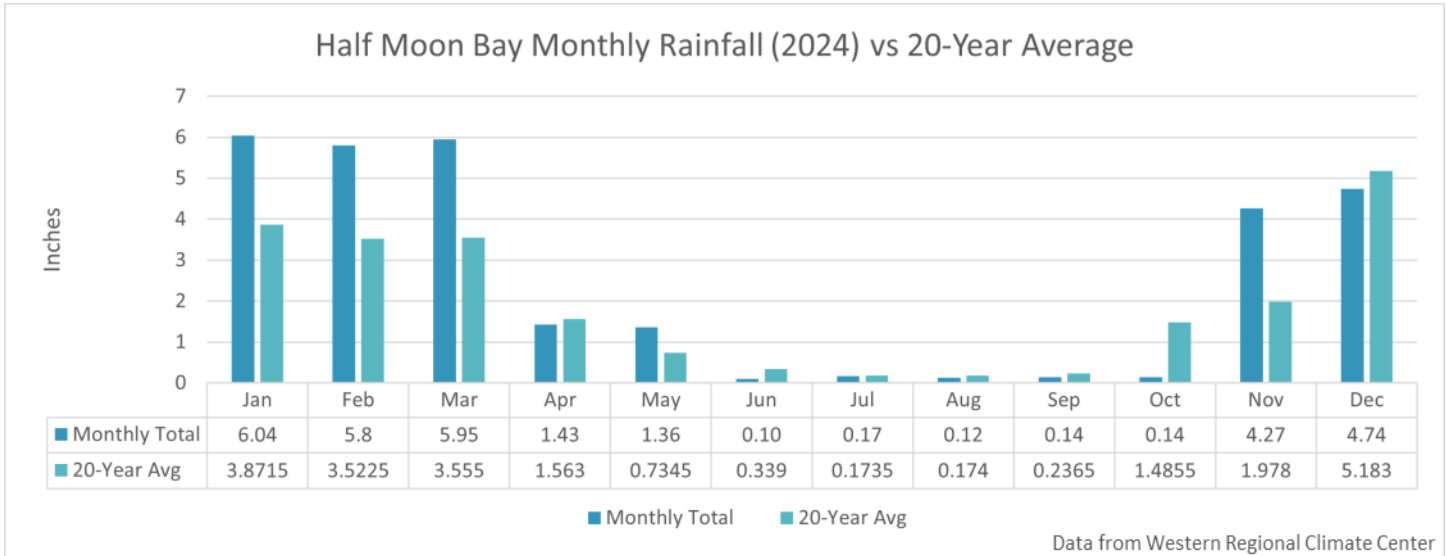
FISH CATCH

COMMERCIAL FISH CATCH

Species	Year	Pounds	Value	Species	Year	Pounds	Value
Crab, Dungeness	2024	2,300,064	\$7,995,168	Rockfish, all	2024	214,161	\$182,523
	2023	1,141,801	\$3,770,037		2023	212,596	\$305,618
Crab, Rock	2024	18,856	\$65,271	Sablefish	2024	93,930	\$248,304
	2023	45,457	\$133,300		2023	81,464	\$224,018
Flounder, all	2024	4,062	\$3,366	Salmon, Chinook	2024	0*	\$0*
	2023	4,808	\$4,656		2023	0*	\$0*
Halibut, California	2024	111,778	\$576,525	Sole, all	2024	171,402	\$169,724
	2023	97,424	\$484,915		2023	235,580	\$213,693
Lingcod	2024	1,535	\$1,594	Tuna, Albacore	2024	31,576	\$78,651
	2023	6,293	\$23,258		2023	3,417	\$22,177
Miscellaneous	2024	79,911	\$195,312				
	2023	66,515	\$122,458				
FISH CATCH GRAND TOTAL	2024	3,027,275 lbs		\$9,516,438			
	2023	1,895,355 lbs		\$5,304,130			

