



**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 2, 2024**

CALL TO ORDER

The meeting was called to order at 1:15 p.m.

1. ROLL CALL

Commissioners

- Russ Melton, Chairperson
- Sylvia Arenas, Vice Chairperson
- Jim Beall (Absent)
- Rosemary Kamei
- Yoriko Kishimoto
- Otto Lee (Left at 2:01 p.m., returned at 2:32 p.m.)
- Terry Trumbull

Alternate Commissioners

- Domingo Candelas (Absent)
- Helen Chapman (Voting for Jim Beall)
- Cindy Chavez (Absent)
- Teresa O'Neill
- Mark Turner (Absent)

Staff

- Neelima Palacherla, Executive Officer
- Emmanuel Abello, Associate Analyst
- Sonia Humphrey, Clerk
- Mala Subramanian, Counsel

2. PUBLIC COMMENTS

One public speaker: Virginia Chang Kiraly, San Mateo LAFCO Commissioner

3. APPROVE CONSENT CALENDAR

MOTION: Lee	SECOND: Trumbull	
AYES: Arenas, Chapman, Kamei, Kishimoto, Lee, Melton, Trumbull		
NOES: None	ABSTAIN: None	ABSENT: None

Commission Action: Chairperson Melton added Agenda Item #7 to the Consent Calendar and the Commission approved the Consent Calendar, including items #4, #6 and #7.

***4. TAKEN ON CONSENT: APPROVE MINUTES OF JUNE 5, 2024 LAFCO MEETING**

The Commission approved the minutes of the June 5, 2024 meeting.

PUBLIC HEARING

5. COMPREHENSIVE REVIEW AND UPDATE OF LAFCO POLICIES

MOTION: Arenas	SECOND: Trumbull	
AYES: Arenas, Chapman, Kamei, Kishimoto, Lee, Melton, Trumbull		
NOES: None	ABSTAIN: None	ABSENT: None

Commission Action:

- a. The Commission received the presentation on the Comprehensive Review and Update of LAFCO Policies – Phase 1.
- b. The Commission accepted public comments on the proposed LAFCO policy revisions. The Commission did not take any final action on the proposed LAFCO policy revisions at the meeting. The Commission directed staff to provide an opportunity specifically to the Office of County Counsel, San Jose City Attorney’s Office and the Santa Clara County Special Districts Association to comment on the proposed policy updates particularly as they relate to farmworker housing and out-of-agency service contracts.

ITEMS FOR ACTION / INFORMATION

***6. TAKEN ON CONSENT: PROFESSIONAL SERVICES AGREEMENT WITH ASSURA SOFTWARE, LLC FOR THE DEVELOPMENT OF A CUSTOMIZED DATABASE AND FOR PROVIDING ONGOING LICENSING AND ANCILLARY SUPPORT SERVICES**

Commission Action: The Commission approved the professional services agreement with Assura Software, LLC, for the design and development of a customized database to process LAFCO applications, track public inquiries, and manage the LAFCO contacts directory; and for providing ongoing licensing and ancillary support services, including, hosting, and technical support.

***7. TAKEN ON CONSENT: FY 2023-2024 LAFCO ANNUAL REPORT**

Commission Action: The Commission accepted the FY 2023-2024 LAFCO Annual Report.

8. COMMISSIONER REPORTS

There were none.

9. NEWSPAPER ARTICLES / NEWSLETTERS

There were none.


10. WRITTEN CORRESPONDENCE

There were none.

11. ADJOURN

The Commission adjourned at 3:11 p.m., to the next regular LAFCO meeting on December 4, 2024, at 1:15 p.m., in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on December 4, 2024

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

DocuSigned by:

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Prepared by: Sonia Humphrey, LAFCO Clerk