



**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
Terry Trumbull
Mark Turner

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer
Neelima Palacherla

**LAFCO MEETING MINUTES
WEDNESDAY, DECEMBER 3, 2025**

CALL TO ORDER

The meeting was called to order at 1:21 p.m.

1. ROLL CALL

Commissioners

- Sylvia Arenas, Chairperson (Absent)
- Rosemary Kamei, Vice Chairperson
- Jim Beall
- Yoriko Kishimoto
- Otto Lee
- Terry Trumbull
- Mark Turner

Alternate Commissioners

- Pamela Campos (Absent)
- Helen Chapman
- Betty Duong (Absent)
- Zach Hilton (Attended remotely from City Administration Conference Room, Gilroy City Hall)
- Teresa O'Neill

Staff

- Neelima Palacherla, Executive Officer
- Dunia Noel, Assistant Executive Officer
- Emmanuel Abello, Analyst
- Sonia Humphrey, Clerk
- Mala Subramanian, Counsel

2. PUBLIC COMMENTS

There were five public speakers: Vincent Ushikubo, SEIU 521 Assistant Chief Steward for Santa Clara County Mosquito and Vector Control District (MVCD); Liya, SEIU 521 Steward for MVCD; Kathy Tran, Operations Aide / Community Resource Specialist, MVCD; Karla Vazquez, Operations Aide / Technician, MVCD; and Menou, Senior Technician, MVCD.

Commission Action: The Commission directed staff to bring the item back at the next meeting for discussion and any action.

3. APPROVE CONSENT CALENDAR

MOTION: Turner	SECOND: Trumbull	
AYES: Beall, Kamei, Kishimoto, Lee, Trumbull, Turner		
NOES: None	ABSTAIN: None	ABSENT: Arenas

Commission Action: The Commission added #14 and #15 to the consent calendar and approved the Consent Calendar, including Items #4, #8, #9, #10, #11, #12, #14 and #15.

4. TAKEN ON CONSENT: APPROVE MINUTES OF OCTOBER 1, 2025 LAFCO MEETING

The Commission approved the minutes of the October 1, 2025 meeting.

PUBLIC HEARING

5. COMPREHENSIVE REVIEW AND UPDATE OF LAFCO POLICIES – CHAPTER 3.9 INCORPORATION POLICIES

MOTION: Kishimoto	SECOND: Lee	
AYES: Beall, Kamei, Kishimoto, Lee, Trumbull, Turner		
NOES: None	ABSTAIN: None	ABSENT: Arenas

One public speaker: Sharon Luna, San Martin Neighborhood Association

Commission Action:

1. The Commission adopted the “Chapter 3.9 Incorporation Policies.”
2. The Commission determined that the proposed update of LAFCO policies is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15060(c)(2) and §15060(c)(3).

ITEMS FOR ACTION / INFORMATION

6. COUNTYWIDE WATER AND WASTEWATER SERVICE REVIEW REQUEST FOR PROPOSALS

MOTION: Turner	SECOND: Beall	
AYES: Beall, Kamei, Kishimoto, Lee, Trumbull, Turner		
NOES: None	ABSTAIN: None	ABSENT: Arenas

One public speaker: Sharon Luna, San Martin Neighborhood Association

Commission Action:

1. The Commission authorized staff to issue a Request for Proposals (RFP) for a professional services firm to prepare a Countywide Water and Wastewater Service Review.
2. The Commission delegated authority to the LAFCO Chair to enter into an agreement with the most qualified consultant, as determined by the Consultant Interview Panel, in an amount not to exceed \$160,000, which may be amended with a contingency amount of up to \$10,000; and to execute any necessary amendments subject to LAFCO Counsel’s review and approval.

7. ANNUAL FINANCIAL AUDIT REPORT - JUNE 30, 2025

MOTION: Turner	SECOND: Kamei	
AYES: Beall, Kamei, Kishimoto, Lee, Trumbull, Turner		
NOES: None	ABSTAIN: None	ABSENT: Arenas

Commission Action:

1. Received a presentation from Paul Pham, Partner, Chavan & Associates, on LAFCO’s Annual Financial Audit Report for fiscal year ending June 30, 2025.
2. Received and filed the Annual Financial Audit Report (June 30, 2025) prepared for Santa Clara LAFCO by Chavan & Associates, LLP.

8. TAKEN ON CONSENT: AMENDMENT TO SERVICES AGREEMENT BETWEEN LAFCO AND COVIVE LLC FOR WEBSITE HOSTING AND MAINTENANCE

Commission Action:

1. The Commission approved an amendment to the services agreement between LAFCO and Covive LLC for website hosting and maintenance.

9. TAKEN ON CONSENT: ADOPTION OF SCHEDULE OF 2026 LAFCO MEETINGS

Commission Action: The Commission adopted the schedule of 2026 LAFCO meetings.

10. TAKEN ON CONSENT: APPOINTMENT OF 2026 LAFCO CHAIRPERSON AND VICE CHAIRPERSON

Commission Action: The Commission appointed Vice Chair Rosemary Kamei to serve as Chairperson for 2026; and Commissioner Yoriko Kishimoto to serve as Vice-Chairperson for 2026.

11. TAKEN ON CONSENT: EXECUTIVE OFFICER'S REPORT

Commission Action: The Commission accepted the report.

12. TAKEN ON CONSENT: CALAFCO RELATED ACTIVITIES

Commission Action: The Commission accepted the report.

13. COMMISSIONER REPORTS

There were none.

14. NEWSPAPER ARTICLES / NEWSLETTERS

There were none.

15. WRITTEN CORRESPONDENCE

There were none.

CLOSED SESSION

16. PERFORMANCE EVALUATION

Public Employee Performance Evaluation (Government Code §54957)

Title: LAFCO Executive Officer

The Commission adjourned to Closed Session at 2:09 p.m.

17. REPORT OUT OF CLOSED SESSION

The Commission reconvened at 2:21 p.m., with no reportable action.

18. ADJOURN

The Commission adjourned at 2:22 p.m. to the next regular LAFCO meeting on February 4, 2026, at 1:15 p.m., in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on February 4, 2026

DocuSigned by:

Rosemary Kamei

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Rosemary Kamei, Chairperson
Local Agency Formation Commission of Santa Clara County

DocuSigned by:

Sonia Humphrey

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Prepared by: _____
Sonia Humphrey, LAFCO Clerk