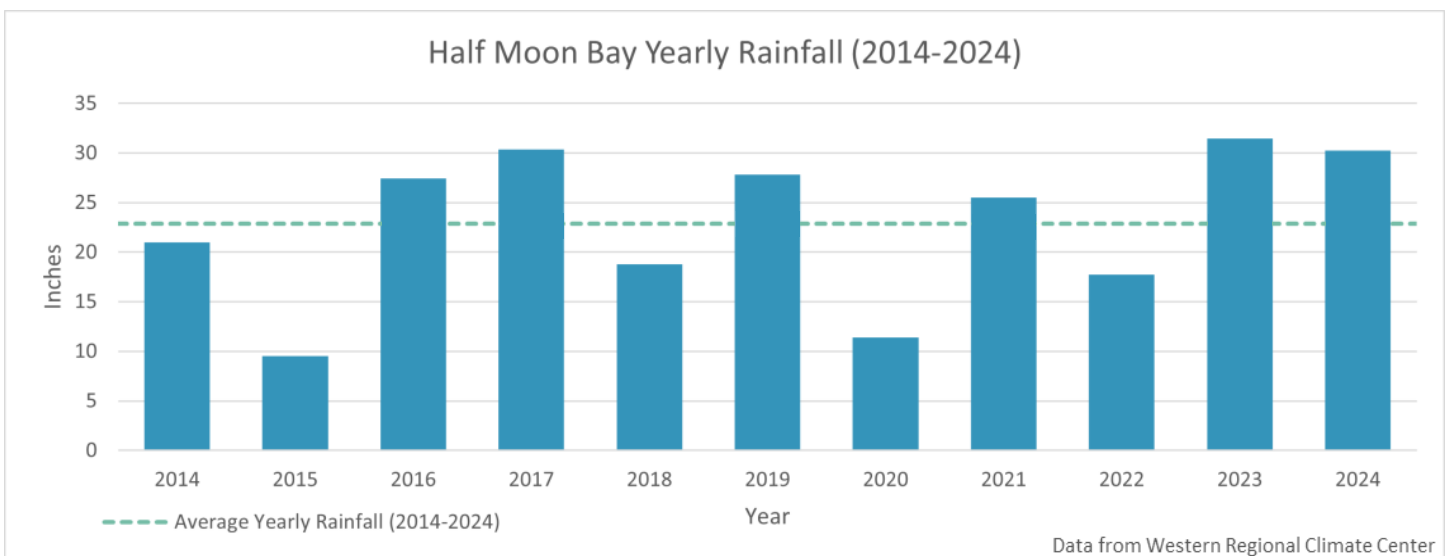
*The CA Department of Fish and Wildlife canceled commercial salmon fishing in 2023 and 2024 due to past drought conditions impacting salmon populations. Source: CA Department of Fish and Wildlife Poundage Value of Landings, Princeton-Half Moon Bay. Informational only—value is not included in annual report.

MONTHLY RAINFALL



The total inches of rainfall in 2024 were up 25% compared to the previous 20-year average in Half Moon Bay. In particular, the months of January through March had up to 40% more inches of rainfall.

YEARLY RAINFALL



There were no major storms or other adverse rainfall conditions within San Mateo County in 2024, resulting in more stable and predictable conditions for agricultural production.

SUSTAINABLE AGRICULTURE REPORT

SUSTAINABLE AGRICULTURE REPORT

Sustainable agriculture utilizes farming practices that conserve resources and plant health while ensuring the economic vitality of farms. Activities carried out through programs such as Pest Detection, Pest Exclusion, and Weed Management provide safeguards to maintain livestock and crop health. Early pest detection and proactive management of invasive pests using integrated pest management (IPM) strategies help protect California’s agricultural industry and reduces environmental stressors.

PEST DETECTION

Pest Detection staff place and monitor insect traps in San Mateo County to find pests before infestations can take hold and cause major damage. Examples of these traps include: yellow panel traps, Jackson traps, spongy moth delta traps, and Japanese beetle traps. In 2024, 4,793 traps were placed in host plants and serviced 51,668 times by pest detection staff. No insect pests of interest were detected in San Mateo County during this time.

