



## LAFCO MEETING AGENDA

Board Meeting Chambers, 70 West Hedding Street, First Floor

San Jose, CA 95110

August 6, 2014

1:15 PM

**CHAIRPERSON: Susan Vicklund Wilson • VICE-CHAIRPERSON: Linda J. LeZotte**

**COMMISSIONERS: Cindy Chavez, Sequoia Hall, Johnny Khamis, Margaret Abe-Koga, Mike Wasserman**

**ALTERNATES: Pete Constant, Yoriko Kishimoto, Terry Trumbull, Cat Tucker, Ken Yeager**

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### NOTICE TO THE PUBLIC

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1. Pursuant to Government Code §84308, no LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party, or his/her agent; or any participant or his /or her agent, while a LAFCO proceeding is pending, and for three months following the date a final decision is rendered by LAFCO. Prior to rendering a decision on a LAFCO proceeding, any LAFCO commissioner who received a contribution of more than \$250 within the preceding 12 months from a party or participant shall disclose that fact on the record of the proceeding. If a commissioner receives a contribution which would otherwise require disqualification returns the contribution within 30 days of knowing about the contribution and the proceeding, the commissioner shall be permitted to participate in the proceeding. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$250 within the preceding 12 months by the party, or his or her agent, to a LAFCO commissioner. For forms, visit the LAFCO website at [www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov). No party, or his or her agent and no participant, or his or her agent, shall make a contribution of more than \$250 to any LAFCO commissioner during the proceeding or for 3 months following the date a final decision is rendered by LAFCO.
2. Pursuant to Government Code Sections 56100.1, 56300, 56700.1, 57009 and 81000 et seq., any person or combination of persons who directly or indirectly contribute(s) a total of \$1,000 or more or expend(s) a total of \$1,000 or more in support of or in opposition to specified LAFCO proposals or proceedings, which generally include proposed reorganizations or changes of organization, may be required to comply with the disclosure requirements of the Political Reform Act (See also, Section 84250 et seq.). These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. More information on the scope of the required disclosures is available at the web site of the FPPC: [www.fppc.ca.gov](http://www.fppc.ca.gov). Questions regarding FPPC material, including FPPC forms, should be directed to the FPPC's advice line at 1-866-ASK-FPPC (1-866-275-3772).
3. Pursuant to Government Code §56300(c), LAFCO adopted lobbying disclosure requirements which require that any person or entity lobbying the Commission or Executive Officer in regard to an application before LAFCO must file a declaration prior to the hearing on the LAFCO application or at the time of the hearing if that is the initial contact. In addition to submitting a declaration, any lobbyist speaking at the LAFCO hearing must so identify themselves as lobbyists and identify on the record the name of the person or entity making payment to them. Additionally every applicant shall file a declaration under penalty of perjury listing all lobbyists that they have hired to influence the action taken by LAFCO on their application. For forms, visit the LAFCO website at [www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov).
4. Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the LAFCO Office, 70 W. Hedding Street, 11th Floor, San Jose, California, during normal business hours. (Government Code §54957.5.)
5. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the LAFCO Clerk 24 hours prior to the meeting at (408)299-6415.

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70 West Hedding Street • 11th Floor, East Wing • San Jose, CA 95110 • (408) 299-5127 • [www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov)

COMMISSIONERS: Cindy Chavez, Sequoia Hall, Johnny Khamis, Margaret Abe-Koga, Linda J. LeZotte, Mike Wasserman, Susan Vicklund Wilson

ALTERNATE COMMISSIONERS: Pete Constant, Yoriko Kishimoto, Terry Trumbull, Cat Tucker, Ken Yeager

EXECUTIVE OFFICER: Neelima Palacherla

**1. ROLL CALL**

**2. PUBLIC COMMENTS**

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda. Speakers are limited to THREE minutes. All statements that require a response will be referred to staff for reply in writing.

**3. APPROVE MINUTES OF JUNE 4, 2014 LAFCO MEETING**

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**CONSENT ITEMS**

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**4. WEST BAY SANITARY DISTRICT ANNEXATION 2014-01 (ARASTRADERO ROAD)**

**Recommended Action:**

CEQA Action

1. As Lead Agency under CEQA, determine that the proposal is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15319 (a) and (b) and Section 15303(d).

Project Action

2. Forward the following recommendation to the San Mateo Local Agency Formation Commission, for its consideration:

Conditionally approve the annexation of Assessor Parcel Numbers 182-34-011 and 182-34-052, located at 0 & 2 Arastradero Road in unincorporated Santa Clara County, to the West Bay Sanitary District, as described and depicted in Attachment B (Exhibits A and B), provided resolutions of a zero percent property tax exchange reflecting the annexation of the parcel to the West Bay Sanitary District are adopted by the West Bay Sanitary District and the County of Santa Clara.

**5. WEST VALLEY SANITATION DISTRICT ANNEXATION 2014-01 (CYPRESS WAY)**

**Recommended Action:**

CEQA Action

1. As Lead Agency under CEQA, determine that the proposal is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15319 (a) and (b) and Section 15303(d).

Project Action

2. Approve the annexation of Assessor Parcel Numbers 532-26-055 and 532-26-003, located at 16355 & 16340 Cypress Way in the City of Los Gatos, to the West Valley Sanitation District, as described and depicted in Attachment B (Exhibits A and B).
3. Waive protest proceedings pursuant to Government Code §56662(a).

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**ITEMS FOR ACTION / DISCUSSION**

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**6. CITIES SERVICE REVIEW: DRAFT REQUEST FOR PROPOSALS****Recommended Action:**

1. Authorize staff to issue a Request for Proposals (RFP) for a professional service firm to prepare a service review of cities in Santa Clara County.
2. Delegate authority to the LAFCO Executive Officer to enter into an agreement with the most qualified consultant in an amount not to exceed \$75,000 and to execute any necessary amendments subject to LAFCO Counsel's review and approval.

**7. SARATOGA FIRE PROTECTION DISTRICT'S RESPONSE TO LAFCO'S RECOMMENDATIONS**

For information only.

**8. UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS OF LAFCO'S SPECIAL DISTRICTS SERVICE REVIEW: PHASES 1 & 2**

**Recommended Action:** Accept report and provide direction, as necessary.

**9. 2014 CALAFCO ANNUAL CONFERENCE****9.1 CALAFCO CONFERENCE ON OCTOBER 15-17**

**Recommended Action:** Authorize commissioners and staff to attend the Annual Conference and direct that associated travel expenses be funded by the LAFCO Budget for Fiscal Year 2015.

**9.2 NOMINATIONS TO THE 2014/2015 CALAFCO BOARD OF DIRECTORS**

**Recommended Action:** Consider information and provide direction to staff.

**9.3 DESIGNATE VOTING DELEGATE AND ALTERNATE FOR SANTA CLARA LAFCO**

**Recommended Action:** Appoint voting delegate and alternate voting delegate.

**10. EXECUTIVE OFFICER'S REPORT****10.1 UPDATE ON THE CITY OF MORGAN HILL'S SOUTHEAST QUADRANT (SEQ) PROPOSAL**

For information only.

**10.2 AMERICAL FARMLAND TRUST: A SUMMIT ON THE IMPORTANCE OF LOCAL FARMLAND TO SANTA CLARA VALLEY'S FUTURE HEALTH AND WELL-BEING**

For information only.

- 10.3 **SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION MEETING**  
For information only.
- 10.4 **UPDATE ON THE BURBANK SANITARY DISTRICT/SAN JOSE MEETING**  
For information only.
- 10.5 **INTER-JURISDICTIONAL GIS WORKING GROUP MEETING**  
For information only.
- 10.6 **COUNTY HEALTH ELEMENT STAFF ADVISORY COMMITTEE MEETING**  
For information only.
- 10.7 **MEETINGS WITH APPLICANTS ON POTENTIAL LAFCO APPLICATIONS**  
For information only.
- 10.8 **REPORT ON THE SANTA CLARA COUNTY ASSOCIATION OF PLANNING OFFICIALS (SCCAPO) MEETING**  
For information only.
- 10.9 **BAY AREA LAFCOs MEETING**  
For information only.
- 11. **PENDING APPLICATIONS / UPCOMING PROJECTS**
  - South Santa Clara County Fire District SOI Amendment and Annexation 2014
- 12. **COMMISSIONER REPORTS**
- 13. **NEWSPAPER ARTICLES / NEWSLETTERS**
- 14. **WRITTEN CORRESPONDENCE**
- 15. **ADJOURN**

Adjourn to the regular LAFCO meeting on Wednesday, October 1, 2014, at 1:15 PM in the Board Meeting Chambers, 70 West Hedding Street, San Jose.



4. **SARATOGA FIRE PROTECTION DISTRICT SPECIAL STUDY REVISED DRAFT REPORT AND OPTIONS FOR NEXT STEPS**

Neelima Palacherla, LAFCO Executive Officer, presented the staff report.

This being the time and place for the public hearing, **Chairperson Wilson** declared the public hearing open.

Marc Hynes, Counsel, Saratoga Fire Protection District (SFD), informed that the SFD board members are present to answer questions. He directed attention to SFD's letter to LAFCO dated May 19, 2014. He noted that since LAFCO does not have the authority to initiate annexations and the County Board of Supervisors has not initiated annexation to the Santa Clara County Central Fire Protection District (CCFD), LAFCO cannot proceed with SFD dissolution and annexation to CCFD. He indicated that SFD is prepared to pursue this issue in the courts, if necessary.

**Commissioner Chavez** moved that the Commission not initiate change in the SFD governance at this time. She noted that the June 2<sup>nd</sup> letter from CCFD Fire Chief Kehmna provides a compelling framework not to go forward with the dissolution. She opined that SFD's concerns about the transparency of CCFD processes is inaccurate and unnecessary, and that the real issue is whether or not a change in SFD governance would improve the delivery of fire services. She indicated that LAFCO may revisit the issue in the future if there are concerns about transparency and safety. Upon request of the Chairperson, **Commissioner Chavez** clarified that her motion included the acceptance of the Revised Draft Report.

**Commissioner Wasserman** expressed support for the motion but indicated that he interpreted Chief Kehmna's letter differently. He noted that while there would be no change in fire protection whether or not SFD exists and a \$100,000 in savings is gained if SFD is dissolved, the issue is about local control. He observed that the residents want more direct representation and are willing to tax themselves. **Commissioner Khamis** expressed agreement, stated that \$100,000 in savings is not reason enough to take away local autonomy, and informed he has not received any concerns from the community about the \$100,000.

**Commissioner LeZotte** indicated that she was originally with the opinion that if CCFD is providing service, there was no need for SFD and it should be dissolved. She stated that after further review of the material she concluded that LAFCO should not attempt to fix something that is not broken. As a condition of LAFCO not moving forward with SFD dissolution, she offered a friendly amendment to the motion that SFD address the transparency and accountability issues raised in the Report. **Commissioner Chavez** and **Alternate Commissioner Tucker** accepted the amended motion. **Alternate Commissioner Kishimoto** endorsed the motion and informed that SFD is working on the job description for the office manager position. **Commissioner Hall** expressed support for the motion and reported that in his discussion with Saratoga residents they were in favor of keeping the SFD as an autonomous agency.

**Chairperson Wilson** expressed support for the motion and stated that service reviews occur once every five years, and indicated that LAFCO can revisit the issue. She noted

that while it appears inefficient for SFD to exist with CCFD completely surrounding it and providing fire services, the amount of projected savings is minimal, and all letters and comments are opposed to dissolution.

The Commission accepted the Saratoga Fire Protection District Special Study Report and decided not to initiate any changes in the governance of the District at this time. In order to address the following transparency and public accountability issues identified in the Report, the Commission requested that the District to: (1) establish an agreement with the City of Saratoga for the District's provision of EWAS services; (2) establish EWAS rates by ordinance or resolution; and (3) develop a job description and pay scale for the position held by its part-time employee.

Motion: Chavez

Second: Tucker (Alternate)

AYES: Chavez, Hall, Khamis, LeZotte, Tucker (Alternate), Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Abe-Koga

**MOTION PASSED**

## 5. FINAL LAFCO BUDGET FOR FISCAL YEAR 2015

Ms. Palacherla presented the staff report.

This being the time and place for the public hearing, **Chairperson Wilson** declared the public hearing open.

Doug Muirhead, a resident of Morgan Hill, suggested that the budget include detailed information on salaries and benefits. He inquired about what comprises the overhead cost, and questioned the increase in the consultant and computer services costs. He also suggested that a preview of future work plan would help with understanding the budget.

In response, Ms. Palacherla informed that the April 2<sup>nd</sup> budget staff report provided a proposed work plan and detailed information on each of the line items which explained all costs, including those for staff, overhead and consultants. **Chairperson Wilson** indicated that the staff report is on the LAFCO website.

The Chairperson determined that there are no members of the public who wished to speak on the item and ordered the public hearing closed. **Chairperson Wilson** expressed appreciation to the members of the Finance Committee for their work on the LAFCO budget.

The Commission (1) adopted the Final LAFCO Budget for Fiscal Year 2014-2015; (2) found that the Final LAFCO Budget for Fiscal Year 2015 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities; (3) authorized staff to transmit the Final LAFCO Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association and the Special Districts Association; and (4) directed the County Auditor–Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

Motion: Khamis

Second: Wasserman

AYES: Chavez, Hall, Khamis, LeZotte, Tucker (Alternate), Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Abe-Koga

**MOTION PASSED**

**6. UPDATE ON THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT'S IMPLEMENTATION OF LAFCO RECOMMENDATIONS**

Ms. Noel presented the staff report and informed that Christine West, Executive Director, South Santa Clara Valley Memorial District (SSCVMD), is present.

**Commissioner Chavez** expressed appreciation to staff for providing a chart indicating SSCVMD's compliance with the service review recommendations. **Alternate Commissioner Tucker** expressed appreciation to LAFCO staff for working with the SSCVMD in order to address challenging issues, and to the District for implementing LAFCO's recommendations.

**Commissioner Hall** noted that the progress made in the governance and operations of SSCVMD is a good example of why LAFCO conducts service reviews. **Commissioner LeZotte** expressed agreement and stated that while she was originally critical of SSCVMD, she is pleased with the progress made. She stated that this is an excellent example of how a service review has helped special districts. **Commissioner Wasserman** expressed agreement. He noted that the problems have been resolved admirably and this is an example of appropriate government. He observed that LAFCO looks out for the public's interest by ensuring that public money is spent in an accountable manner and that the process is transparent.

The Commission accepted the staff report.

Motion: Khamis

Second: Tucker (Alternate)

AYES: Chavez, Hall, Khamis, LeZotte, Tucker (Alternate), Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Abe-Koga

**MOTION PASSED**

**7. WORK PLAN FOR CITIES SERVICE REVIEW**

Ms. Noel presented the staff report.

**Commissioner LeZotte** expressed interest in serving on the Cities Service Review Technical Advisory Committee (TAC). Ms. Noel advised that the TAC has a maximum of four meetings. In response to the inquiry by the Chairperson, the Commission determined on consensus that alternate commissioners may serve on the TAC. **Alternate Commissioner Kishimoto** expressed interest to serve. **Commissioner Hall** informed that Commissioners LeZotte and Kishimoto would bring well-rounded viewpoints on the TAC as both of them have previously served on city councils.

The Commission (1) approved the proposed work plan for conducting the Cities Service Review; (2) Authorized staff to prepare a Draft Request for Proposals (RFP) for professional firms to conduct the Cities Service Review and authorize staff to provide



the Draft RFP to affected agencies and interested parties for their review and comment; and (3) Appointed Commissioner Linda J. LeZotte and Alternate Commissioner Yoriko Kishimoto to serve on the Cities Service Review Technical Advisory Committee.

