

**Action Minutes**  
**San Mateo Local Agency Formation Commission**  
**May 21, 2014**

In the Board of Supervisors' Chambers, 400 County Center, Redwood City, California, Chair Garbarino called the May 21, 2014 meeting of the Local Agency Formation Commission (LAFCo) to order at 2:31 pm.

1. Roll Call

Members Present: Commissioners Allan Alifano, Joshua Cosgrove, Linda Craig, Warren Slocum (Alternate), Ric Lohman (Alternate), Adrienne Tissier, Chair Richard Garbarino.

Members Absent: Commissioners Don Horsley and Joe Sheridan

Staff Present: Martha Poyatos, Executive Officer  
Rebecca Archer, Deputy County Counsel  
Jean Brook, Commission Clerk/Executive Secretary

2. Consent Agenda

Commission Action: Commissioner Tissier moved approval of the consent agenda. Commissioner Alifano seconded the motion, which passed unanimously. (Ayes: Commissioners Alifano, Cosgrove, Craig, Slocum, Lohman, Tissier, and Chair Garbarino; Noes: None.)

3. Resolution Honoring Jayne Herman for her Service to the Commission as Alternate Public Member

Chair Garbarino read the resolution honoring Ms. Herman's participation with LAFCo since 2012.

Commission Action: Commissioner Craig moved approval of the resolution. Commissioner Tissier seconded the motion, which passed unanimously. (Ayes: Commissioners Alifano, Cosgrove, Craig, Slocum, Lohman, Tissier, and Chair Garbarino; Noes: None.)

Ms. Herman expressed her thanks to the Commission.

4. Public Comment for Items Not on the Agenda

None.

5. Consideration of Adoption of Final Budget for Fiscal Year 2014-15 Pursuant to Government Code Section 56381

Ms. Poyatos referred to the May 14, 2014 staff report that recommends approval of the recommended 2014-15 Final Budget. She stated that the Commission had considered the attached Proposed Draft Budget of \$423,971 from March 12, 2014.

Ms. Poyatos stated that additions to the budget since March include a computer for the new Executive Secretary, plus the carryover of \$50,000 from the current to the next fiscal year due to reissuing the Request for Proposals (RFP) for consulting.

She said that staff recommends that the Commission open a public hearing and adopt the budget as recommended.

Public Comment: None.

Commissioner Tissier moved to close the public hearing, which passed unanimously.

Commissioner Lohman asked if staff had received any feedback from the cities and special districts.

Ms. Poyatos said they received no comments.

Commissioner Cosgrove asked about the breakdown of the \$100,000 for consulting.

Ms. Poyatos explained that that amount includes \$50,000 set aside for consulting for the current fiscal year that got carried over to the next fiscal year, plus \$50,000 in anticipated consulting costs for Fiscal Year 2014-15.

Commission Action: Commissioner Tissier moved to approve and adopt the Final Budget for Fiscal Year 2014-15 of \$475,554. Commissioner Craig seconded the motion, which passed unanimously. (Ayes: Commissioners Alifano, Cosgrove, Craig, Slocum, Lohman, Tissier, and Chair Garbarino; Noes: None.)

#### 6. Appointment of Public Member and Alternate Public Member for Terms Ending May 2018

Chair Garbarino noted that Commissioner Craig would recuse herself from the discussion.

Ms. Poyatos noted the staff report dated May 13, 2014 which explains the interview process for public member positions that were advertised to all cities, special districts, and homeowners associations in the County.

She noted that two applications were received from (1) Commissioner Craig and (2) Sepi Richardson, a former LAFCo commissioner and currently a member of the public, who was not able to attend the meeting. She stated that the Committee recommended that the Commission reappoint Commissioner Craig as the regular public member and appoint Ms. Richardson as the alternate public member.

Commissioner Cosgrove noted that as a member of the appointing committee, he was pleased that Commissioner Craig had applied and been reappointed to the position. He also commended Ms. Richardson on her objective decision-making in her former role as a commissioner.

Commissioner Tissier commented that both applicants have extensive LAFCo knowledge.

Chair Garbarino echoed the comments of Commissioners Cosgrove and Tissier regarding the applicants.

Public Comment: None.

Commission Action: Commissioner Alifano moved to approve both public member appointments. Commissioner Cosgrove seconded the motion, which passed unanimously with

Commissioner Craig having recused herself. (Ayes: Commissioners Alifano, Cosgrove, Slocum, Lohman, Tissier, and Chair Garbarino; Noes: None; Abstentions: Commissioner Craig.)

Commissioner Craig returned to the dais.

7. Legislative Report

Ms. Poyatos noted the CALAFCO Quarterly newsletter and the summary of active bills being monitored by CALAFCO. She said that she had no additional information or recommendations, except for convening the legislative committee in the future to look at pending legislation.

Public Comment: None.

8. California Association of LAFcos Correspondence

Ms. Poyatos noted a thank-you letter from CALAFCO Executive Director Pamela Miller thanking the Commission in supporting staff attendance at the 2014 CALAFCO workshop held in Berkeley in April. Besides attending herself, Ms. Poyatos said that County Counsel Rebecca Archer participated in a county counsel roundtable, while Commission Clerk Jean Brook attended a clerks' session that covered LAFco procedures and best practices.

Public Comment: None.

Commissioner Cosgrove expressed his interest in attending the June 16, 2014 LAFco Best Practices conference and requested that Executive Officer Poyatos assist him with registration.

Chair Garbarino stated his interest in attending a session on December 8, 2014.

9. Commissioner/Staff Reports

Commissioner Craig noted receipt of the grand jury report that was forwarded to the Commission by Ms. Poyatos.

In response to a question from Commissioner Craig, Ms. Poyatos stated that the RFP due date is June 5, with work starting after July 15 following awarding of a contract by LAFco. She said that staff had already begun the work by surveying the agencies to be studied by the consultant. She noted that the deadlines were moved out to accommodate the most up-to-date city and agency budget information.

Commissioner Cosgrove commented that the grand jury used transparency certificate criteria from the California Special Districts Association to review the special districts. He said that he has been encouraging special districts to meet the transparency certificate criteria so that they can apply for and receive a certificate. He said that at their June meeting, North Coast County Water District would be the first special district in San Mateo County to receive their certificate of transparency and that Commissioner Horsley would be attending.

Action Minutes

May 21, 2014

Page 4

Ms. Poyatos reported on the migration of the LAFCo website to an improved server and the addition of a directory of the County, and all the cities and special districts. She said that each agency would have a profile page with links to their budgets, maps, and websites and distributed sample pages to the Commission.

Public Comment: None

10. Adjournment

The meeting was adjourned at 2:50 pm.