Asian Citrus Psyllid	European Corn Borer
European Grape Vine Moth	European Pine Shoot Moth
Fruit Fly species of <i>Bactrocera</i> , <i>Dacus</i> , <i>Ceratitis</i> , and <i>Anastrepha</i>	Glassy-Winged Sharpshooter
Japanese Beetle	Spongy Moth

PEST EXCLUSION



Pest Exclusion inspections of imported agricultural shipments prevent the introduction and establishment of damaging pests. Exotic pests are regularly intercepted by staff biologists at parcel facilities, San Francisco International Airport, nurseries, and other entry points during daily inspections. Origin certification of shipments are also verified for compliance with plant quarantines, regulations, and entry requirements. When an infested or noncompliant shipment is found, it may be destroyed, reconditioned and released, or returned to the shipper.

SUSTAINABLE AGRICULTURE REPORT

PEST EXCLUSION INSPECTIONS

Type of Shipment	Inspected	Rejected	Pests Intercepted
Parcel Carriers	30,044	163	15
Truck	489	3	5
Air	3,037	39	66
Sea Containers	7	0	0
Household Goods (Spongy Moth and Spotted Lanternfly)	6	0	0
Nursery Stock (Glassy-Winged Sharpshooter)	2,534	0	0

In 2024, department biologists intercepted many A-rated and Q-rated insects, weed pests, and plant diseases as confirmed by the California Department of Food and Agriculture (CDFA) Plant Pest Diagnostics Center. A-rated pests and diseases are deemed to have serious economic and environmental impacts if established within the State. Q-rated pests are also suspected to cause harm to agriculture or the environment, though their biology is less fully understood. To prevent these pests from spreading within the agricultural industry and environment, both A-rated and Q-rated pest finds result in regulatory actions of shipment rejection, containment, or destruction.

A-Rated Pests (Number of times intercepted)	
Anastrepha suspensa Caribbean Fruit Fly (3)	Ochetellus glaber Ant (3)
Aonidiella orientalis Oriental Scale (1)	Pheidole megacephala Big-Headed Ant (5)
Ceroplastes rusci Fig Wax Scale (1)	Planococcus minor Pacific Mealybug (3)
Dysmicoccus grassii Mealybug (2)	Pseudaulacaspis cockerelli Magnolia White Scale (1)
Dysmicoccus neobrevipes Gray Pineapple Mealybug (2)	Solenopsis geminata Tropical Fire Ant (1)
Maconellicoccus hirsutus Pink Hibiscus Mealybug (1)	

Q-Rated Pests (Number of times intercepted)	
Blattodea Cockroaches (2)	Hymenoptera Ants & Wasps (10)
Coleoptera Beetles (1)	Lepidoptera Moths & Butterflies (6)
Gastropoda Slugs & Snails (4)	Unknown Egg Masses and Nymphs (6)
Hemiptera True Bugs (32)	Weeds (2)



Big-Headed Ant



Pink Hibiscus Mealybug

SUSTAINABLE AGRICULTURE REPORT

WEED MANAGEMENT

In 2024, the department focused on weed management of pokeweed, fertile capeweed, skeletonweed, jubata grass, and purple loosestrife. Four species of pokeweed (*Phytolacca spp.*) have been found in the county, but *Phytolacca heterotepala* has been found more frequently and in proximity to agricultural lands. Pokeweeds are invasive with widespread dispersal and may cause severe dermatitis. The department surveyed and mapped noxious weeds using Calflora for tracking progress. Weed management projects were also supported. Weed management efforts are discussed at department-led bimonthly meetings with the San Mateo County Weed Management Area group, which serves as a networking forum for local weed managers to share ideas and learn from successes and losses in control efforts.



Fertile Capeweed



Jubata Grass



Mexican Pokeweed



Skeletonweed

INDUSTRIAL HEMP AND COMMERCIAL CANNABIS



Two hemp registrations were active in 2024, with a total registered square footage of 620,000 for cultivation and storage. Department biologists performed 3 site visits over the year and took samples to ensure hemp plants were within the allowed THC tolerance of $\leq 0.3\%$ prior to harvest.