Motion: LeZotte

Second: Wasserman

AYES: Chavez, Hall, Khamis, LeZotte, Tucker (Alternate), Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Abe-Koga

**MOTION PASSED**

**8. UPDATE ON LAFCO BYLAWS**

Ms. Noel presented the staff report.

**Commissioner LeZotte** expressed concern about the use of the term “appearance of impropriety” within Bylaw #12.3. In response to an inquiry by **Alternate Commissioner Tucker**, Ms. Palacherla informed that the intent was to provide commissioners with leeway to abstain from voting in situations where there is a perceived conflict of interest. Ms. Subramanian indicated that this was in accordance with discussion at the April 2<sup>nd</sup> meeting. **Commissioner Hall** reiterated the need for flexibility. **Commissioner LeZotte** proposed to amend the policy to state that members may abstain from voting “due to appearance of conflict.” In response to an inquiry by **Commissioner LeZotte**, Ms. Subramanian advised that current law requires members to announce if there is a legal conflict. **Commissioner Wasserman** restated the amended policy and **Alternate Commissioner Tucker** expressed agreement.

The Commission accepted the staff report and directed staff to amend Bylaw #12.3 to state, “Commissioners are strongly encouraged to vote and not to abstain from voting unless they are disqualified by law or due to the appearance of conflict.”

Motion: Wasserman

Second: Tucker (Alternate)

AYES: Chavez, Hall, Khamis, LeZotte, Tucker (Alternate), Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Abe-Koga

**MOTION PASSED**

**9. AB 2156 (ACHADJIAN) LOCAL AGENCY FORMATION COMMISSIONS: STUDIES**

Ms. Palacherla presented a brief staff report.

In response to an inquiry by **Commissioner Khamis**, Ms. Palacherla advised that AB 2156 would allow LAFCO to request information from joint powers authorities (JPAs). In response to a follow-up inquiry by **Commissioner Khamis**, Ms. Palacherla advised that LAFCO does not have jurisdiction over MTC, ABAG and BART, and would confirm this information. **Commissioner Wasserman** noted that all public agencies must provide information requested by LAFCO or other organizations in a reasonable amount of time.



**10.4 UPDATE ON THE AMERICAN FARMLAND TRUST WORKSHOP ON THE FUTURE OF AGRICULTURE IN SANTA CLARA COUNTY**

Ms. Palacherla presented the report.

Upon the suggestion of **Commissioner Wasserman**, Ms. Palacherla informed that she will provide the contact information for the County Farm Bureau to the American Farmland Trust.

**10.5 UPDATE ON THE BURBANK SANITARY DISTRICT/SAN JOSE MEETING**

Ms. Palacherla presented the report.

**10.6 REPORT ON THE SANTA CLARA COUNTY ASSOCIATION OF PLANNING OFFICIALS MEETING**

Ms. Palacherla presented the report.

**Chairperson Wilson** noted that staff participation on SCCAPO is a good public outreach.

**10.7 REPORT ON THE CALAFCO LEGISLATIVE COMMITTEE MEETING**

Ms. Palacherla presented the report.

**10.8 REPORT ON THE INTER-JURISDICTIONAL GIS WORKING GROUP MEETING**

Ms. Palacherla presented the report.

**10.9 REPORT ON THE LAFCO WEBSITE REDESIGN**

Ms. Palacherla presented the report. Emmanuel Abello, LAFCO Clerk, provided a brief demonstration of the new website. **Chairperson Wilson** encouraged members to visit the new website when it becomes available. In response to an inquiry by **Commissioner Khamis**, it was reported that the LAFCO budget is available on the website.

**11. PENDING APPLICATIONS**

Ms. Palacherla informed that there are pending annexation applications from the West Bay Sanitary District and West Valley Sanitary District. She also reported that the South Santa Clara County Fire Protection District is working on an annexation application for the Santa Cruz mountains.

**14. COMMISSIONER REPORT**

**Alternate Commissioner Kishimoto** announced that Measure AA (Open Space Bond – Midpeninsula Regional Open Space District) is likely to pass.

**15. NEWSPAPER ARTICLES / NEWSLETTERS**

No report.

**16. WRITTEN CORRESPONDENCE**

None.

**17. CLOSED SESSION**

The Commission adjourned to closed session at 2:22 p.m. and reconvened at 2:34 p.m. The Chairperson announced no report from the Closed Session.

**18. ADJOURN**

The Commission adjourned the meeting at 2:35 p.m. to the next regular meeting on August 6, 2014.

Approved:

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Susan Vicklund Wilson, Chairperson  
Local Agency Formation Commission of Santa Clara County

By: \_\_\_\_\_  
Emmanuel Abello, LAFCO Clerk

**LAFCO MEETING:** August 6, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, Analyst  
**SUBJECT:** WEST BAY SANITARY DISTRICT ANNEXATION 2014-01  
(Arastradero Road)

**STAFF RECOMMENDATION**

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**CEQA ACTION**

1. As Lead Agency under CEQA, determine that the proposal is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15319 (a) and (b) and Section 15303(d).

**PROJECT ACTION**

2. Forward the following recommendation to the San Mateo Local Agency Formation Commission, for its consideration:

Conditionally approve the annexation of Assessor Parcel Numbers 182-34-011 and 182-34-052, located at 0 & 2 Arastradero Road in unincorporated Santa Clara County, to the West Bay Sanitary District, as described and depicted in **Attachment B (Exhibits A and B)**, provided resolutions of a zero percent property tax exchange reflecting the annexation of the parcel to the West Bay Sanitary District are adopted by the West Bay Sanitary District and the County of Santa Clara.

**PROJECT DESCRIPTION AND BACKGROUND**

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LAFCO of Santa Clara County received an application, by landowner petition, to annex Assessor Parcel Numbers 182-34-011 and 182-34-052 into the West Bay Sanitary District (WBSD) in order to allow the District to provide sanitary sewer services to these parcels. Assessor Parcel Number 182-34-011 consists of approximately 9.82 acres, located at 0 Arastradero Road in unincorporated Santa Clara County, between Portola Valley and Palo Alto. This parcel is developed with a single family residence and the landowners

would like to eventually abandon their onsite septic system and receive sewer service from the District.

APN 182-34-052 consists of approximately 1.78 acres, located at 2 Arastradero Road in unincorporated Santa Clara County, between Portola Valley and Palo Alto. The parcel is currently vacant. However, the owner of this parcel has received a conditional approval from the County of Santa Clara to construct a single family residence, guest house, private horse barn and private open riding arena. The property has steep slopes covered with grasslands and oak woodlands. The landowner would like to receive sanitary sewer service from WBSD.

The owner of a neighboring property recently installed a new sanitary sewer force main in the private road along the frontage of the two subject parcels. WBSD would provide sanitary sewer service to the subject parcels via this new force main.

**Attachment B (Exhibits A and B)** describes and depicts the boundaries of the proposed annexation.

### **1998 Sphere of Influence Amendment (Approved by LAFCO in February 1999)**

In 1999, WBSD's Sphere of Influence was amended to include 27 parcels along Los Trancos Wood adjacent to Los Trancos Creek, and a total of five parcels located near Los Trancos Creek were annexed to the District in order to address an environmental health problem for existing residences along Los Trancos Creek. The County of Santa Clara's Environmental Health Department conducted surveys of the area in 1998 and identified parcels that were likely to be underlain with high ground water and/or where available septic leachfield or leachfield expansion potential was limited due to parcel setback requirements from the creek. The current proposal seeks to annex two subject parcels to the District which were among the 27 parcels that LAFCO added to the District's Sphere of Influence in February 1999.

### **Inter-LAFCO Agreement**

Pursuant to Government Code Section 56123, San Mateo LAFCO, as principal LAFCO for the West Bay Sanitary District, first received this annexation application. Consistent with LAFCO of Santa Clara County's "Policies and Procedures for Processing Proposals Affecting More than One County," San Mateo LAFCO forwarded this application to LAFCO of Santa Clara County because the territory involved is located in Santa Clara County. LAFCO of Santa Clara County will hold a public hearing and forward a recommendation to San Mateo LAFCO which will then take the final action at its own hearing. LAFCO of Santa Clara County's action is therefore only advisory in this matter.

## **ENVIRONMENTAL ASSESSMENT**

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### **Categorical Exemption**

LAFCO of Santa Clara County is the Lead Agency under the California Environmental Quality Act (CEQA) for the proposed annexation of Assessor Parcel Numbers 182-34-011 and 182-34-052 to the West Bay Sanitary District.

The proposed project is exempt under State CEQA Guidelines Section 15319(a) & (b) and Section 15303(d) that state:

Section 15319: Class 19 consists of only the following annexations:

- (a) Annexation to a city or special district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing governmental agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.
- (b) Annexation of individual small parcels of the minimum size for facilities exempted by Section 15303, New Construction or Conversion of Small Structures.

Section 15303: Class 3 consists of construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures...The number of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include but are not limited to:

- (d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.

As discussed earlier, the owner of APN 182-34-011 has received a conditional approval from the County of Santa Clara to construct a single family residence, guest house, private horse barn and private open riding arena. The County of Santa Clara adopted a Mitigated Negative Declaration on November 21, 2013 for the proposed construction.

## **CONSISTENCY WITH LAFCO FACTORS AND POLICIES**

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### **Impacts to Prime Agricultural Lands and Open Space**

The subject parcels are not under a Williamson Act Contract and do not contain open space or prime agricultural lands as defined in the Cortese Knox Hertzberg Act. Therefore the proposed annexation will not impact agricultural or open space lands.

### **Logical, Orderly and Efficient Boundaries**

The subject parcels are within WBSD's Sphere of Influence and are contiguous to the District's boundary. The parcels are located in unincorporated Santa Clara County and are not within a city's urban service area. County General Plan policies state that urban services, such as water and sewer service should not be provided outside of city urban service areas. Exceptions to these policies are limited to resolving situations where there is an existing threat to public health and safety. As discussed earlier, the County's Environmental Health Department conducted surveys of the area in 1998 and identified parcels along Los Trancos Creek that were likely to be underlain with high ground water and/or where available septic leachfield or leachfield expansion potential was limited

due to parcel setback requirements. The purpose of these surveys was to identify areas where the use of septic systems, particularly long-term, may be inappropriate. The current proposal seeks to annex two parcels, located directly along Los Trancos Creek that were part of the 1998 surveys, to the WBSD in order to receive sewer service from the District. **Please see Attachment A for Overview Map.**

The County Surveyor has reviewed the application and has found that the boundaries are definite and certain. The Surveyor has also determined that the project conforms to LAFCO's policies regarding the annexation of roads. The proposal will not create an island, corridor, or strip. The County Assessor has reviewed the proposal and found that the proposal conforms to lines of assessment.

### **Public Health and Safety Issues**

The County's Department of Environmental Health (DEH) issues septic system permits and oversees system installations and repairs for properties in Santa Clara County. DEH staff stated that they are not aware of any existing public health and safety issues associated APN 182-34-011 or APN 182-34-052 beyond the results of the Department's 1998 surveys. County DEH has required the owner of APN 182-34-011 to specify and demonstrate to the County how wastewater services will be provided (i.e. by septic system or by connection to WBSD's sewer system) for their proposed single family residence, guest house, private horse barn and private open riding arena.

### **Growth Inducing Impacts**

APN 182-34-052 is approximately 1.78 acres in size and located in unincorporated Santa Clara County. The parcel contains a single family residence and no further development is proposed. The landowners would like to eventually abandon their existing septic system and receive sanitary sewer services from WBSD. APN 182-34-011 is approximately 9.82 acres in size and is also located in unincorporated Santa Clara County. This parcel is undeveloped and the landowner has received conditional approval from the County of Santa Clara to construct a single family residence, guest house, private horse barn and private open riding arena. A new 3-inch force sewer main was recently installed by a neighboring landowner in the private road along the frontage of the two subject parcels, within the District's Sphere of Influence (SOI). Upon annexation, the two subject parcels will be eligible to receive sewer service from the District via this new main. Therefore, the proposal will not result in the further extension of the District's sewer main.

The two subject parcels have a County of Santa Clara land use designation of Hillsides and are zoned HS (Hillside) which requires 20 to 160 acres land area per a dwelling unit (based on the slope-density formula). The parcels would not be eligible for further subdivision due to their zoning designation and size or as a result of connection to WBSD's sewer system.

Directly to the south and north of the subject parcels are unincorporated lands that are already within the District and/or within the District's SOI. The new main could be used



to serve other parcels within the District's SOI, upon their annexation to the District. Annexation of these lands to the District would require LAFCO's approval and LAFCO would conduct the required environmental analysis, including the consideration of the potential growth-inducing impacts of such a proposal.

Directly east of the subject parcels are lands located outside of the District and the District's Sphere of Influence. These lands consist of the Pearson-Arastradero Preserve and a few unincorporated rural estates served by septic systems. These parcels would first need to be included in the District's SOI and then annexed into the District in order to receive sanitary sewer services from the District. An amendment of the District's Sphere of Influence and annexation to the District would require LAFCO's approval and LAFCO would conduct the required environmental analysis, including the consideration of the potential growth-inducing impacts of such a proposal.

### **Ability of District to Provide Services**

WBSD has indicated that it has adequate sewer capacity to provide sanitary sewer services to the two subject parcels without detracting from the existing service levels within the District. As such, the overall impact on services is minimal.

The District stated that a new 3-inch force sewer main was recently installed by a neighboring landowner in the private road along the frontage of the two subject parcels. The neighboring landowner is in the process of transferring the new main to the District.

According to District staff, each landowner must obtain a Class 3 Sewer Permit from the District and then construct a septic tank effluent pumping (STEP) system with an electric pump on their property that will collect effluent and pump the effluent to the new force main. Specifically, the waste from each single family residence(s) will be discharged by gravity into a special holding tank. The tank allows the solids to settle out and accumulate on the bottom. The liquid portion of the waste stream is then pumped out into the sewer main via a pressure sewer lateral. Additionally, each landowner will need to provide the District with an easement for access to the pumping system for routine maintenance. The District, on a periodic basis, will require the landowner to pump out the solids from the bottom of the tank. The landowner will hire a contractor to complete this task. Each landowner must also obtain a Class 1 Sewer Permit in order to connect a single-family residence to the District's main facilities. Each landowner will also need to obtain any building and street opening permits from the County of Santa Clara.

APN 182-34-052 is currently served with an onsite septic system. The owner of this parcel will need to consult with the County of Santa Clara's Environmental Health Department on the requirements for abandonment of an existing septic tank. The District will not sign off on a Class 1 Sewer Permit for this property until the landowner provides the District with a copy of the finalized septic tank abandonment permit from the County of Santa Clara.

## **Property Tax Exchange**

The West Bay Sanitary District is not party to the Master Tax Agreement between Santa Clara County and special districts and cities in the county because the District lies almost entirely within San Mateo County. The two subject parcels are located in unincorporated Santa Clara County. Therefore, resolutions negotiating a zero percent property tax exchange are required to be adopted by the County of Santa Clara and the WBSD prior to San Mateo LAFCO's final action on this proposal.

