



**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, DECEMBER 6, 2023**

CALL TO ORDER

The meeting was called to order at 1:15 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	Mark Turner (Left at 2:32)
Rosemary Kamei (Arrived at 1:20 p.m., left at 1:45 p.m., returned at 2:40 p.m.)	Domingo Candelas (Absent)
Yoriko Kishimoto (Absent)	Cindy Chavez (Absent)
Otto Lee	
Terry Trumbull	
LAFCO Staff	
Neelima Palacherla, Executive Officer	Sonia Humphrey, Clerk
Dunia Noel, Assistant Executive Officer	Mala Subramanian, Counsel
Emmanuel Abello, Associate Analyst	

2. PUBLIC COMMENTS

There were none.

3. APPROVE CONSENT CALENDAR

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

Commission Action: The Commission approved the Consent Calendar, including items #4, #8, #10 and #11.

***4. APPROVED ON CONSENT: APPROVE MINUTES OF OCTOBER 4, 2023 LAFCO MEETING**

The Commission approved the minutes of October 4, 2023 meeting.

STUDY SESSION

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

Mala Subramanian, LAFCO Counsel, provided a PowerPoint presentation on key provisions in the CKH Act as they apply to Santa Clara LAFCO.

ITEMS FOR ACTION / INFORMATION

6. ANNUAL FINANCIAL AUDIT REPORT – JUNE 30, 2023

Motion: Lee Second: Chapman
AYES: Arenas, Beall, Chapman, Lee, Trumbull, Melton
ABSENT: Kamei

Commission Action:

1. Received a presentation from Sheldon Chavan on LAFCO's Annual Financial Audit Report for FY ending June 30, 2023.
2. Received and filed the Annual Financial Audit Report (June 30, 2023) prepared for Santa Clara LAFCO by Chavan & Associates, LLP.

7. OVERVIEW OF SANTA CLARA LAFCO SERVICE REVIEW PROGRAM

For information only, no action.

***8. APPROVED ON CONSENT: ADOPTION OF SCHEDULE OF 2024 LAFCO MEETINGS**

Commission Action: Adopted the schedule of LAFCO meetings and application filing deadlines for 2024.

9. APPOINTMENT OF 2024 LAFCO CHAIRPERSON AND VICE-CHAIRPERSON

Motion: Lee Second: Trumbull
AYES: Arenas, Beall, Chapman, Lee, Trumbull, Melton
ABSENT: Kamei

Commission Action: Reappointed Russ Melton to serve as Chairperson for 2024 and reappointed Sylvia Arenas to serve as Vice-Chairperson for 2024.

***10. APPROVED ON CONSENT: EXECUTIVE OFFICER'S REPORT**

Commission Action: Accepted the report.

10.1 FileMaker Pro Software Support and Development Services

10.2 ECS Imaging's 21st Annual Conference: Laserfiche Training

10.3 Changes to LAFCO Clerk Job Specification

***11. APPROVED ON CONSENT: CALAFCO RELATED ACTIVITIES**

Commission Action: Accepted report.

12. COMMISSIONER REPORTS

13. NEWSPAPER ARTICLES / NEWSLETTERS

13.1 The Sphere (October 2023)

14. WRITTEN CORRESPONDENCE

14.1 Letter from the Special District Risk Management Authority regarding the President's Special Acknowledgement Awards (September 26, 2023)

14.2 Email from Gilroy Councilmember Zachary Hilton regarding Gilroy Fire Department Staffing (November 27, 2023)

CLOSED SESSION

15. PERFORMANCE EVALUATION

Public Employee Performance Evaluation (Government Code §54957)

Title: LAFCO Executive Officer

The Commission adjourned to Closed Session at 2:32 p.m.

16. REPORT OUT OF CLOSED SESSION

The Commission reconvened at 3:14 p.m., with no reportable action.

17. ADJOURN

The Commission adjourned at 3:15 p.m., to the next regular LAFCO meeting on February 7, 2024, at 1:15 p.m., in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on February 7, 2024.

DocuSigned by:

Russ Melton

Russ Melton, Chairperson

Local Agency Formation Commission of Santa Clara County

DocuSigned by:

By: *Sonia Humphrey*

Sonia Humphrey, LAFCO Clerk