Cannabis licenses issued in San Mateo County include: six for small mixed-light, four for medium mixed-light, and three for nursery. Total registered area for commercial cannabis was 262,000 sq ft in 2024.

INTEGRATED PEST MANAGEMENT

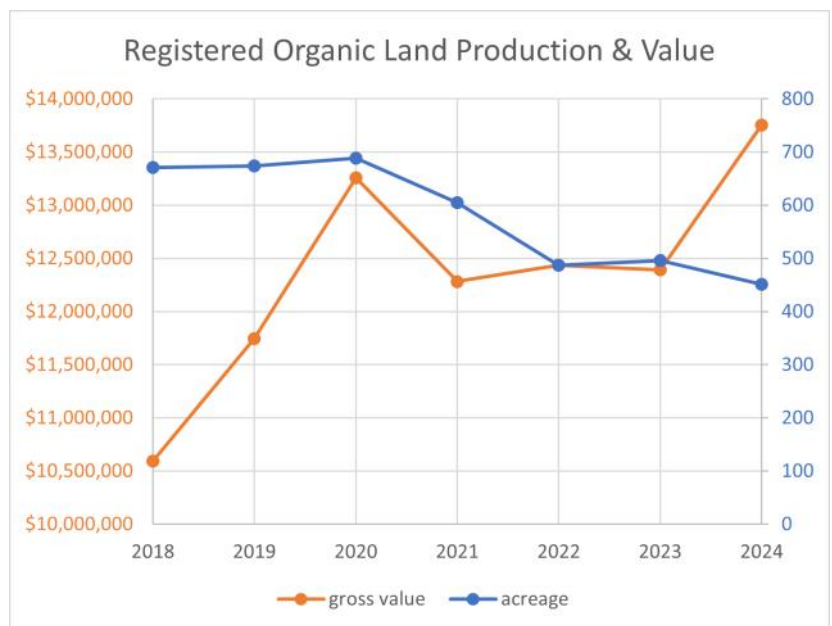
Integrated Pest Management (IPM) is a systematic approach to managing destructive pests and keeping them below economic thresholds. IPM begins with identification and monitoring of target pests and uses interactive control strategies including: natural enemies, biological controls, sanitation, less toxic pesticides, traps, and pheromones to disrupt reproduction. Applying certain IPM practices not only controls pests, but also benefits biodiversity in both the soil and surrounding environment. Crop and grazing rotations, cover crops, and mulching are just a few techniques implemented by agricultural producers that help capture and sequester carbon dioxide. This helps to create healthier soils to support production as well as combat weather impacts of climate change such as extreme fluctuations in soil moisture. San Mateo County growers have received funding for various IPM projects related to techniques such as these in past years.



Angela Wu

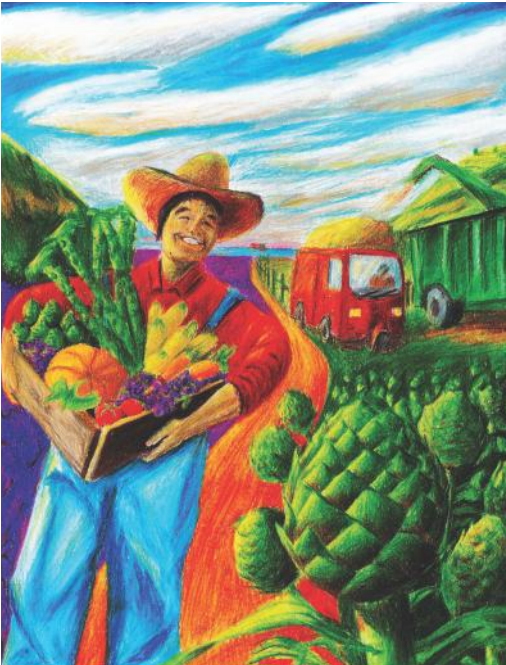
ORGANIC FARMING

Organic farming utilizes approved methods of cultural, biological, and mechanical control to produce a variety of agricultural products without the usage of synthetic substances. San Mateo County agricultural land registered with the California Department of Food and Agriculture (CDFA) as organic production was an estimated 451 acres (excluding rangeland) in 2024, totaling an estimated gross production value of \$13,755,000 from 20 registered organic producers. Despite a 45 acre decrease in organic production area in 2024, gross organic production value increased by 11%.