## **CONCLUSION AND NEXT STEPS**

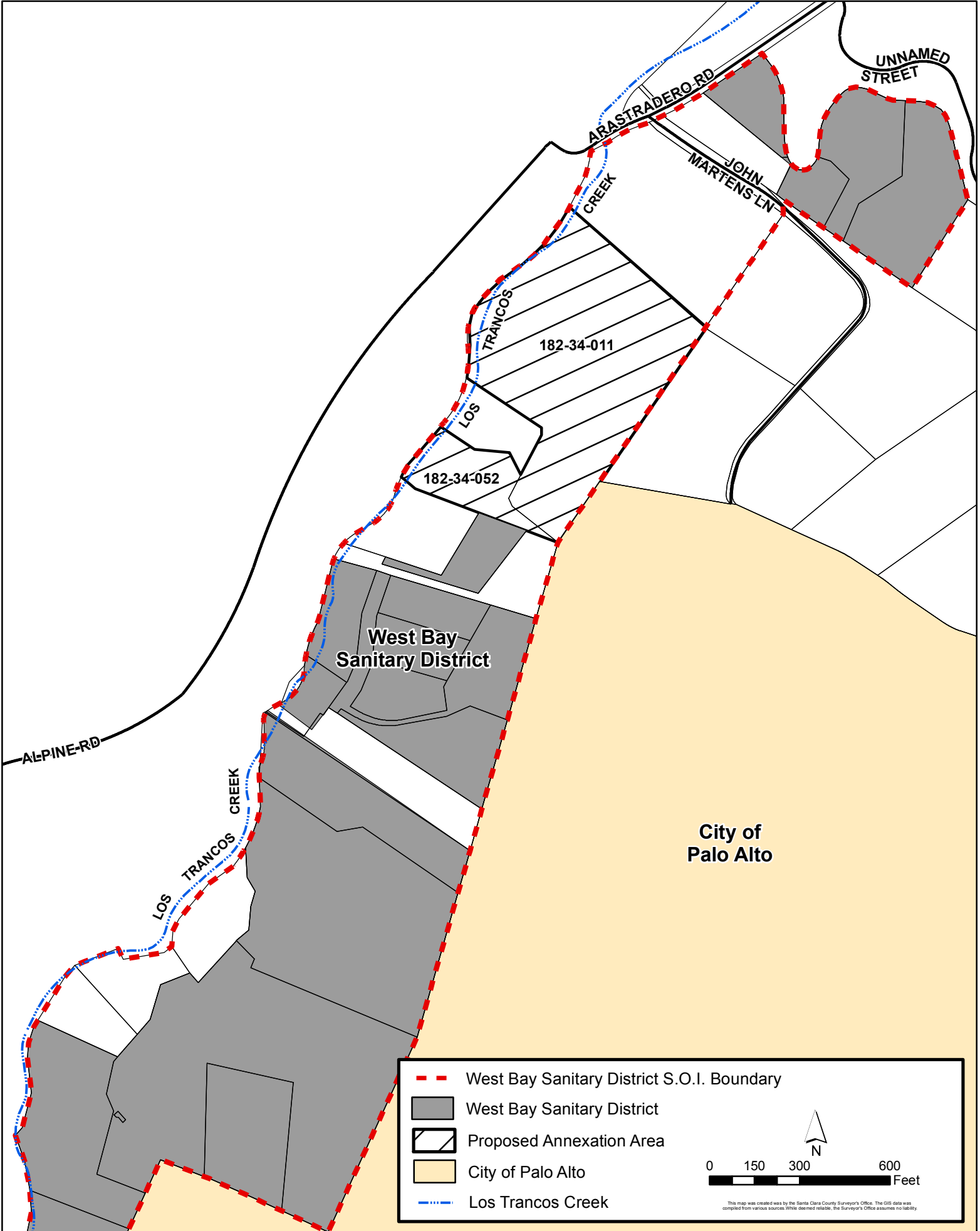
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

The two subject parcels are within WBSD's Sphere of Influence (SOI). In 1999, LAFCO added the subject parcels to the District's SOI in order to facilitate the future annexation of these parcels to the District. Annexation of these parcels to the District and the provision of sanitary sewer service to these parcels will prevent a potential environmental health problem from occurring. The District has the capacity to provide sanitary sewer services to the subject parcels without detracting from the existing service levels within the District. The project has no significant growth inducing impacts or negative impacts on agricultural or open space resources in the area. For these reasons, staff recommends approval of the annexation of the two subject parcels to WBSD. If directed by LAFCO, staff will forward this recommendation to San Mateo LAFCO for their consideration and final action.

## **ATTACHMENTS**

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- |               |  |
|---------------|--|
| Attachment A: | Overview Map of West Bay Sanitary District's Existing Boundaries and the subject parcels proposed for annexation |
| Attachment B: | Legal Description (Exhibit A) and Map (Exhibit B) of Proposed Annexation to the West Bay Sanitary District       |



-  West Bay Sanitary District S.O.I. Boundary
-  West Bay Sanitary District
-  Proposed Annexation Area
-  City of Palo Alto
-  Los Trancos Creek

0 150 300 600 Feet

N

This map was created by the Santa Clara County Surveyor's Office. The GIS data was compiled from various sources. While deemed reliable, the Surveyor's Office assumes no liability.



**“EXHIBIT A”**

**ITEM # 4**  
**Attachment B - Exhibit A**

Date: 7-01-14 (Revised)

Annexed to: West Bay Sanitary District

Name of Annexation: West Bay Sanitary District 2014-01 (Arastradero Road)

**Geographic Description**

All that certain real property, situate in the Unincorporated Area of Santa Clara County, State of California, being all of the Lands of Wong and Toh as described in that certain Grant Deed recorded July 23, 2009 as Document No. 20349352 and Lands of Van Shadow Stables, LLC as described in that certain Grant Deed recorded Dec. 17, 2013 as Document No. 22473459, Santa Clara County Records and Being a Portion of the Rancho El Corte De Madera more particularly described as follows:

**Beginning** at a point lying on the Southerly line of said Lands of Wong and Toh, said point being North  $71^{\circ}59'40''$  West 97.23 feet from the southernmost corner of the said Lands of Wong and Toh, also being a point on the existing West Bay Sanitary District Boundary as established by “2002 Sphere of Influence Amendment and Annexation”;

Thence (1) along the Southerly line of last said lands and continuing along the existing West Bay Sanitary District Boundary North  $71^{\circ}59'40''$  West, 167.00 feet;

Thence (2) continuing along the Southerly line of last said lands and leaving the existing West Bay Sanitary District Boundary North  $71^{\circ}59'40''$  West, 230.71 feet;

Thence (3) North  $57^{\circ}41'14''$  West, 65.29 feet to the centerline of Los Trancos Creek and to a point on the existing West Bay Sanitary District Sphere of Influence (S.O.I.) Boundary;

Thence (4) along said centerline and West Bay Sanitary District S.O.I. Boundary, North  $28^{\circ}31'16''$  East, 14.71 feet;

Thence (5) North  $41^{\circ}33'46''$  East, 117.20 feet;

Thence (6) North  $46^{\circ}17'05''$  East, 108.43 feet to the most Northern corner of said lands of Wong and Toh;

Thence (7) leaving said centerline of Los Trancos Creek and the West Bay Sanitary District S.O.I. Boundary along the Northerly line of said lands of Wong and Toh, South  $57^{\circ}41'14''$  East, 109.85 feet;

Thence (8) South  $82^{\circ}13'14''$  East, 107.69 feet;

Thence (9) South  $33^{\circ}33'11''$  East, 86.91 feet to a point on said Lands of Van Shadow Stables, LLC;

Thence (10) leaving the boundary of said Lands of Wong and Toh and continuing along the Lands of Van Shadow Stables, LLC, North  $25^{\circ}30'46''$  East, 139.23 feet;

Thence (11) North  $10^{\circ}32'46''$  East, 24.07 feet;

Thence (12) North  $57^{\circ}41'14''$  West, 282.54 feet to the centerline of Los Trancos Creek and to a point on the existing West Bay Sanitary District S.O.I. Boundary;

**"EXHIBIT A"**

Date: 7-01-14 (Revised)

Annexed to: West Bay Sanitary District

Name of Annexation: West Bay Sanitary District 2014-01 (Arastradero Road)

Thence (13) along said centerline and West Bay Sanitary District S.O.I. Boundary, North 12°19'16" East, 57.44 feet;

Thence (14) North 29°56'54" West, 95.96 feet;

Thence (15) North 17°04'16" East, 118.88 feet;

Thence (16) North 45°08'16" East 158.59 feet;

Thence (17) North 47°08'06" East, 198.52 feet;

Thence (18) North 32°00'00" East, 100.00 feet to the most Northern corner of said lands of Lands of Van Shadow Stables, LLC;

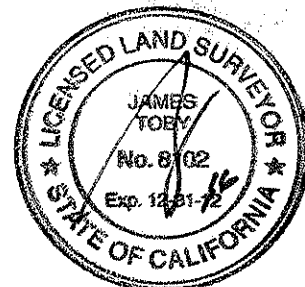
Thence (19) leaving said centerline of Los Trancos Creek and the West Bay Sanitary District S.O.I. Boundary and continuing along the Northeasterly line of last said Lands of Van Shadow Stables, LLC, South 48°00'27" East, 576.28 feet to a point on the existing West Bay Sanitary District S.O.I. Boundary;

Thence (20) South 32°13'13" West, 837.99 feet along the existing West Bay Sanitary District S.O.I. Boundary to a point in common with said Lands of Van Shadow Stables, LLC and of said Lands of Wong and Toh;

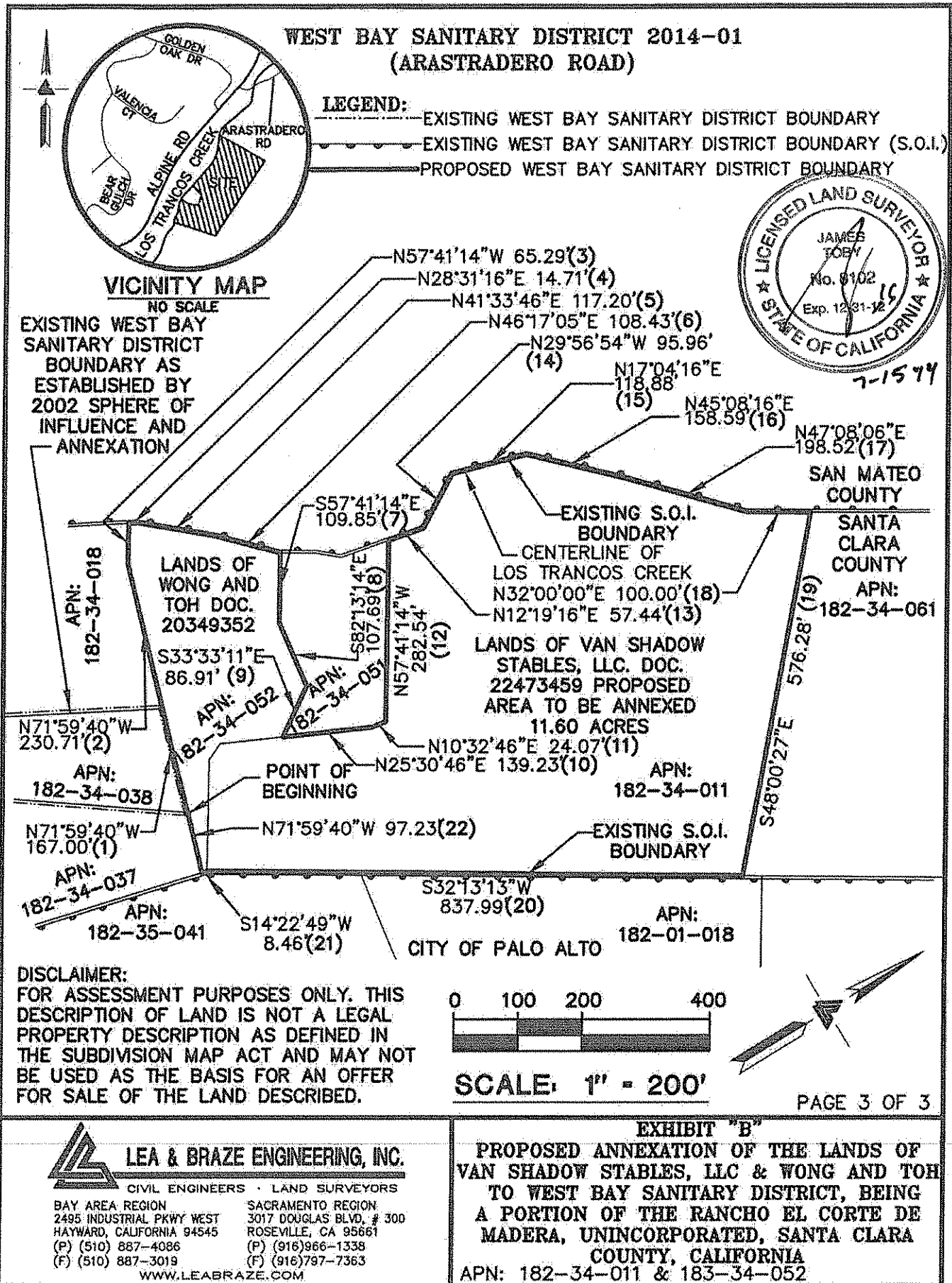
Thence (21) leaving the boundary of said Lands of Van Shadow Stables, LLC, and continuing along the Lands of Wong and Toh South 14°22'49" West, 8.46 feet;

Thence (22) leaving the West Bay Sanitary District S.O.I. Boundary North 71°59'40" West, 97.23 feet to the **Point of Beginning** and containing 11.60 acres of land more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.



7-15-14



**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

**SCALE: 1" = 200'**

PAGE 3 OF 3

**LEA & BRAZE ENGINEERING, INC.**  
CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
2495 INDUSTRIAL PKWY WEST  
HAYWARD, CALIFORNIA 94545  
(P) (510) 887-4086  
(F) (510) 887-3019  
WWW.LEABRAZE.COM

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 966-1338  
(F) (916) 797-7363

**EXHIBIT "B"**

**PROPOSED ANNEXATION OF THE LANDS OF VAN SHADOW STABLES, LLC & WONG AND TOH TO WEST BAY SANITARY DISTRICT, BEING A PORTION OF THE RANCHO EL CORTE DE MADERA, UNINCORPORATED, SANTA CLARA COUNTY, CALIFORNIA**

APN: 182-34-011 & 183-34-052





**LAFCO MEETING:** August 6, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, Analyst  
**SUBJECT:** WEST VALLEY SANITATION DISTRICT ANNEXATION 2014-01  
(Cypress Way)

**STAFF RECOMMENDATION**

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**CEQA ACTION**

1. As Lead Agency under CEQA, determine that the proposal is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15319 (a) and (b) and Section 15303(d).

**PROJECT ACTION**

2. Approve the annexation of Assessor Parcel Numbers 532-26-055 and 532-26-003, located at 16355 & 16340 Cypress Way in the City of Los Gatos, to the West Valley Sanitation District, as described and depicted in **Attachment B (Exhibits A and B)**.
3. Waive protest proceedings pursuant to Government Code §56662(a).

**PROJECT DESCRIPTION AND BACKGROUND**

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LAFCO of Santa Clara County received an application, by landowner petition, to annex Assessor Parcel Numbers 532-26-055 and 532-26-003 into the West Valley Sanitation District (WVSD) in order to allow the District to provide sanitary sewer services to these parcels. Assessor Parcel Number 532-26-055 consists of approximately 1.45 acres, located at 16355 Cypress Way in the Town of Los Gatos. This parcel is developed with a single family residence. The owners of APN 532-26-055 are in the process of remodeling their home and the Town of Los Gatos has required that the landowners abandon their onsite septic system and receive sewer service from WVSD before they complete their remodel. In order to receive sewer service from WVSD, the parcel must first be within the District's boundaries.

APN 532-26-003 consists of approximately 2.50 acres, located at 16340 Cypress Way in the Town of Los Gatos. The parcel is also developed with a single family residence which is served by an onsite septic system. The owners of APN 532-26-003 do not have immediate plans to abandon their septic system and receive sewer service from WVSD. However, WVSD has requested that APN 532-26-003 be included in this annexation application in order to prevent an island from being created in the District's boundary.

On June 25, 2014, WVSD adopted Resolution No. 14.06.18 indicating that the District supports the requested annexation and has the ability to provide sewer service to the two subject parcels.

