



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Terry Trumbull

Alternate Commissioners

Domingo Candelas
Helen Chapman
Cindy Chavez
Teresa O'Neill
Mark Turner

Executive Officer
Neelima Palacherla

**LAFCO MEETING MINUTES
WEDNESDAY, OCTOBER 4, 2023**

CALL TO ORDER

The meeting was called to order at 1:58 p.m.

1. ROLL CALL

Commissioners	Alternate Commissioners
Russ Melton, Chairperson	Helen Chapman (Voting for Y. Kishimoto)
Sylvia Arenas, Vice Chairperson	Teresa O'Neill
Jim Beall (Absent)	Mark Turner (Absent)
Rosemary Kamei (Arrived at 2:37 p.m.)	Domingo Candelas (Absent)
Yoriko Kishimoto (Absent)	Cindy Chavez (Absent)
Otto Lee (Absent)	
Terry Trumbull	
LAFCO Staff	
Neelima Palacherla, Executive Officer	Sonia Humphrey, Clerk
Dunia Noel, Asst. Executive Officer	Mala Subramanian, Counsel
Emmanuel Abello, Associate Analyst	

2. PUBLIC COMMENTS

One individual addressed the Commission.

3. APPROVE CONSENT CALENDAR

Motion: Chapman	Second: Trumbull
AYES: Arenas, Chapman, Melton, Trumbull	

Commission Action: The Commission added items #9, #10 and #11 to the consent calendar, and approved the consent calendar, including items #4, #8, #9, #10 and #11.

***4. APPROVED ON CONSENT: MINUTES OF AUGUST 2, 2023 LAFCO MEETING**

PUBLIC HEARING

5. COUNTYWIDE FIRE SERVICE REVIEW

LAFCO’s consultants provided a presentation on the Countywide Fire Service Review Report.

Chairperson Melton opened the public hearing.

3 individuals addressed the Commission.

Chairperson Melton closed the public hearing.

Motion: Chapman	Second: Trumbull
AYES: Arenas, Chapman, Kamei, Melton, Trumbull	

Commission Action:

- Determined that the Countywide Fire Service Review and the recommendations of this staff report are exempt from the requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines: §15306 Class 6; §15061(b)(3); §15378(b)(5); and §15320 Class 20.
- Adopted the Countywide Fire Service Review Report – Revised Draft Report including revisions, as directed or as necessary.
- Adopted service review determinations for city fire departments and fire districts, as included in the Service Review Report.
- Reaffirmed sphere of influence (SOI) updates and adopted sphere of influence determinations for each of the four fire districts, as follows:
 - Reaffirmed existing zero SOI for Saratoga Fire Protection District (SFD) as recommended in the Service Review Report.
 - Reaffirmed existing SOI for Santa Clara County Central Fire Protection District (CCFD) as depicted in the Service Review Report.
 - Reaffirmed existing SOI for Los Altos Hills County Fire District (LAHCFD) as depicted in the Service Review Report.
 - Reaffirmed existing SOI for South Santa Clara County Fire Protection District (SCFD) as depicted in the Service Review Report.
- Directed staff to prepare the Final Report for the Countywide Fire Service Review and distribute the Final Report to all affected agencies.
- Directed staff to facilitate discussions to reach a consensus between affected agencies on the best option for addressing various areas of Santa Clara County that lack an identified local fire provider, as described and analyzed in the Service Review Report. Directed staff to report back to LAFCO on the outcome

of those discussions, including support for the expansion of certain fire districts' SOIs.

- Directed staff to compile all the recommendations included in the Final Report and request a written response from each of the relevant agencies on their plans for implementing these recommendations, including if they do not plan to implement a recommendation. Directed staff to report back to LAFCO on each agency's written response.

6. STUDY SESSION: LAFCO LAW – THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF 2000

The Chairperson, there being no objection, ordered that the Study Session be continued to a future meeting date.

ITEMS FOR ACTION / INFORMATION

7. COMPREHENSIVE REVIEW AND UPDATE OF LAFCO POLICIES

Motion: Melton	Second: Arenas
AYES: Arenas, Chapman, Kamei, Melton, Trumbull	

Commission Action: Established an Ad-Hoc Committee composed of Chairperson Melton, Vice-Chairperson Arenas and Alternate Commissioner Chapman, to assist LAFCO staff in conducting a comprehensive review and update of LAFCO Policies, for public review and comment, prior to the full commission's consideration and adoption.

***8. APPROVED ON CONSENT: NEW SERVICES AGREEMENT BETWEEN LAFCO AND COVIVE LLC FOR WEBSITE HOSTING AND MAINTENANCE AND ADDITIONAL PAYMENT UNDER EXISTING AGREEMENT**

Commission Action:

- Approved a new services agreement with Covive for website hosting and maintenance.
- Authorized an additional \$800 to cover additional costs in the calendar year 2023 under the existing service agreement with Covive for website hosting and maintenance.

9. APPROVED ON CONSENT: POSITION LETTER SUBMITTED ON AB 399 For information only.

10. APPROVED ON CONSENT: FY 2022-2023 ANNUAL REPORT

Commission Action: Accepted the FY 2022-2023 Annual Report.

11. APPROVED ON CONSENT: EXECUTIVE OFFICER'S REPORT

Commission Action: Accepted the report.

- 11.1 New Clerk Welcome & Training**
- 11.2 Pre-Application Meeting for a Proposed Cemetery in the Unincorporated Area**
- 11.3 Meeting with State Water Resources Control Board Staff and County Staff on Small Water Systems**
- 11.4 Meeting with San Jose Staff on Time Limits for Recording a Certificate of Completion for Annexations/Reorganizations**
- 11.5 Meeting with Cupertino Staff on Potential Boundary Changes**
- 11.6 Special Districts Association Meeting**
- 11.7 Inter-Jurisdictional GIS Working Group Meeting**

12. COMMISSIONER REPORTS

13. NEWSPAPER ARTICLES / NEWSLETTERS

14. WRITTEN CORRESPONDENCE

15. ADJOURN

The Commission adjourned at 3:32 p.m., to the next regular LAFCO meeting on December 6, 2023, at 1:15 p.m., in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on December 6, 2023.

DocuSigned by:

Russ Melton

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Russ Melton, Chairperson
Local Agency Formation Commission of Santa Clara County

DocuSigned by:

By *Sonia Humphrey*

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Sonia Humphrey, LAFCO Clerk