SUSTAINABLE AGRICULTURE REPORT

DIRECT MARKETING



Yehui Li

Direct sales from producers to consumers provide greater profits for farmers, reduce packaging and transportation, promote the local agricultural economy, and increase access to the freshest produce, flowers, and meat. These avenues include: Certified Farmers' Markets (CFMs), Community Supported Agriculture (CSA), Farm Stands, and U-pick. In 2024 a total of 44 Certified producer's certificates were issued in San Mateo County for producers to sell their agricultural products at CFMs. There were also 23 active CFMs that were inspected 64 times throughout the year to ensure compliance with direct marketing laws and regulations.

To find up-to-date locations of Certified Farmers' Markets in San Mateo County, please visit:

<https://www.smcgov.org/agwm/find-certified-farmers-market>

AS FRESH AS IT GETS

For locals, the knowledge that “local produce” does not just come from California, but also comes directly grown from San Mateo County, can be a strong motivating factor for deciding what to purchase. Keep an eye out for the “As Fresh as it Gets” (AFAIG) logo when visiting local farmers' markets, restaurants, hotels, and farm stands. That logo indicates that the produce or products sold in those establishments are San Mateo County grown. The AFAIG Program connects residents and visitors to San Mateo County's farmers, and fishermen, and the restaurants and hotels that serve fresh and local products. The program's goals are to increase awareness about San Mateo County's delicious and nutritious fresh products and where to get them, to promote the county as a world-class destination for culinary tourism, and to support the farmers, fishermen, vintners, and brewers who make it all possible.



For more information on the AFAIG Program, please visit:

<https://www.thesanfranciscopeninsula.com/fresh-as-it-gets/>

WEIGHTS AND MEASURES

The other half of the Department’s namesake, Weights and Measures, is responsible for the preservation, maintenance, and enforcement of measurement standards (weight, volume, time, distance) necessary for value comparison by consumers and essential for fair competition within industry. This is accomplished by comparing the performance of weighing and measuring devices against certified standards, inspecting prepackaged products to verify label statements, and verifying petroleum products meet the product label standards.



Devices	Inspected	Passed	Failed	Compliance
Gas Station Pumps	4,402	4,327	75	98%
Water, Gas, Electric Submeters	4,625	4,302	323	93%
Small Capacity Scales	1,571	1,544	27	98%
Propane Dispensers	31	31	0	100%

Weights and Measures officials conduct inspections at businesses within San Mateo County that use commercial weighing and measuring devices such as gas station pumps, water, gas, and electric submeters, scales, and propane dispensers. When these commercial weighing and measuring devices comply with all the state laws and regulations, each device is sealed by applying an official San Mateo County seal (see above).

Price Verification	Total
Locations Inspected for Price Accuracy	628
Locations Inspected with Overcharges	18%
Packages Scanned	21,323
Package Overcharges	1%



ATTENTION CONSUMERS
ATENCIÓN CONSUMIDOR

You are entitled to the lowest advertised or posted price offered by this store. For information or complaints, you may contact the San Mateo County Sealer of Weights and Measures. **(650) 599-SCAN**

Tiene derecho al precio más bajo ofrecido por esta tienda. Para obtener información o quejas, puede comunicarse con el Departamento de Pesas y Medidas del Condado de San Mateo. **(650) 599-7483**

Koren J. Widdel, Sealer
smcgov.org/sgwm | (650) 363-4700



Each business that uses commercial point-of-sale systems to charge consumers for commodities is also required to be registered and inspected for pricing accuracy. Each of these businesses are required to post a notice (see above) to consumers at each point-of-sale checkout register stating consumers are entitled to the lowest advertised price by the store.

COUNTY OF SAN MATEO
DEPARTMENT of
AGRICULTURE/WEIGHTS & MEASURES
728 Heller Street • P.O. Box 999
Redwood City, California 94064-0999



Emily Cisco