**Attachment B (Exhibits A and B)** describes and depicts the boundaries of the proposed annexation.

## **ENVIRONMENTAL ASSESSMENT**

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### **Categorical Exemption**

LAFCO of Santa Clara County is the Lead Agency under the California Environmental Quality Act (CEQA) for the proposed annexation of Assessor Parcel Numbers 532-26-055 and 532-26-003 to the West Valley Sanitation District.

The proposed project is exempt under State CEQA Guidelines Section 15319(a) & (b) and Section 15303(d).

Section 15319: Class 19 consists of only the following annexations:

- (a) Annexation to a city or special district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing governmental agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.
- (b) Annexation of individual small parcels of the minimum size for facilities exempted by Section 15303, New Construction or Conversion of Small Structures.

Section 15303: Class 3 consists of construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures...The number of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include but are not limited to:

- (d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.

## **CONSISTENCY WITH LAFCO FACTORS AND POLICIES**

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### **Impacts to Prime Agricultural Lands and Open Space**

The subject parcels are not under a Williamson Act Contract and do not contain open space or prime agricultural lands as defined in the Cortese Knox Hertzberg Act. Therefore the proposed annexation will not impact agricultural or open space lands.

### **Logical & Orderly Boundaries**

The subject parcels are within the WVSD's Sphere of Influence and are contiguous to the District's boundary. The subject parcels are located in the Town of Los Gatos and within the Town's Urban Service Area (USA). **Please see Attachment A for Overview Map.**

The County Surveyor has reviewed the application and has found that the boundaries are definite and certain. The Surveyor has also determined that the project conforms to LAFCO's policies regarding the annexation of roads. The proposal will not create an island, corridor, or strip. The County Assessor has reviewed the proposal and found that the proposal conforms to lines of assessment.

### **Public Health and Safety Issues**

The County's Department of Environmental Health (DEH) issues septic system permits and oversees system installations and repairs for properties in Santa Clara County, including within cities. DEH staff indicated that they are not aware of any existing public health and safety issues associated with APN 532-26-055 or APN 532-26-003. The Town of Los Gatos is requiring that the owners of APN 532-26-055 abandon their existing onsite septic system and connect to WVSD's sewer system prior to completing the remodel of their single family residence. Additionally, WVSD has requested that APN 532-26-003 be included in the annexation proposal in order to avoid creating an island in the District's boundary. According to WVSD, the owners of APN 532-26-003 may abandon their existing onsite septic system and connect to the District's sewer system at a time of their convenience.

### **Growth Inducing Impacts**

APN 532-26-055 is approximately 1.45 acres in size and located in the Town of Los Gatos. The parcel is developed with a single family residence which is currently being remodeled. The Town has required the landowners to abandon their onsite septic system and receive sewer service from the WVSD before they complete their remodel. APN 532-26-003 is approximately 2.50 acres in size and is also located in the Town of Los Gatos. This parcel is developed with a single family residence and no further development is proposed. WVSD has an existing 6-inch sewer main along Cypress Way which is available to serve the two subject parcels and as such the proposal would not result in the extension of the District's sewer main.

The two subject parcels have a Town of Los Gatos land use designation of Hillside Residential and are zoned HR-2 ½ which requires a minimum land area of 2 ½ to 10 acres for each dwelling unit in any subdivision as determined by the Town's slope-

density formula. Therefore, the two parcels would not be eligible for further subdivision due to their zoning designation and size or as a result of connection to WVSD's sanitary sewer system.

Directly to the north, northeast, and northwest of the subject parcels are lands within the Town of Los Gatos that are already within WVSD and/or within WVSD's Sphere of Influence. Directly to the south of APN 532-26-055 are unincorporated lands located within of WVSD's Sphere of Influence. These lands are primarily developed with single family residences served by onsite septic systems. The annexation of the two subject parcels to WVSD could encourage additional landowners to seek to connect to the District sewer system. However, these parcels would not be eligible for further subdivision due to their zoning designation and size or as a result of connection to WVSD's sewer system.

Furthermore, by policy, WVSD's Sphere of Influence includes lands within certain cities, unincorporated lands within certain cities urban service areas, and all lands currently within the District because the District is currently providing sanitary sewer service to these lands or the District anticipates providing sanitary sewer services to these lands, upon annexation. Annexation of lands to the District would require LAFCO's approval and LAFCO would conduct the required environmental analysis, including the consideration of the growth inducing impacts of such a proposal.

### **Ability of District to Provide Services**

WVSD has indicated that it has adequate sewer capacity to provide sanitary sewer services to the subject parcels without detracting from the existing service levels within the District.

According to WVSD staff, sanitary sewer service for the subject parcels is available from the District's existing 6-inch sewer main along Cypress Way. The owners of the two subject parcels will each have to install a sewer lateral which will connect their existing single family residence to the District's sewer main. The portion of the new sewer lateral within each private property (from the single family residence to approximately the edge of the road) will be reviewed and approved by the Town of Los Gatos' Building Department. The remaining portion of each new sewer lateral that is located within the road will be reviewed and approved by the WVSD. According to the District, this section of each of the laterals must be 4-inches in diameter, include a property line clean-out and be installed by a District registered contractor to WVSD standards. The owners of the subject parcels will be responsible for the maintenance of the sewer lateral within their respective private properties. The District will maintain the portion of each sewer lateral between the property-line clean-out and sewer main.

### **WAIVER OF PROTEST PROCEEDINGS**

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The annexation territory is uninhabited, i.e., fewer than 12 registered voters reside within the territory. The annexation proposal has consent from all landowners of the properties proposed for annexation. LAFCO has not received a request from the WVSD,

the affected agency, for notice, hearing or protest proceeding on the proposal. Therefore, pursuant to GC §56662(a), LAFCO is considering this proposal without notice or hearing and may waive protest proceedings.

## **CONCLUSION**

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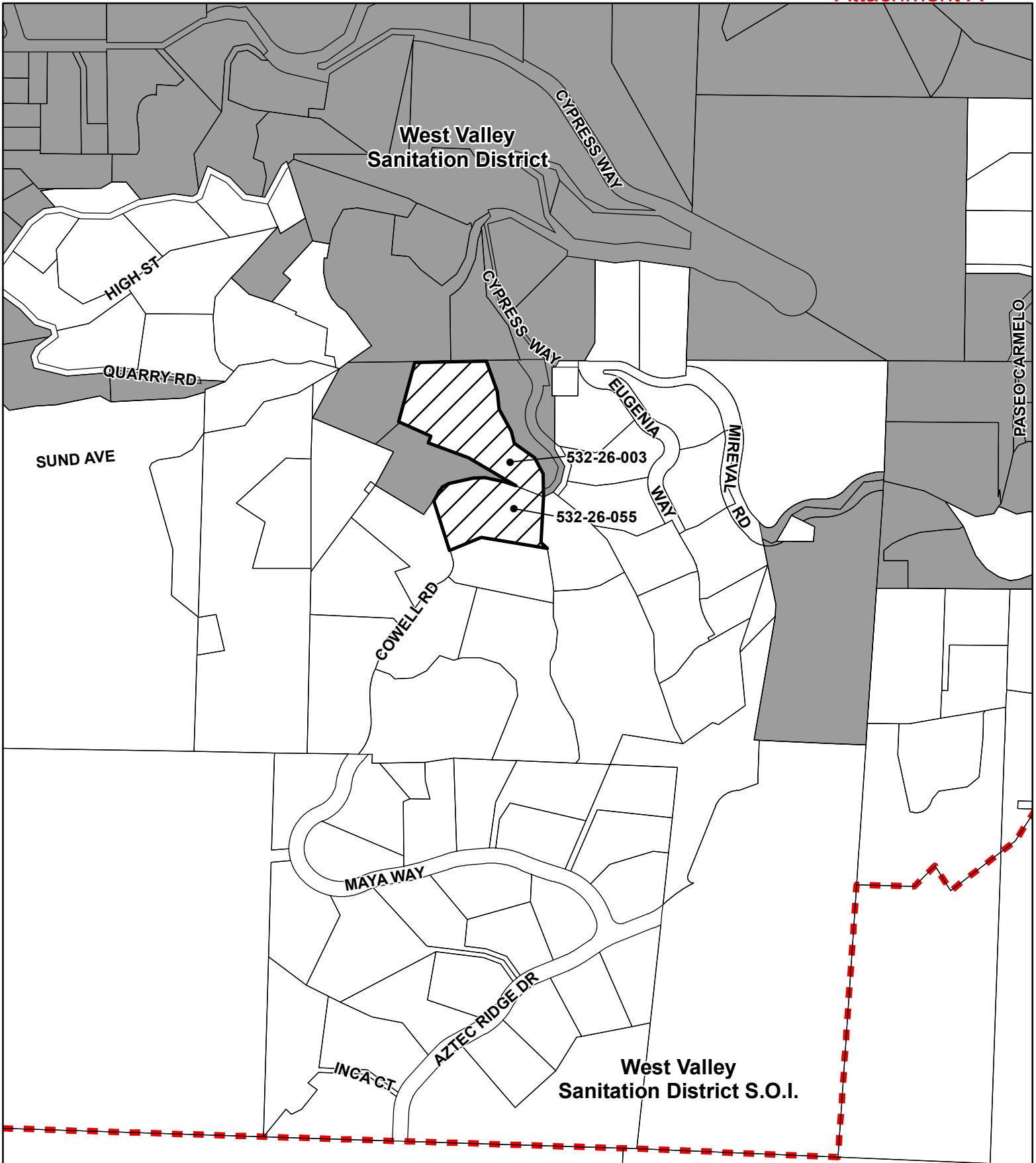
The two subject parcels are within WVSD's Sphere of Influence. The District has the capacity to provide sanitary sewer services to the subject parcels without detracting from the existing service levels within the District. The project has no significant growth inducing impacts or negative impacts on agricultural or open space resources in the area. For these reasons, staff recommends approval of the annexation of the two subject parcels to WVSD.




## **ATTACHMENTS**

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- Attachment A: Overview Map of West Valley Sanitation District's Existing Boundaries and the subject parcels proposed for annexation
- Attachment B: Legal Description (Exhibit A) and Map (Exhibit B) of Proposed Annexation to the West Valley Sanitation District





	West Valley Sanitation District
	Proposed Annexation Area
	West Valley Sanitation District S.O.I.

0 150 300 600 Feet

This map was created by the Santa Clara County Surveyor's Office. The GIS data was compiled from various sources. While deemed reliable, the Surveyor's Office assumes no liability.





ANNEXATION "WEST VALLEY SANITATION DISTRICT 2014-01  
(CYPRESS WAY)"  
ANNEXATION TO WEST VALLEY SANITATION DISTRICT  
GEOGRAPHIC DESCRIPTION

All that certain property situate in the Town of Los Gatos, County of Santa Clara, State of California, being all of Parcel One as described in the Grant Deed from Norman W. Saucedo and Bente Saucedo, husband and wife, as Community Property to Norman W. Saucedo and Bente Saucedo, trustees of the 2005 Norman W. Saucedo and Bente Saucedo Revocable Trust dated December 8, 2005 recorded on May 31, 2006 as Document No. 18956396 of Official Records, Santa Clara County records and all of Parcel A, as shown on the Parcel Map filed on April 27, 1971 in Book 282 of Maps at Page 18, said Santa Clara County records, being a part of the northwest quarter of Section 27, Township 8 South, Range 1 West, Mount Diablo Meridian, more particularly described as follows:

**BEGINNING** at the northwesterly corner of that certain annexation entitled "Annexation No. 1981-1", annexed to County Sanitation District No. 4 of Santa Clara County;

Thence along the general westerly line of said "Annexation No. 1981-1", (1) South 23° 32' 00" East, 106.76 feet;

Thence (2) South 03° 22' 00" East, 54.12 feet;

Thence (3) South 32° 25' 00" East, 84.48 feet;

Thence (4) South 10° 12' 00" East, 44.22 feet;

Thence (5) South 72° 22' 00" East, 84.48 feet;

Thence (6) South 33° 02' 00" East, 55.44 feet;

Thence (7) South 00° 08' 00" East, 83.16 feet;

Thence (8) South 31° 18' 00" West, 21.78 feet to the southwesterly corner of said "Annexation No. 1981-1", said point being the northeast corner of said Parcel A;

Thence leaving said "Annexation No. 1981-1", along the general easterly, southerly and westerly lines of said Parcel A, (9) South 10° 25' 00" West, 27.07 feet;

Thence (10) South 04° 41' 30" West, 91.80 feet;

Thence (11) South 02° 21' 30" East, 24.10 feet;

Thence (12) South 51° 56' 30" East, 25.80 feet;

Thence (13) North 80° 47' 00" West, 221.30 feet;

Thence (14) South 64° 46' 30" West, 75.00 feet;

Thence (15) South 71° 46' 30" West, 30.00 feet;

Thence (16) North 18° 13' 30" West, 177.07 feet to an angle point on the general southeasterly line of the existing West Valley Sanitation District boundary, as established by that certain annexation entitled "1996-4 WVSD, CYPRESS WAY";

Thence along the general southeasterly lines of said "1996-4 WVSD, CYPRESS WAY", (17) North 25° 00' 40" East, 28.00 feet;

Thence (18) North 57° 52' 10" East, 39.37 feet;

Thence (19) North 77° 37' 40" East, 83.62 feet;

Thence (20) South 88° 56' 50" East, 39.54 feet;

Thence (21) South 79° 32' 20" East, 62.64 feet;

Thence (22) South 67° 05' 50" East, 45.55 feet to the most easterly corner of said "1996-4 WVSD, CYPRESS WAY";

Thence along the general northeasterly line of said "1996-4 WVSD, CYPRESS WAY", (23) North 59° 02' 20" West, 191.12 feet;

Thence (24) North 71° 07' 00" West, 138.60 feet;

Thence (25) North 19° 40' 00" East, 26.07 feet;

Thence (26) North 66° 43' 00" West, 110.88 feet to the most northerly corner of said "1996-4 WVSD, CYPRESS WAY", being a southeasterly corner of the existing West Valley Sanitation District boundary, as established by that certain annexation entitled "WEST VALLEY SANITATION DISTRICT 2005-01 CYPRESS WAY (PRATT/AMIRI)";

Thence leaving said "1996-4 WVSD, CYPRESS WAY", along the general easterly line of said "WEST VALLEY SANITATION DISTRICT 2005-01 CYPRESS WAY (PRATT/AMIRI)" boundary line, (27) North 66° 43' 00" West, 6.45 feet;

Thence (28) North 14° 49' 00" East, 192.21 feet to the southerly boundary of the existing West Valley Sanitation District boundary, as established by that certain annexation entitled "SANITARY SEWERAGE PROJECT 1969-2";

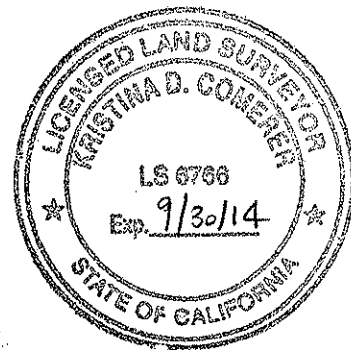
Thence leaving said "WEST VALLEY SANITATION DISTRICT 2005-01 CYPRESS WAY (PRATT/AMIRI)" annexation, along said southerly boundary of "SANITARY SEWERAGE PROJECT 1969-2", (29) North 89° 37' 30" East, 237.77 feet to the **POINT OF BEGINNING** and containing 3.943 acres of land, more or less.

