

APPROVED

Action Minutes
San Mateo Local Agency Formation Commission
September 19, 2012

In the Board of Supervisors' Chambers, Hall of Justice and Records, Redwood City, California, Chair Craig called the regular September 19, 2012 meeting of the Local Agency Formation Commission to order at 2:30 p.m.

Members Present: Commissioners David Altscher, Don Horsley, Naomi Patridge, Sepi Richardson, Joe Sheridan, Adrienne Tissier, and Chair Linda Craig

Members Absent: None

Staff Present: Martha Poyatos, Executive Officer
Rebecca Archer, Deputy County Counsel
Brenda Bennett, Executive Secretary

Chair Craig noted that Ms. Jayne Herman, the Alternate Public Member, was present in the audience.

CONSENT AGENDA

a) Approval of Action Minutes: July 18, 2012

Commission Action: M/S Horsley/Patridge to approve the consent calendar.

Motion carried 6-0 with Commissioner Altscher abstaining.

PUBLIC COMMENT

There was none.

NEW MATTERS

Update on Status of Municipal Service Reviews and Sphere of Influence Updates for Cities of San Mateo, Foster City, Burlingame, Town of Hillsborough, Highlands Recreation District and County Governed Crystal Springs County Sanitation District and Burlingame Sewer Maintenance District

Executive Officer Poyatos provided the Commission with an update on the status of municipal service reviews and sphere of influence updates. She said 40 agencies had been reviewed and there were 20 that had not yet been reviewed including the Central County agencies currently

being done. She said the grouping was based on shared sewage treatment or transport and other services such as fire. She said once all agencies were reviewed the review process would begin again but should be more streamlined in the next cycle. She outlined for the Commission at the Chair's request the other work tasks that she is responsible for as the Executive Officer.

Commissioner Altscher asked if meeting every two months met the needs of the public. Ms. Poyatos said she had not had any concerns expressed by applicants regarding the meeting schedule.

Consideration of Amendment of 2012-2013 LAFCo Budget Based on Adjusted 2011-2012 Fund Balance

Executive Officer Poyatos said that the actual fund balance for FY 2011-12 was \$10,533 greater than anticipated. She said the recommendation was to maintain the operating budget previously adopted and the shares apportioned to the county, cities, and special districts and put the additional funds into a special one-time reserve account requiring Commission action to use.

Commission Action: M/S Tissier/Richardson to amend the adopted 2012-2013 Budget as recommended in the staff report.

Motion carried 7-0.

Consideration of Adoption of Agreement with County of San Mateo for Office Space, Supplies, Personnel and Legal Services

Executive Officer Poyatos said the Commission was requested to adopt a resolution authorizing an agreement with the County for facilities, personnel, services and supplies in the amount of \$303,903.

Commission Action: M/S Horsley/Altscher to adopt a resolution authorizing an agreement in the amount of \$303,903 with the County of San Mateo as recommended in the staff report.

Motion carried 7-0.

Consideration of Letter of Support to Study Feasibility of Transfer of Cordilleras Mutual Water Company and Miscellaneous San Francisco Public Utility Commission Retail Customers to the City of Redwood City

Executive Officer Poyatos said she had recently attended a meeting hosted by the City of Redwood City to discuss the transfer of water customers in an unincorporated area off Edgewood Road within the City's water service area but served by Cordilleras Mutual Water Company that purchases water wholesale from the SFPUC and other retail customers of SFPUC without a contract for service to the City of Redwood City. She said since the publication of the

staff report she had received an email from the City Manager of Redwood City asking that the item be deferred as he needed to consult with the City's utilities committee and do internal studies before agreeing that a feasibility study could be conducted. She said the letter explained that the City and County of San Francisco in requesting the transfer have also made a commitment that the water supply assurance with the properties to be transferred would be given to the City of Redwood City in the form of credits and would not have an impact on the City's water assurance supply which was a concern of the City. She said the City and County of San Francisco also made a commitment to reimburse Redwood City for all costs associated with hiring a consultant and conducting the feasibility study. She said the letter could be revised to indicate Redwood City's concerns but she would continue to recommend sending the letter. She provided language amending the letter. The Commission reviewed a map showing the properties in question.

Chair Craig asked for public comment. There was none.

Commission Action: M/S Richardson/Horsley to authorize the Chair to sign the letter as amended.

Motion carried 7-0.

Applications Received and not yet Certified for Hearing

- a) LAFCo File No. 12-06—Sphere of Influence Amendment and Annexation of 830 Los Trancos Road (Santa Clara County) to the West Bay Sanitary District

Executive Officer Poyatos said this item was informational only.

Legislative Update

Chair Craig said that there would be an update at the next meeting, noting the upcoming CALAFCo conference would provide comprehensive information on legislation affecting LAFCo.

Commissioner/Staff Reports

- a) Update on Special District Selection Committee Ballots for Alternate Special District Member

Executive Officer Poyatos said that there were three nominees and the ballots had been provided to the voting membership.

Executive Officer Poyatos said that the Commission had the full agenda packet for the San Mateo County Mosquito Abatement District. She referred the Commission to item 12.b, the internal control audit of financial records, 12.c, internal control manual, 12.g LAFCo resolution concerning the District and how they are complying, and other follow up such as a human resources program. She asked if the Commission wanted to get the mailings from the District directly rather than via the LAFCo office. She

said ideally the packets could be posted to the Internet. She said in January a status report on the District would be made on the post-municipal service review and sphere update.

Commissioner Richardson said in addition to the Executive Officer's report in January that she would like the District staff to report to the Commission. There was general consensus to request that a District representative report to the Commission in January.

Adjournment

The meeting adjourned at 3:00 p.m.