

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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## Action Minutes San Mateo Local Agency Formation Commission Meeting May 20, 2020

Cosgrove called the Wednesday, May 20, 2020 meeting of the Local Agency Formation Commission (LAFCo) to order at 2:30 pm via Zoom in accordance with Executive Order N-29-20 and N-33-20 due to COVID 19.

### 1. Roll Call

Members Present: Commissioners Ann Draper, Rich Garbarino, Don Horsley, Ric Lohman, Mike O'Neill, Vice Chair Warren Slocum and Chair Joshua Cosgrove.

Chair Cosgrove noted that Alternate Commissioners Jim O'Neill and Kati Martin were also present in the audience.

Members Absent: None

Staff Present: Martha Poyatos, Executive Officer  
Rob Bartoli, Management Analyst  
Rebecca Archer, Legal Counsel  
Angela Montes Cardenas, Commission Clerk

### 2. Consent Agenda

- a. Approval of Action Minutes: January 15, 2020
- b. LAFCo File No. 19-12 - Proposed annexation of 88, 91, 96 and 99 Hillbrook Drive, Portola Valley to West Bay Sanitary District (4.5 acres)
- c. LAFCo File No. 20-02 - Proposed annexation of APNs 080-084-320 and 080-084-330, unincorporated San Mateo County to West Bay Sanitary District (0.34 acres)
- d. LAFCo File No. 19-11 - Proposed Outside Service Agreement for water by the City of Redwood City to a proposed single-family home at APN 068-092-190, unincorporated San Mateo County, pursuant to Government Code Section 56133 (less than one acre)
- e. LAFCo File No. 20-03 - Proposed Outside Service Agreement for water by the City of Redwood City to a new single-family home at 841 Bayview Way (APN 068-184-410), unincorporated San Mateo County, pursuant to Government Code Section 56133 (less than one acre)

**COMMISSIONERS:** JOSHUA COSGROVE, CHAIR, SPECIAL DISTRICT ▪ WARREN SLOCUM, VICE CHAIR, COUNTY ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

**STAFF:** MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST ▪ ANGELA MONTES, CLERK

f. LAFCo File No. 20-04 - Proposed annexation of 30 Cheyenne Point, Portola Valley (APN 077-242-190) to West Bay Sanitary District (1 acre)

g. LAFCo File No. 20-01 - Proposed Outside Service Agreement for water by the City of Redwood City to eight new single-family homes at 4057 Jefferson Avenue in unincorporated Emerald Lake Hills (APN 068-211-270), pursuant to Government Code Section 56133 (4 acres)

Clerk Montes read each item into the record.

Commission Action: Commissioner Rich Garbarino moved to approve the consent agenda, Vice Chair Warren Slocum seconded the motion, which passed unanimously by roll call vote. (Ayes: Commissioners Draper, Horsley, Lohman, Mike O’Neill and Chair Cosgrove. Abstentions: None; Noes: None)

### **3. Public Comment for Items Not on the Agenda**

No written or oral comments from the public.

### **4. Applications Received and Not Certified as Complete and Ready for Hearing (Information Only)**

Staff reported that there are no pending applications not yet ready for hearing

### **5. Consideration of Adoption of Proposed Work Program and LAFCo Budget for Fiscal Year 2020-21**

Executive Officer, Martha Poyatos, cited the Commission the staff report dated May 13, 2020, Addendum report and revised budget spreadsheet. Ms. Poyatos highlighted that LAFCo received from the County Controller’s office, a revised cost allocation amount of \$9,861 compared to \$33,163, resulting in a reduction of \$23,768. She also summarized the deadline and timeline to pass the LAFCo budget. Ms. Poyatos shared that the Budget Committee, consisting of Commissioners Draper, Horsley and Mike O’Neill, met on March 3, 2020 to review the recommended Proposed Budget for the March 18<sup>th</sup> meeting, which was canceled due to COVID-19 and shelter-in-place, as was the April meeting. Ms. Poyatos stated that at the March 3 Committee meeting Commissioners unanimously recommended approval of the proposed budget and that a special June meeting will be needed to consider final budget.

Ms. Poyatos stated that staff made budget revisions after meeting with the Budget Committee were for two purposes. First, to update new cost information provided from County Planning in regard to new Administrative Secretary salary. Second, staff worked to identify budget items that can be reduced or eliminated to minimize increases to

LAFCo's funding agencies in light of the anticipated fiscal impacts that will result in revenue losses as a result of shelter-in-place and additional spending to COVID-19 response. Ms. Poyatos noted accounts for which staff reduced expenses in the budget including reducing reserve to 2% and staff and Commissioners forgoing reimbursement for attendance at CALAFCO events. Staff also eliminated administrative leave cash-out. The Budget Committee looked at these revisions at the May 7, 2020 Zoom meeting and unanimously recommended approval. Ms. Poyatos noted that this budget is the first FY where LAFCo is staffed at 2.5 full time employees. Ms. Poyatos shared that at the direction of the Budget Committee, staff asked the Controller's office to review and consider whether it was appropriate to charge LAFCo for a portion of the County-wide unfunded retirement liability in cost allocation plan and the cost allocation amount was later reduced.

Ms. Poyatos recommended approval of the proposed budget of \$668,796. If approved, the final 2020-21 budget would be set for public hearing on June 17, 2020 and the budget would be circulated to the County, cities and independent special districts.

Commissioner Horsley commended Ms. Poyatos on working her way through the Controller's office and recognized that staff is going above and beyond offering to pay for their own training or conference expenses.

Commissioner Lohman asked Ms. Poyatos to explain what the changes were for the A-87 charges. Ms. Poyatos gave Commissioners brief background A-87 charges. She stated that the County uses A-87 guidelines to obtain reimbursement from Federal, State, and non-General Fund programs for departments that do not charge directly for services rendered. For example, the Controller's Office does not charge departments for payroll services.

Vice Chair Slocum asked if a municipal service review of a district will cause impacts to this budget presented. Ms. Poyatos stated there should be no budget impact.

Chair Cosgrove opened and closed the public hearing. No oral or written comments were received.

Commission Action: Commissioner Mike O'Neill moved to approve the consent agenda, Commissioner Lohman seconded the motion, which passed unanimously by roll call vote. (Ayes: Commissioners Draper, Garbarino, Horsley, Vice Chair Slocum and Chair Cosgrove. Abstentions: None; Noes: None)

## 6. Legislative and Policy Committee

### a. Legislative Report

Mr. Bartoli provided a summary of bills being tracked by CALAFCO. He noted that 30 bills are being monitored by CALAFCO and stated that most legislation is focused on COVID-19. He added that bill sponsors have stated they will not move non-COVID related bills forward in 2020 and that staff will continue to monitor bills of interest to San Mateo LAFCo and any bills that do have movement in legislature.

Commissioner Draper noted that there was a discussion at the County Board of Supervisors about the Harbor District. She asked when appropriate, if staff could provide background on the last Harbor District Municipal Service Review for those who were not on the Commission at the time.

## **7. Commissioner/Staff Reports**

No reports from Commissioners. Ms. Poyatos shared with Commissioners that staff is working from home and shared that LAFCo will work with County Planning on what the reopening plan will be. Chair Cosgrove thanked staff for the assistance and preparation provided him to run the meeting.

## **8. Adjournment**

Chair Cosgrove adjourned the meeting at 2:59 p.m.