END OF DESCRIPTION

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

Kristina D. Comerer  
Kristina D. Comerer, PLS 6766

Rev. Date: July 11, 2014





# EXHIBIT B

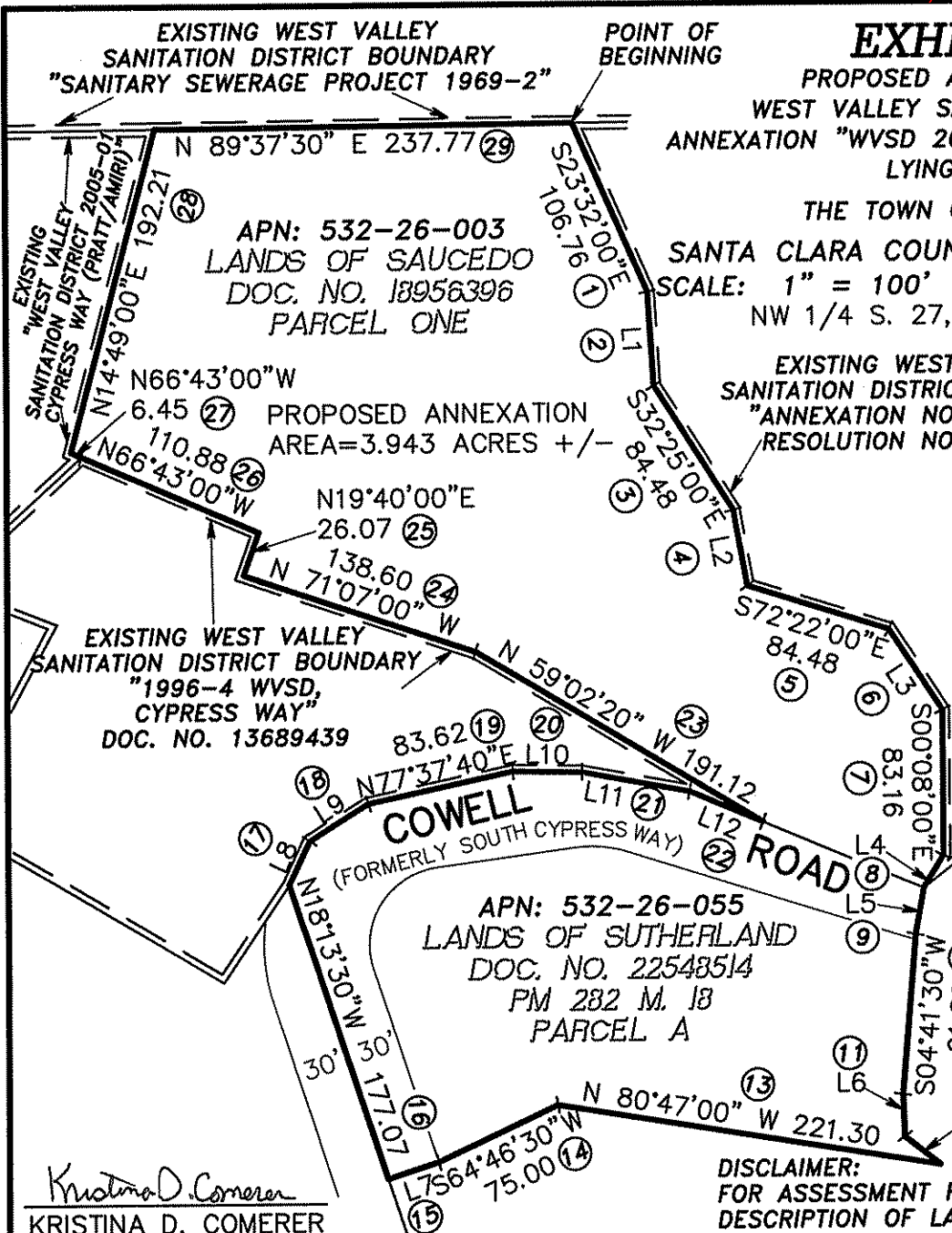
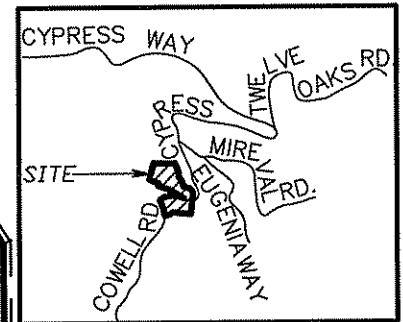
PROPOSED ANNEXATION TO  
WEST VALLEY SANITATION DISTRICT  
ANNEXATION "WVSD 2014-01 (CYPRESS WAY)"  
LYING WITHIN

THE TOWN OF LOS GATOS

SANTA CLARA COUNTY, CALIFORNIA  
SCALE: 1" = 100'  
NW 1/4 S. 27, T. 8 S., R. 1 W., MDM

EXISTING WEST VALLEY  
SANITATION DISTRICT BOUNDARY  
"ANNEXATION NO. 1981-1"  
RESOLUTION NO. 81.334

LOCATION MAP



APN: 532-26-003  
LANDS OF SAUCEDO  
DOC. NO. 18956396  
PARCEL ONE

PROPOSED ANNEXATION  
AREA=3.943 ACRES +/-

EXISTING WEST VALLEY  
SANITATION DISTRICT BOUNDARY  
"1996-4 WVSD,  
CYPRESS WAY"  
DOC. NO. 13689439

APN: 532-26-055  
LANDS OF SUTHERLAND  
DOC. NO. 22548514  
PM 282 M. 18  
PARCEL A

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY. THIS  
DESCRIPTION OF LAND IS NOT A LEGAL  
PROPERTY DESCRIPTION AS DEFINED IN  
THE SUBDIVISION MAP ACT AND MAY NOT  
BE USED AS THE BASIS FOR AN OFFER FOR  
SALE OF THE LAND DESCRIBED.

*Kristina D. Comerer*  
KRISTINA D. COMERER  
PLS 6766  
REV. DATE: 7/11/14

NO.	BEARING	DISTANCE
L1	S03°22'00"E	54.12
L2	S10°12'00"E	44.22
L3	S33°02'00"E	55.44
L4	S31°18'00"W	21.78
L5	S10°25'00"W	27.07
L6	S02°21'30"E	24.10
L7	S71°46'30"W	30.00
L8	N25°00'40"E	28.00
L9	N57°52'10"E	39.37
L10	S88°56'50"E	39.54
L11	S79°32'20"E	62.64
L12	S67°05'50"E	45.55

LEGEND

- BOUNDARY LINE OF PROPOSED ANNEXATION
- EXISTING SANITATION DISTRICT BOUNDARY

CROSS LAND SURVEYING, INC.  
2210 MT. PLEASANT ROAD  
SAN JOSE, CA 95148  
(408) 274-7994



PROJECT NO. 14-61



**LAFCO MEETING:** August 6, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, Analyst  
**SUBJECT:** CITIES SERVICE REVIEW: DRAFT REQUEST FOR PROPOSALS

### **STAFF RECOMMENDATION**

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1. Authorize staff to issue a Request for Proposals (RFP) for a professional service firm to prepare a service review of cities in Santa Clara County.
2. Delegate authority to the LAFCO Executive Officer to enter into an agreement with the most qualified consultant in an amount not to exceed \$75,000 and to execute any necessary amendments subject to LAFCO Counsel's review and approval.

### **BACKGROUND**

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LAFCO of Santa Clara County is responsible for establishing, reviewing and updating Spheres of Influence (SOI) for 43 public agencies in Santa Clara County (15 Cities and 28 special districts). State law (Government Code §56425) requires LAFCO to review once every five years and to update, as necessary, the sphere of influence of each city and special district. Government Code §56430 requires LAFCO to conduct a service review prior to or in conjunction with a sphere of influence update for special districts and cities.

A service review is a comprehensive review of municipal services in a designated geographic area in order to obtain information about services, evaluate provision of services, and recommend actions when necessary, to promote the efficient provision of those services.

LAFCO began its second round of required service reviews in 2010, with a Countywide Fire Service Review which was completed in December 2010. In December 2011, LAFCO completed a Countywide Water Service Review, and in August 2012, a Service Review and Audit of the El Camino Healthcare District was completed. LAFCO then completed the Special Districts Service Review in two phases (June and December 2013). The spheres of influence for all the special districts were reviewed and updated as necessary,

in conjunction with the completed service reviews. Service reviews and sphere of influence updates for cities is the only outstanding review left in this second round of service reviews and is the subject of this staff report.

## **PROPOSED BUDGET**

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The service review will be conducted by a professional service firm under the operational direction of the LAFCO Executive Officer. The LAFCO Budget for Fiscal Year 2014-2015 includes funding for the Cities Service Review. Given the proposed scope of the Cities Service Review, staff recommends an allocation of \$75,000 for this project. The LAFCO Executive Officer will negotiate the final project cost with the selected firm.

## **SPECIAL DISTRICTS SERVICE REVIEW**

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### **Distribution of Draft Request for Proposals (RFP) for Review and Comment**

On June 20, 2014, LAFCO staff distributed a Draft RFP for the preparation of a Cities Service Review to City Managers and the County Executive, City and County Planning Directors, City Public Works Directors, and interested parties for their review and comment. The deadline for providing written comments concerning the Draft RFP was July 16, 2012.

To date, LAFCO staff has received only one comment (**Attachment A**). Specifically, Mr. Doug Muirhead, a resident of Morgan Hill, suggested that as part of the Cities Service Review, "each city provide the amount of time spent with consultants and amount of time spent providing data to the consultants." LAFCO's consultants try not to overburden affected agencies when conducting service reviews. The consultants use online and central data sources to gather the required information and follow-up with requests for specific data and interviews to fill-in any remaining gaps. Requesting information on the amount of time an agency spent addressing LAFCO's service review related data requests is not a requirement of LAFCO's service reviews. Mr. Muirhead may request this information directly from the affected agencies.

Mr. Muirhead also suggested that the Cities Service Review include information on the "applications received by LAFCO and their resolution for each city since the last review in August 2006." LAFCO staff maintains this information and can provide this information to the consultant for incorporation into the Cities Service Review. Both of Mr. Muirhead's suggestions can be addressed outside of the Draft RFP and Scope of Services. Therefore, no revisions were made to the Draft RFP and Scope of Services (**Attachment B**).

### **Cities Service Review TAC and Consultant Selection Committee**

LAFCO established a Technical Advisory Committee (TAC), the representatives of which will serve as a liaison between the LAFCO process and the various involved agencies and will provide technical advice and guidance throughout the project.



The TAC consists of the following representatives:

- Two LAFCO Commissioners (Commissioners Kishimoto and LeZotte)
- One representative from the Santa Clara County/Cities Managers' Association (Carl Cahill, City Manager, Town of Los Altos Hills)
- One representative from the Santa Clara County Association of Planning Officials (TBD)
- One representative from the County Municipal Public Works Officials Association (Kent Steffens, Director of Public Works, City of Sunnyvale)

The TAC will participate on the consultant interview/selection committee.

### **Proposed Release of Final RFP for Cities Service Review**

Upon LAFCO authorization, staff will send the Final RFP to the firms on LAFCO's consultant list and will post the RFP on the LAFCO website and the CALAFCO website for other interested firms. Responses to the RFP are due on Friday, September 5, 2014.

### **CITIES SERVICE REVIEW TIMELINE**

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- Release RFP: August 7, 2014
- Proposals Due: September 5, 2014
- Firm Interviews and Selection of Firm: mid/late September July 2014
- Begin Service Review: October 2014
- LAFCO Public Hearings on Cities Service Review: June/August 2015

### **ATTACHMENTS**

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Attachment A: Comment from Doug Muirhead (Email dated July 15, 2014)

Attachment B: Final Cities Service Review RFP including Scope of Services



ITEM # 6  
Attachment A

**From:** [Abello, Emmanuel](#)  
**To:** [Palacherla, Neelima](#); [Noel, Dunia](#)  
**Subject:** Muirhead Suggestion re. Cities Service Review  
**Date:** Tuesday, July 15, 2014 10:33:06 AM

---

Hi Neelima, Dunia:

Please see email below.

Emmanuel Abello, LAFCO Clerk  
(408) 299-6415

NOTICE: This email message and/or its attachments may contain information that is confidential or restricted. It is intended only for the individuals named as recipients in the message. If you are NOT an authorized recipient, you are prohibited from using, delivering, distributing, printing, copying, or disclosing the message or its content to others and must delete the message from your computer. If you have received this message in error, please notify the sender by return email.

-----Original Message-----

From: D. Muirhead [<mailto:doug.muirhead@stanfordalumni.org>]  
Sent: Tuesday, July 15, 2014 10:31 AM  
To: Abello, Emmanuel  
Subject: suggestions for cities service review

Mr. Abello,

I have two suggestions for contents of cities service review.

- 1) Have each city provide amount of time spent with consultants and amount of time spent providing data to the consultants.
- 2) List applications received by LAFCO and their resolution for each city since the last review in August 2006.

Thank you,  
Doug Muirhead, Morgan Hill



**DRAFT REQUEST FOR PROPOSALS  
SERVICE REVIEW OF CITIES IN SANTA CLARA COUNTY**

**I. Objective**

The Local Agency Formation Commission (LAFCO) of Santa Clara County is seeking proposals from professional service firms to prepare a Cities Service Review. This work is to be completed in compliance with applicable California Government Code sections, local LAFCO policies and the latest available LAFCO Service Review Guidelines prepared by the Governor’s Office of Planning and Research (OPR). A service review is a comprehensive review of municipal services in a designated geographic area in order to obtain information about services, evaluate the provision of services, and recommend actions when necessary, to promote the efficient provision of those services. Service Reviews are intended to serve as tools to help LAFCO, the public and other agencies better understand the public service structure and to develop information to update the spheres of influence of cities and special districts in the county.

LAFCO has used service reviews to highlight best practices for local agency transparency and public accountability, such as maintaining comprehensive financial records, preparing/submitting timely audits, adopting a capital improvement plan and adopting a long-range plan, evaluating agency’s performance, and complying with the Brown Act. Service reviews have also been used to evaluate potential governance structure options for local agencies, such as consolidation, merger, and dissolution. LAFCO is not required to initiate boundary changes based on service reviews. However, LAFCO, local agencies or the public may subsequently use the service reviews together with additional research and analysis where necessary, to pursue changes in jurisdictional boundaries.

**II. Background**

The mandate for LAFCOs to conduct service reviews is part of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), California Government Code §56000 et seq. LAFCOs are required to conduct service reviews prior to or in conjunction with Sphere of Influence updates and are required to review and update the Sphere of Influence for each city and special district as necessary, but not less than once every five years. LAFCO completed

and adopted its first round of service reviews and sphere of influence updates for all cities and special districts in Santa Clara County prior to January 1, 2008, as required by State law.

LAFCO of Santa Clara County is responsible for establishing, reviewing and updating Spheres of Influence for 43 public agencies in Santa Clara County (15 cities and about 28 special districts). LAFCO began its second round of required service reviews in 2010, with a Countywide Fire Service Review which was completed in December 2010. In December 2011, LAFCO completed a Countywide Water Service Review, and in August 2010, a Service Review and Audit of the El Camino Healthcare District was completed. LAFCO then completed the Special Districts Service Review in two phases (June and December 2013). The spheres of influence for all of the special districts were reviewed and updated as necessary, in conjunction with the completed service reviews. Service reviews and sphere of influence reviews and recommendations for cities is the only outstanding review left in LAFCO's second round of service reviews and is the subject of this Request for Proposals (RFP). This study will be conducted by a professional service firm under the operational direction of the LAFCO Executive Officer.

### **III. Scope of Services**

A draft Scope of Services is enclosed with this RFP as Attachment 1. A final statement of services to be provided will be negotiated with the firm selected to conduct the service review and will be included as part of the professional services agreement.

### **IV. Budget**

A final budget amount for this project will be negotiated with the firm selected for the work prior to reaching agreement. The anticipated project cost of the proposal should not exceed \$70,000.

### **V. Schedule**

It is anticipated that the firm will start work in **October 2014**. The final schedule for this project will be negotiated with the firm selected for the work prior to reaching an agreement.

### **VI. Proposal Requirements**

Response to this RFP must include all of the following:

1. A statement about the firm that describes its history as well as the competencies and resumes of the principal and all professionals who will be involved in the work. This statement should describe the firm's level of expertise in the following areas:

### **General Expertise**

- Familiarity with the CKH Act, the role and functions of LAFCO, and the service review process
- Ability to analyze and present information in an organized format
- Ability to quickly interpret varied budget and planning documents
- Ability to facilitate and synthesize input from a variety of stakeholders
- Familiarity with public input processes and experience in handling the presentation and dissemination of public information for review and comment
- Experience in fostering multi-agency partnerships and cooperative problem-solving
- Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues

### **Service Expertise**

- Management level understanding of how the full range of municipal services are financed and delivered
  - Experience in land use planning, growth management, and resource conservation
  - Experience with the operational aspects of delivering public services in California (city departments, special districts, private companies)
  - Experience in governance structure analysis, including evaluating government structure options (advantages and disadvantages of consolidation or reorganization of service providers)
  - Experience in the financial analysis of municipal service delivery systems, including identifying financing constraints and opportunities and cost avoidance opportunities
  - Experience in evaluating the transparency and accountability in operations, management and administration of public agencies and identifying opportunities for increasing transparency and accountability
  - Experience in evaluating municipal service delivery systems, including performance measurements and benchmarking techniques
2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.

3. Identification of any associate consultant firms to be involved. If associate consultant firms are proposed, describe the work they will perform and include the same information for each as required for items 1 and 2 above.
4. A statement of related experience accomplished in the last two years and references for each such project, including the contact name, address and telephone number.
5. A statement regarding the anticipated approach for this project, explicitly discussing and identifying any suggested changes to the draft Scope of Services (*Attachment 1*).
6. Identification of any information, materials and/or work assistance required from LAFCO and / or involved service agencies or departments to complete the project. The expectation is that the consultant will use all available data sources to develop/update information for agency profiles in an effort to minimize the workload for affected agencies.
7. An overall project schedule, including the timing of each work task.
8. Information about the availability of all professionals who will be involved in the work, including any associate consultants.
9. The anticipated project cost, including:
  - a. A not-to-exceed total budget amount.
  - b. The cost for each major sub-task identified in the draft Scope of Services.
  - c. The hourly rates for each person who will be involved in the work, including the rates of any associate consultants.
10. Comments about the draft services agreement (*Attachment 2*) specifically including the ability of the firm to meet the insurance requirements and other provisions.

## **VII. Submission Requirements**

**DUE DATE AND TIME: Friday, September 5, 2014**

Proposals received after this time and date may be returned unopened.

**NUMBER OF COPIES:**

8 copies and 1 CD

**DELIVER TO:**

Neelima Palacherla  
LAFCO of Santa Clara County  
70 West Hedding Street, 11<sup>th</sup> Floor  
San Jose, CA 95110



*Note:* If delivery is to be in person please first call the LAFCO office (408-299-6415 or 5148) to arrange delivery time.

#### **VIII. Evaluation Criteria and Selection Process**

Firms will be selected for further consideration and follow-up interviews based on the following criteria:

- relevant work experience
- the completeness of the responses
- overall project approaches identified
- proposed project budget

A consultant selection committee will conduct interviews and the most qualified firm will be selected based on the above evaluation criteria and reference checks. Interviews will be held in September 2014. The selection committee is expected to make a decision soon after. Following the selection of the most qualified firm, a final services agreement including budget, schedule, and final Scope of Services statement will be negotiated before executing the contract.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP or to cancel the RFP.

#### **IX. LAFCO Contact**

Dunia Noel, Analyst  
LAFCO of Santa Clara County  
Voice: (408) 299-5148  
Fax: (408) 295-1613  
Email: [dunia.noel@ceo.sccgov.org](mailto:dunia.noel@ceo.sccgov.org)

#### **X. Attachments**

1. Draft Scope of Services
2. Draft Professional Service Agreement and Insurance Requirements

#### **XI. Reference Information**

More information on LAFCO and LAFCO's service reviews is available on the LAFCO website ([www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov)), including the following:

- LAFCO's Adopted Service Reviews  
([http://www.santaclara.lafco.ca.gov/adptd\\_svce\\_reviews\\_home.html](http://www.santaclara.lafco.ca.gov/adptd_svce_reviews_home.html))
- LAFCO's Service Review Policies  
(<http://www.santaclara.lafco.ca.gov/policies/SRPolicies2009.pdf>)
- Service Review Guidelines issued by the Governor's Office of Planning and Research, please refer to the following links:  
(<http://opr.ca.gov/docs/MSRGuidelines.pdf>)  
(<http://opr.ca.gov/docs/MSRAppendices.pdf>)

**DRAFT SCOPE OF SERVICES**  
**SERVICE REVIEW OF CITIES IN SANTA CLARA COUNTY**

LAFCO of Santa Clara County will conduct a service review of the 15 incorporated cities in Santa Clara County, specifically Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale; as well as certain unincorporated areas, such as Moffet Field, San Martin, and Stanford. The Cities Service Review will cover a range of services provided by the cities/county, such as wastewater collection and treatment, solid waste collection and management, parks and recreation, storm water, law enforcement, library services, lighting, animal control, and gas & electricity. California Government Code §56430 requires LAFCO to conduct the review in order to develop information for updating spheres of influence. The statute requires LAFCO to prepare and adopt a written statement of determinations for each of the following considerations:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including infrastructure needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

**CITIES' SPHERE OF INFLUENCE REVIEW AND RECOMMENDATIONS**

The final report will also include a review of the current sphere of influence (SOI) of each city and recommendations for any changes to the city's SOI. State law defines a SOI "as the probable physical boundaries and service area of a local agency." However for cities in Santa Clara County, the inclusion of an area within a city's SOI should not necessarily be seen as an indication that the city

will either annex or allow urban development and services in the areas. In Santa Clara County, the urban service area (USA) boundary is the more critical factor considered by LAFCO and serves as the primary means of indicating whether an area will be annexed and provided with urban services.

California Government Code §56425 requires LAFCO, when determining the sphere of influence of each local agency, to prepare and adopt a written statement of determination for the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protections that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

### **SPECIAL AREA OF FOCUS: PARTNERSHIPS TO ACHIEVE COMMON GOALS**

In addition to preparing the legally required service review determinations and the SOI review, the Cities Service Review will review current practices and explore future opportunities for collaboration amongst cities and other local agencies or organizations to achieve common goals and efficient delivery of services. The review will focus primarily on joint efforts and/or opportunities related to shared services, sprawl prevention/infill development, and preservation of agricultural lands.

### **Shared Services**

Shared services is one of the many tools that local agencies can employ to reduce operating costs or maximize staffing potential for specific services without compromising service levels within communities. As part of a service review, LAFCO is required to analyze and prepare a written determination on the "status of, and opportunities for, shared services." Some cities and local agencies in the county currently share services and facilities to achieve greater efficiencies and there remains a strong interest in identifying new opportunities. Some examples of these efforts include individual cities contracting with the County

Sheriff to provide police services to their city; Palo Alto, Mountain View, and Los Altos police departments' new consolidated computer-aided dispatch (CAD) system; joint ownership and operation of facilities such as the San Jose/Santa Clara Water Pollution Control Plant and the Palo Alto Water Quality Control Plant; and Santa Clara County Central Fire District contracting with the City of San Jose to serve scattered unincorporated islands.

### **Sprawl Prevention/ Infill Development**

Over the last ten years the number of unincorporated islands scattered throughout the county has been reduced as both large and small islands have been annexed into their surrounding cities. While the reduction of unincorporated islands promotes overall efficiency in service provision, it also presents certain temporary challenges to the agencies that are responsible for planning and providing services to a diminishing territory. The County of Santa Clara is currently considering this issue as it relates to providing waste management services to the remaining islands. Similarly, LAFCO, San Jose, and Burbank Sanitary District have been exploring various ways to more efficiently plan for and provide sanitary sewer services to the unincorporated island, particularly as the District continues to lose territory through annexations to the City of San Jose.

Since the 1970s, Santa Clara County has been at the forefront of city and county planning in the state, with the adoption of the "Joint Urban Development Policies" in the early 1970s and the use of city urban service area boundaries, which were the result of a collaborative effort between the 15 cities, the County, and LAFCO. Further, in the 1990s, the County and interested cities worked together to adopt urban growth boundaries (UGB) for several cities, delineating areas intended for future urbanization. In the mid-1990s, the City of Gilroy, the County, and LAFCO developed an inter-jurisdictional agreement entitled "Strategies to Balance Planned Growth and Agricultural Viability" in which the City agreed to direct growth away from agricultural lands east of Highway 101 and establish a stable UGB. In return, LAFCO agreed to look at the City's urban service area requests with the UGB more favorably. There may be opportunities for interested cities, the County, and LAFCO to further collaborate in order to direct growth away from agricultural/open space lands and toward infill areas and vacant lands within cities and city urban service areas.

### **Agricultural Lands Preservation**

LAFCO is mandated to preserve agricultural lands and open space. Although there is a growing recognition of the importance of preserving agricultural lands as a local food source in Santa Clara County, agricultural lands remain threatened. There are several collaborative efforts underway in the county relating directly or indirectly to agricultural preservation, including the

development of the County's Health Element; the work of the Santa Clara County Food System Alliance; the Coyote Valley: Sustaining Agriculture and Conservation, a feasibility study led by Sustainable Agriculture Education (SAGE); and the Santa Clara Valley Greenprint which was recently issued by the Santa Clara County Open Space Authority. These reports all identify ways in which local agencies can work cooperatively with each other and interested organizations to help preserve agricultural lands and encourage agriculture.

## **SERVICE REVIEW TASKS OVERVIEW**

The Cities Service Review will be conducted in accordance with LAFCO policies adopted by the Commission and the service review guidelines developed by the Governor's Office of Planning and Research (OPR) where feasible. Preparation of the service review will include the following steps, although other activities may be necessary:

### **1. Data Collection and Review**

- Develop questionnaire relating to the evaluation categories for service reviews
- Identify appropriate criteria to be used for service evaluation, as necessary
- Review questionnaire with LAFCO staff and Technical Advisory Committee (TAC)
- Collect information through interviews, meetings, surveys and /or research
- Compile information in a database
- Verify compiled information with agencies

Work Products: Consultant must deliver to LAFCO staff complete information for each agency.

### **2. Data Analysis**

- Analyze data and prepare preliminary findings based on standards, where appropriate
- Present and discuss the preliminary findings with TAC / LAFCO staff

Work Products: Consultant must deliver preliminary analysis and findings to LAFCO staff

### **3. Administrative Draft Service Review Report**

- Prepare an Administrative Draft Report for LAFCO staff review, in accordance with the project schedule

- LAFCO staff will review and provide comments on the Administrative Draft Report, in accordance with the schedule

Work Products: Consultant must deliver Administrative Draft Report to LAFCO staff

**4. Draft Service Review Report / LAFCO Public Hearing**

- Address LAFCO staff's comments and prepare a Draft Service Review Report
- LAFCO staff will distribute the Draft Report for a 21-day public review and comment period
- Provide written responses to comments received during the public review period
- Present the Draft Report at the LAFCO public hearing and / or LAFCO workshop

Work Products: Consultant must deliver a MS Word version, a PDF version and 8 hard copies of the Draft Report.

**5. Revised Draft Report / LAFCO Public Hearing**

- Revise the Draft Report to address comments and submit the Revised Draft Report
- LAFCO staff will distribute the Revised Draft Report for a 21-day public review and comment period
- Present the Revised Draft report at the LAFCO public hearing and /or LAFCO workshop

Work Products: Consultant must deliver a MS Word version and a PDF version

**6. Final Service Review Report**

- Following LAFCO adoption of the Service Review Report, prepare the Final Report.

Work Products: Consultant must deliver a MS Word version, a PDF version and 3 hard copies of the Final Report.

**LAFCO MEETING:** August 6, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, Analyst  
**SUBJECT:** SARATOGA FIRE PROTECTION DISTRICT'S RESPONSE TO LAFCO'S  
RECOMMENDATIONS

**For Information Only.**

LAFCO, at its June 4, 2014 meeting, accepted the Saratoga Fire Protection District Special Study Report and decided not to initiate any changes in the governance of the District at that time. In order to address the following transparency and public accountability issues identified in the Report, LAFCO sent a letter (**Attachment B**) to Saratoga Fire Protection District (SFPD) requesting that the District:

1. Establish an agreement with the City of Saratoga for the District's provision of EWAS services.
2. Establish EWAS rates by ordinance or resolution.
3. Develop a job description and pay scale for the position held by its part-time employee.

On July 8, 2014, SFPD submitted a response (**Attachment A**) to LAFCO concerning the abovementioned recommendations. The District indicated that they are working with the City of Saratoga to address LAFCO's first recommendation and that the District has implemented the remaining recommendations.

**ATTACHMENTS**

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Attachment A: SFPD letter (dated July 8, 2014) to LAFCO in Response to LAFCO's Recommendations

Attachment B: LAFCO letter (dated June 20, 2014) to SFPD re: LAFCO June 4, 2014 Action on the Saratoga Fire Protection District Special Study Report and Options and Next Steps







# SARATOGA FIRE DISTRICT

SERVICE SINCE 1923

ITEM # 7  
Attachment A

July 8, 2014

Santa Clara County LAFCO  
Attn: Neelima Palacheria, Executive Officer  
70 West Hedding Street  
San Jose, CA 95110

Re: Saratoga Fire Protection District  
Response to LAFCO Recommendations

Dear Ms. Palacheria:

In response to the three recommendations from LAFCO, as set forth in your letter to the District's Board of Directors dated June 20, 2014, please be advised as follows:

1. Recommendation: Establish an agreement with the City of Saratoga for the District's provision of EWAS services.

Response: The Fire District is currently working with the City of Saratoga to update the technical specifications for the EWAS program, including alternative methods of monitoring alarm signals. The District will be retaining the services of a consultant to assist in this process. At this point in time, the nature of the revisions that may be required to both the ordinances adopted by the City and the District and the EWAS regulations adopted by the District have not yet been determined. Once the changes are finalized, the City and the District will determine how the revised program will be implemented and the respective responsibilities to be performed by each of them. This may involve the adoption of companion ordinances by each agency, as done in the past, or some other form of cooperative arrangement, such as a contract, or both.

2. Recommendation: Establish EWAS rates by ordinance or resolution.

Response: Completed. A resolution confirming the existing EWAS service charges was adopted by the District's Board of Directors at its regular meeting on July 8, 2014.

3. Recommendation: Develop a job description and pay scale for the position held by its part-time employee.

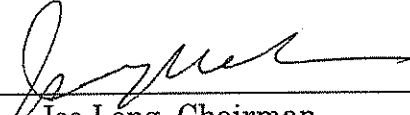
Response: Completed. An employment contract between the District and its Business Manager was approved by the District's Board of Directors at its regular meeting on June 17, 2014. The contract has been executed by both parties and includes a description of duties and pay scale.



# SARATOGA FIRE DISTRICT

SERVICE SINCE 1923

Very truly yours,  
SARATOGA FIRE PROTECTION DISTRICT

By:   
Joe Long, Chairman

June 20, 2014

VIA EMAIL

Board of Directors  
Saratoga Fire Protection District  
14380 Saratoga Avenue  
Saratoga, CA 95070

**Re: LAFCO's June 4, 2014 Action on the Saratoga Fire Protection District Special Study Report and Options for Next Steps**

Dear Board of Directors:

LAFCO, at its June 4, 2014 meeting, accepted the Saratoga Fire Protection District Special Study Report and decided not to initiate any changes in the governance of the District at this time. In order to address the following transparency and public accountability issues identified in the Report, the Commission requested that the District:

1. Establish an agreement with the City of Saratoga for the District's provision of EWAS services.
2. Establish EWAS rates by ordinance or resolution.
3. Develop a job description and pay scale for the position held by its part-time employee.

LAFCO respectfully requests that the District implement these improvements as soon as possible and provide an update to the Commission upon completion of these improvements.

Lastly, LAFCO would like to thank the District's Board of Directors and staff for all of their assistance and cooperation over this last year on this important project.

Sincerely,



Neelima Palacherla  
LAFCO Executive Officer

cc: Harold S. Toppel, District Counsel



**LAFCO MEETING:** August, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, Analyst  
**SUBJECT:** UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS OF  
LAFCO'S SPECIAL DISTRICTS SERVICE REVIEW: PHASES 1 & 2

### **STAFF RECOMMENDATION**

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Accept report and provide direction, as necessary.

### **BACKGROUND**

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LAFCO staff continues to follow-up with affected agencies concerning their efforts to implement the various recommendations presented in Phase 1 and Phase 2 of LAFCO's Special Districts Service Review. The following are updates pertaining to Lake Canyon Community Services District, Rancho Rinconada Recreation and Park District, and the City of Cupertino.

### **LAKE CANYON COMMUNITY SERVICES DISTRICT**

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#### **Current Status of Form 700 Statements of Economic Interest Filings for Lake Canyon Community Services District, and the Office of Clerk of the Board's Next Steps**

LAFCO's Service Review for the Lake Canyon Community Services District noted that the District's General Manager and two members of the District's Board had not submitted Form 700 Statements of Economic Interest to the Office of the Clerk of the Board (COB) for preceding years, as required by law. In January 2014, LAFCO staff requested the COB's assistance in addressing this matter. In July 2014, LAFCO staff requested an update (**Attachment B**) from the COB on the measures that they have taken to encourage the District's compliance and whether they have or will notify the Fair Political Practice Commission (FPPC) concerning these individual's non-compliance for the preceding years. In response (**Attachment A**), the COB stated that "the processing of Form 700s by the Office has not received the focused attention it should receive due to lack of staff resources" and that the COB is now in the process of training additional staff and adding more staff in order to eliminate their backlog. Furthermore, the COB stated that they will follow up with the District's General Manager concerning his non-compliance and are slated to report the cases concerning the District's Board of Directors to the FPPC for further enforcement.

## **RANCHO RINCONADA RECREATION AND PARK DISTRICT AND CITY OF CUPERTINO**

### **Outcome of Discussions Between City of Cupertino and Rancho Rinconada Recreation and Park District (RRRPD) on Governance Structure Options Identified in LAFCO's Service Review**

LAFCO's Service Review for the RRRPD recommended that the City of Cupertino and RRRPD meet and discuss alternative governance structure options. Since the adoption of the Service Review, City staff and District staff have met on three separate occasions to explore the identified options, including the City absorbing the District. They have also discussed ways in which the two agencies can partner regarding recreation programs. The City's Fiscal Strategic Plan Committee (which is comprised of two Council members, the City Manager, and senior staff) also discussed the various governance structure options. As a result of these discussions, the City has decided that it will not pursue further discussions to absorb the District. However, the City and the District will be pursuing a partnership in regards to several aquatic offerings in the upcoming fiscal year. Please see **Attachment C** for email from Carol Atwood, Director of Recreation and Community Services for the City of Cupertino, on this matter.

### **ATTACHMENTS**

- Attachment A: Memo from Lynn Regadanz, Clerk of the Board of Supervisors, to LAFCO staff (dated July 17, 2014)
- Attachment B: Memo from Executive Officer Palacherla to Lynn Regadanz, Clerk of the Board of Supervisors (dated July 2, 2014)
- Attachment C: Email from Carol Atwood, Director of Recreation and Community Services for the City of Cupertino, to LAFCO staff (dated April 8, 2014)

# County of Santa Clara

Office of the Clerk of the Board of Supervisors

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110-1770  
(408) 299-5001 FAX (408) 938-4525 TDD (408) 993-8272



**ITEM # 8**  
**Attachment A**

Lynn Regadanz  
Clerk of the Board

July 17, 2014

VIA EMAIL

TO: Dunia Noel, LAFCO Analyst  
Local Area Formation Commission of Santa Clara County

FROM: Lynn Regadanz, Clerk of the Board of Supervisors *Lynn Regadanz*

SUBJECT: **Status of Form 700 Statements of Economic Interest Filings for Lake Canyon Community Services District**

Please accept this response to your emailed memorandum, dated July 2, 2014, regarding the subject above. In part, the memorandum stated:

Per information obtained from the Clerk of the Board staff in late March 2014, the District's General Manager Stacey Johnson still needs to file Form 700s for 2009 (Assuming Office) and 2012 (Annual), the District's Board of Director Aaron Behman still needs to file 2012 (Annual) and 2013 (Annual), and District's Board of Director Bryan Cameron still needs to file 2013 (Assuming Office).

Please provide an update on the measures that the Office of the Clerk of Board has taken to encourage compliance. Given their non-compliance so far, what are the next steps? Has or will your Office notify the Fair Political Practice Commission concerning these individuals' non-compliance for the preceding year(s)?

Staff reviewed the Forms 700 filed by Stacey Johnson and determined that he may have edited his own start date on February 3, 2013, to reflect January 1, 2009; however, he filed a 2008 Annual Statement in 2009 which leads us to believe that the 2009 start date is erroneous. Staff has contacted Mr. Johnson via email to advise him of the late filings and clarify the actual start date. If no response is received by July 25, we will follow up with him.

A non-filer notice was sent to Aaron Behman for his 2013 Annual Statement filing on July 16, 2014. If no response is received, a final notice will be mailed to him in 30 days after which the matter will be forwarded to the FPPC. Mr. Behman was issued non-filer notices for his 2012 Annual Statement filing on May 6 and December 6, 2013. This case is slated to be reported to the FPPC.

Bryan Cameron was issued non-filer notices for his 2013 Assuming Office Statement on June 6, 2013 and again on July 16, 2014. His case is also slated to be forwarded to the FPPC for further enforcement.

Dunia Noel  
July 17, 2014  
Page Two

The Office of the Clerk of the Board has been understaffed for some time due to retirements, maternity leaves, and other turnover in staff. Unfortunately the processing of the Forms 700 has not received the focused attention it should receive due to lack of staff resources. The Office of the Clerk of the Board is training additional staff at this time, recruitments are underway, and we anticipate having the backlog eliminated within the next 120 days.

Please feel free to contact our office should you need any clarification of this information.





ITEM # 8  
Attachment B

**DATE:** July 2, 2014

**VIA EMAIL**

**TO:** Lynn Regadanz, Clerk of the Board, County of Santa Clara

**FROM:** Neelima Palacherla, Executive Officer

**SUBJECT: Status of Form 700 Statements of Economic Interest Filings for Lake Canyon Community Services District**

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In December 2013, LAFCO approved the Special Districts Service Review: Phase 2 which included a review of certain special districts, including the Lake Canyon Community Services District (LCCSD). As a follow-up to the Service Review, LAFCO has requested that the LCCSD implement several recommendations in order to bring the District into legal compliance and to improve the accountability and transparency of the District. The Service Review noted that LCCSD's General Manager and some members of its Board of Directors had not submitted Form 700 Statements of Economic Interest to the Office of the Clerk of the Board for the preceding years, as required by law.

In January 2014, we requested your assistance with the issues raised in the Service Review regarding non-compliance with Form 700 submittals. Per information obtained from the Clerk of the Board staff in late March 2014, the District's General Manager Stacey Johnson still needs to file Form 700s for 2009 (Assuming Office) and 2012 (Annual), the District's Board of Director Aaron Behman still needs to file 2012 (Annual) and 2013 (Annual), and District's Board of Director Bryan Cameron still needs to file 2013 (Assuming Office).

Please provide an update on the measures that the Office of the Clerk of Board has taken to encourage compliance. Given their non-compliance so far, what are the next steps? Has or will your Office notify the Fair Political Practice Commission concerning these individuals' non-compliance for the preceding year(s)? I would greatly appreciate it if you could provide a written update on this matter by Thursday, June 17<sup>th</sup> so that I can share this information with LAFCO at their August 2014 meeting. Please direct your response to Dunia Noel, LAFCO Analyst, at [dunia.noel@ceo.sccgov.org](mailto:dunia.noel@ceo.sccgov.org). Thank you for your time and assistance.

cc: Orry P. Korb, County Counsel, County of Santa Clara  
Christopher Diaz, Legal Counsel, LAFCO of Santa Clara County



**From:** [Palacherla, Neelima](#)  
**To:** [Noel, Dunia](#)  
**Subject:** FW: Response to LAFCO recommendation Re: Ranch Rinconada  
**Date:** Thursday, April 10, 2014 1:56:30 PM

---

Neelima Palacherla  
Executive Officer  
LAFCO of Santa Clara County  
70 West Hedding Street San Jose CA 95110  
Ph: (408) 299-5127 Fax: (408) 295-1613  
[www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov)

NOTICE: This email message and/or its attachments may contain information that is confidential or restricted. It is intended only for the individuals named as recipients in the message. If you are NOT an authorized recipient, you are prohibited from using, delivering, distributing, printing, copying, or disclosing the message or its content to others and must delete the message from your computer. If you have received this message in error, please notify the sender by return email.

-----Original Message-----

From: Carol Atwood [<mailto:CarolA@cupertino.org>]  
Sent: Tuesday, April 08, 2014 11:02 AM  
To: Palacherla, Neelima  
Cc: David Brandt; 'contact@ranchoreccenter.com'; 'Linda Lagergren'  
Subject: FW: Response to LAFCO recommendation Re: Ranch Rinconada

Ms. Noel -

Please consider this e-mail as the City of Cupertino's response to the LAFCO recommendation to absorb the Ranch Rinconada Recreation District.

Our City staff have met with the Director, Kevin Davis, on three separate occasions to explore the LAFCO recommendation and ways that we can partner with the District regarding recreation programs. We have also discussed this item during our Fiscal Strategic Plan Committee meetings which are comprised of two Council members, the City Manager and senior staff.

As a result of the above, the City does not concur with the recommendation from LAFCO and will not pursue further discussions to absorb the District. These findings are based on:

1. The City wishes to concentrate on our own infrastructure needs at this time via our Capital Improvement process versus acquiring these facilities;
2. The District's current fee structure for their recreational offerings is much lower than comparable City fees, and our absorption would result in a large increase for existing services for their membership;
3. The District has no desire to pursue this recommendation;
4. Current Rancho Rinconada members appear very satisfied with their current situation.

The City and the District will be pursuing a partnership in regards to several aquatic offerings in the upcoming fiscal year.

Thank you for your patience while we investigated our options in regards to this recommendation. Please feel free to contact me directly if you have additional questions.

Very truly yours,

Carol Atwood  
Director of Recreation and Community Services City of Cupertino  
408-777-3226

Sent from my iPad

**LAFCO MEETING:** August 6, 2014  
**TO:** LAFCO  
**FROM:** Neelima Palacherla, Executive Officer  
Dunia Noel, LAFCO Analyst  
**SUBJECT:** 2014 CALAFCO ANNUAL CONFERENCE

### **9.1 CALAFCO CONFERENCE ON OCTOBER 15-17**

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#### **Recommendation**

Authorize commissioners and staff to attend the Annual Conference and direct that associated travel expenses be funded by the LAFCO Budget for Fiscal Year 2015.

#### **Discussion**

The upcoming CALAFCO Annual Conference will be held in Ontario, California from Wednesday, October 15<sup>th</sup> to Friday, October 17<sup>th</sup>. Please see **Attachment A** for further information. The conference provides an annual opportunity for commissioners and staff to gain additional knowledge about changes in LAFCO legislation, LAFCO policies and practices, and issues facing LAFCOs, cities and special districts across the state. The LAFCO Budget for Fiscal Year 2015 includes funds for staff and commissioners to attend the Conference.

### **9.2 NOMINATIONS TO THE 2014/2015 CALAFCO BOARD OF DIRECTORS**

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#### **Recommendation**

Consider information and provide direction to staff.

#### **Discussion**

Nominations for the 2014/2015 CALAFCO Board of Directors are now open. Please see **Attachment B**. LAFCO of Santa Clara County is part of the Coastal Region. Within the Coastal Region, nominations are being accepted for "District Member" and "County Member." The deadline for LAFCO to submit nominations is Monday, September 15<sup>th</sup>. Serving on the CALAFCO Board is a unique opportunity to work with other LAFCO commissioners throughout the state on legislative, fiscal and operational issues that affect LAFCOs, counties, cities, and special districts. The Board meets four times each year at various sites around the state. The time commitment is small and the rewards are

great. Any LAFCO Commissioner or Alternate Commissioner is eligible to run for a CALAFCO Board seat.

### **9.3 DESIGNATE VOTING DELEGATE AND ALTERNATE FOR SANTA CLARA LAFCO**

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#### **Recommendation**

Appoint voting delegate and alternate voting delegate.

#### **Discussion**

Elections for the 2014/2015 CALAFCO Board of Directors will occur on October 16, 2014 at CALAFCO's Annual Conference in Ontario, California. Each LAFCO must designate a voting delegate and alternate who is authorized to vote on behalf of their LAFCO.

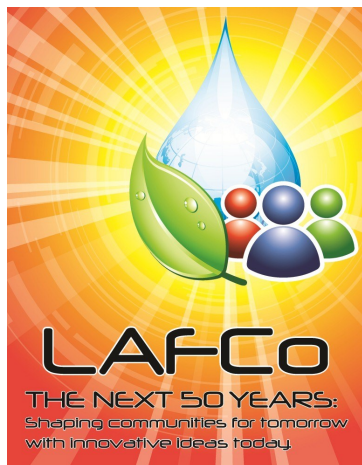
#### **ATTACHMENTS**

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Attachment A: Save the Date Flier Announcing the 2014 CALAFCO Annual Conference (October 15-17) & Mobile Workshop

Attachment B: Memo from CALAFCO re: Nominations for 2014/2015 CALAFCO Board of Directors dated June 12, 2014

# Announcing...



## The 2014 CALAFCO Annual Conference

Hosted by San Bernardino LAFCo

**October 15-17, 2014**

At the DoubleTree by Hilton Hotel Ontario Airport, Ontario, CA



DoubleTree by Hilton, Ontario, CA

### Special Highlights

#### Mobile Workshop

Visit the Frontier Project and winery tour and tasting at the Joseph Filippi Winery, followed by lunch at the Magic Lamp Inn (landmark diner on historical Route 66)

Wednesday from 8:00 a.m. to 12:45 p.m.

#### LAFCo 101












An introduction to LAFCo and LAFCo law for commissioners, staff, and anyone interested in learning more about LAFCo

Wednesday from 10:30 a.m. to Noon

#### Luncheon Keynote

Featuring **Randall W. Lewis**, Exec. VP of Lewis Group of Companies  
Thursday Luncheon




### Content Rich Sessions

-  Walking With Dinosaurs
-  Water Supply & Analysis: Policies and Practices
-  SOIs Aren't Really That Scary
-  LAFCos and Joint Power Authorities
-  Groundwater Basins: Governance Today and in the Future
-  Shared Services: Improving Service Delivery by Increasing Collaboration
-  Performance Evaluations: Do They Help or Hinder Performance?
-  LAFCos, MPOs and SB 375
-  Better Tools for Effectively Involving the Public in LAFCo Actions
-  Cyber Security: How Safe Is Your LAFCo?
-  Do We Need to Protect Our Mineral Resources?

Note: Sessions are tentative and subject to change

Make your reservations now at the DoubleTree by Hilton at the CALAFCO special rate of \$99. Find the link at [www.calafco.org](http://www.calafco.org)

### Invaluable Opportunities for Networking

-  Roundtable discussions on current issues for LAFCo Commissioners, staff, counsel, and Associate members
-  8th CALAFCO Beer & Wine Competition and Reception
-  Networking breakfasts
-  Receptions



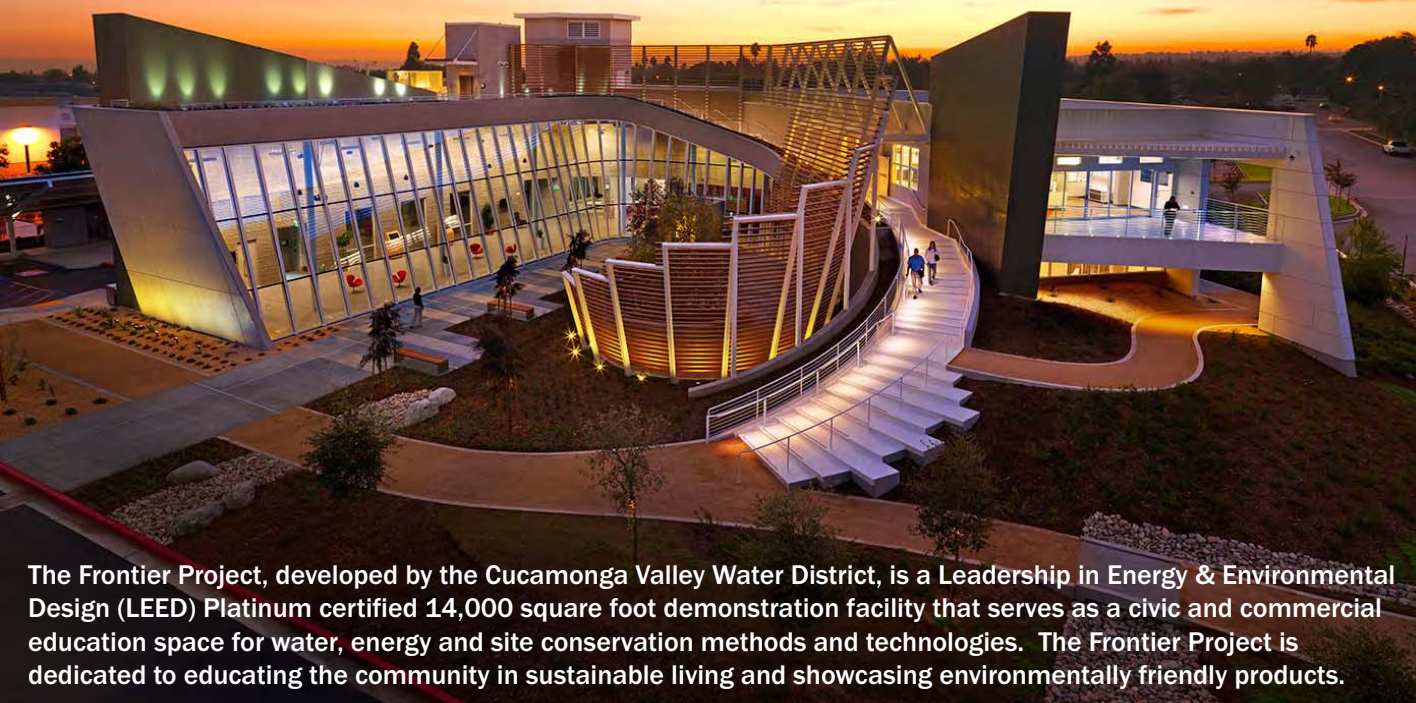
# Mark your calendar and plan to attend!



# CALAFCO ANNUAL CONFERENCE 2014

## Mobile Workshop

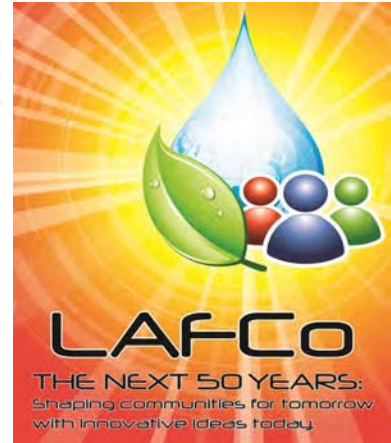
Wednesday, October 15, 2013, from 8:00 am -12:45 pm



The Frontier Project, developed by the Cucamonga Valley Water District, is a Leadership in Energy & Environmental Design (LEED) Platinum certified 14,000 square foot demonstration facility that serves as a civic and commercial education space for water, energy and site conservation methods and technologies. The Frontier Project is dedicated to educating the community in sustainable living and showcasing environmentally friendly products.

## A TOUR OF THE FRONTIER PROJECT

FOLLOWED BY A WINERY TOUR & WINE TASTING EVENT AT THE FAMILY-OWNED J. FILIPPI WINERY, AND LUNCH AT THE MAGIC LAMP INN (A LANDMARK DINER ALONG OLD HISTORIC ROUTE 66)



PRE-REGISTER FOR THE MOBILE WORKSHOP (INCLUDES WINE TASTING & LUNCH) AT \$45 PER PERSON





12 June 2014

**2013-2014  
Board of Directors**

**Chair**  
MARY JANE GRIEGO  
Yuba LAFCo

**Vice Chair**  
JOHN LEOPOLD  
Santa Cruz LAFCo

**Secretary**  
STEPHEN TOMANELLI  
Riverside LAFCo

**Treasurer**  
GAY JONES  
Sacramento LAFCo

JULIE ALLEN  
Tulare LAFCo

ROBERT BERGMAN  
Nevada LAFCo

JAMES CURATALO  
San Bernardino LAFCo

LARRY R. DUNCAN  
Butte LAFCo

JULIANA INMAN  
Napa LAFCo

MICHAEL KELLEY  
Imperial LAFCo

DR. WILLIAM KIRBY  
Placer LAFCo

MICHAEL R. MCGILL  
Contra Costa LAFCo

EUGENE MONTANEZ  
Riverside LAFCo

THEODORE NOVELLI  
Amador LAFCo

JOSH SUSMAN  
Nevada LAFCo

ROGER WELT  
Santa Barbara LAFCo

**Staff**

PAMELA MILLER  
Executive Director

MARJORIE BLOM  
Executive Officer

CLARK ALSOP  
Legal Counsel

STEPHEN LUCAS  
Deputy Executive Officer

SAMUEL MARTINEZ  
Deputy Executive Officer

DAVID CHURCH  
Deputy Executive Officer

JENI TICKLER  
Executive Assistant

**To:** Local Agency Formation Commission  
Members and Alternate Members

**From:** Elliot Mulberg, Committee Chair  
Mary Jane Griego, Committee Vice Chair  
Board Recruitment Committee  
CALAFCO Board of Directors



**RE: Nominations for 2014/2015 CALAFCO Board of Directors**

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

<u>Northern Region</u>	<u>Central Region</u>	<u>Coastal Region</u>	<u>Southern Region</u>
City Member	District Member	District Member	City Member
Public Member	County Member	County Member	Public Member

The election will be conducted during regional caucuses at the CALAFCO annual conference prior to the Annual Membership Meeting on Thursday, October 16, 2014 at the DoubleTree by Hilton in Ontario, CA.

**Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until Monday, September 15, 2014.**

Incumbents are eligible to run for another term. Nominations received by September 15<sup>th</sup> will be included in the Recruitment Committee's Report and on the ballot, copies of which will be distributed to LAFCo members October 1 and made available at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, September 15, 2014. Completed absentee ballots must be returned by October 13. If returned by the deadline absentee ballots will be used in the case of a run-off election.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume.

Commissions may also include a letter of recommendation or resolution in support of their nominee. ***The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, September 15, 2014.***

Here is a summary of the deadlines for this year's nomination process:

- **June 12** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 15** – Completed Nomination packet due
- **September 15** – Request for an absentee/electronic ballot
- **October 1** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **October 1** – Distribution of requested absentee/electronic ballots.
- **October 13** – Absentee ballots due to CALAFCO
- **October 16** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot.

Please forward nominations to:

CALAFCO Recruitment Committee c/o Executive Director  
California Association of Local Agency Formation Commissions  
1215 K Street, Suite 1650  
Sacramento, California 95814  
FAX: 916-442-6535

Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to [info@calafco.org](mailto:info@calafco.org). Alternatively, nomination forms and materials can be mailed or faxed to the above address.

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. Members of the 2014/2015 CALAFCO Recruitment Committee are:

Chair – Elliot Mulberg <a href="mailto:elliott@mulberg.com">elliott@mulberg.com</a>	Associate Member and former CALAFCO Board member 916-217-8393
Vice Chair- Mary Jane Griego <a href="mailto:mgriego@calafco.org">mgriego@calafco.org</a>	Yuba LAFCo (Northern Region) 530-749-7510
Julie Allen <a href="mailto:jallen@calafco.org">jallen@calafco.org</a>	Tulare LAFCo (Central Region) 559-288-9411
Juliana Inman <a href="mailto:jinman@calafco.org">jinman@calafco.org</a>	Napa LAFCo (Coastal Region) 707-226-5304
Michael Kelley <a href="mailto:mkelley@calafco.org">mkelley@calafco.org</a>	Imperial LAFCo (Southern Region) 760-482-4308

Former CALAFCO Board Member and Associate Member Elliot Mulberg has agreed to once again assist CALAFCO with the election process. We appreciate and value his expertise. Questions about the election process can be directed to him at [elliott@mulberg.com](mailto:elliott@mulberg.com) or 916-217-8393.

*Please consider joining us!*  
Enclosures

## **Board of Directors Nomination and Election Procedures and Forms**

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

### **1. APPOINTMENT OF A RECRUITMENT COMMITTEE**

- a. Following the Annual Membership Meeting the Board shall appoint a Committee of four members of the Board. The Recruitment Committee shall consist of one member from each region whose term is not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.
- c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

### **2. ANNOUNCEMENT TO ALL MEMBER LAFCoS**

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
  - i. A statement clearly indicating which offices are subject to the election.
  - ii. A regional map including LAFCoS listed by region.
  - iii. The dates by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
  - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
  - v. The address to send the nominations forms.
  - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Recruitment Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

#### **Key Timeframes for Nominations Process**

Days\*

90	Nomination announcement
30	Nomination deadline
14	Committee report released

*\*Days prior to annual membership meeting*

- i. A statement clearly indicating which offices are subject to the election.
  - ii. The specific date by which all nominations must be received by the Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
  - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
  - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

### **3. THE RECRUITMENT COMMITTEE**

- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

**4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING**  
Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Recruitment Committee.

**5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING**

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
  - i. Review the election procedure with the membership.
  - ii. Present the Recruitment Committee Report (previously distributed).
  - iii. Call for nominations from the floor by category for those seats subject to this election:
    1. For city member.
    2. For county member.
    3. For public member.
    4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
  - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
    1. Name the nominees and offices for which they are nominated.
    2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.

ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:

1. Poll the LAFCoS in good standing by written ballot.
2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
3. With assistance from CALAFCo staff, tally the votes cast and announce the results.

iii. Election to the Board shall occur as follows:

1. The nominee receiving the majority of votes cast is elected.
2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election.
3. In case of tie votes:
  - a. A second run-off election shall be held with the same two nominees.
  - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.
  - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
  - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
  - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

## 6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

## 7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

## 8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

*These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, and 29 April 2011. They supersede all previous versions of the policies.*

## CALAFCO Regions



The counties in each of the four regions consist of the following:

**Northern Region**

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Nevada  
Plumas  
Shasta  
Sierra  
Siskiyou  
Sutter  
Tehama  
Trinity  
Yuba

**CONTACT:** Steve Lucas, Butte LAFCo  
slucas@buttecounty.net

**Southern Region**

Orange  
Los Angeles  
Imperial  
Riverside  
San Bernardino  
San Diego

**CONTACT:** Sam Martinez,  
San Bernardino LAFCo  
smartinez@lafco.sbcounty.gov

**Coastal Region**

Alameda  
Contra Costa  
Marin  
Monterey  
Napa  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz  
Solano  
Sonoma  
Ventura

**CONTACT:** David Church, San Luis Obispo  
LAFCo  
dchurch@slolafco.com

**Central Region**

Alpine  
Amador  
Calaveras  
El Dorado  
Fresno  
Inyo  
Kern  
Kings  
Madera  
Mariposa  
Merced  
Mono  
Placer  
Sacramento  
San Joaquin  
Stanislaus  
Tulare  
Tuolumne  
Yolo

**CONTACT:** Marjorie Blom, Stanislaus LAFCo  
blomm@stancounty.com



**Board of Directors  
2014/2015 Nominations Form**

***Nomination to the CALAFCO Board of Directors***

In accordance with the Nominations and Election Procedures of CALAFCO,

\_\_\_\_\_ LAFCo of the \_\_\_\_\_ Region

Nominates \_\_\_\_\_

for the (check one)     City     County     Special District     Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual  
Membership Meeting of the Association.

\_\_\_\_\_  
LAFCo Chair

\_\_\_\_\_  
Date

**NOTICE OF DEADLINE**

Nominations must be received by **September 15, 2014**  
to be considered by the Recruitment Committee. Send  
completed nominations to:  
CALAFCO Recruitment Committee  
CALAFCO  
1215 K Street, Suite 1650  
Sacramento, CA 95814



Date Received _____
------------------------

**Board of Directors  
2014/2015 Candidate Resume Form**

Nominated By: \_\_\_\_\_ LAFCo Date: \_\_\_\_\_

Region (please check one):  Northern  Coastal  Central  Southern

Category (please check one):  City  County  Special District  Public

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Office \_\_\_\_\_ Mobile \_\_\_\_\_

e-mail \_\_\_\_\_ @ \_\_\_\_\_

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

**NOTICE OF DEADLINE**

Nominations must be received by **September 15, 2014** to be considered by the Recruitment Committee. Send completed nominations to:  
CALAFCO Recruitment Committee  
CALAFCO  
1215 K Street, Suite 1650  
Sacramento, CA 95814

**LAFCO MEETING: August 6, 2014**  
**TO: LAFCO**  
**FROM: Neelima Palacherla, Executive Officer**  
**Dunia Noel, Analyst**  
**SUBJECT: EXECUTIVE OFFICER'S REPORT**

**10.1 UPDATE ON THE CITY OF MORGAN HILL'S SOUTHEAST QUADRANT (SEQ)  
PROPOSAL**

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**For Information Only.**

**Meeting with Steve Rymer, City Manager, Morgan Hill (June 19)**

On June 19, Executive Officer Palacherla met with Morgan Hill City Manager Steve Rymer to discuss the Southeast Quadrant Project (SEQ) and to explore the possibility for the four local agencies (County, LAFCO, City of Morgan Hill, and Santa Clara County Open Space Authority) to work collaboratively in this area. Following this meeting, Executive Officer Palacherla facilitated a preliminary meeting amongst the staff of the County, City of Morgan Hill, LAFCO and the Open Space Authority.

**Preliminary Meeting of Four Local Agencies On SEQ Project (June 30)**

On June 30, the four agencies met for the first time to discuss the SEQ Project, including the City's Proposed Agricultural Preservation Program, and potential steps to address each agency's concerns. The Open Space Authority, LAFCO, and the County expressed their interest and willingness to work together and with the City of Morgan Hill in order to reach a more successful outcome for agricultural lands preservation in the Southeast Quadrant that would not undermine the County/LAFCO/Cities' longstanding urban development policies. The Morgan Hill City Council met on July 2<sup>nd</sup> and received a report from City Manager Steve Rymer on the preliminary meeting of the four agencies. The City Council indicated that they were appreciative of the agencies' collaborative approach and directed City staff to work with LAFCO, the County, and the Open Space Authority to chart a course that meets the City's goals and is in alignment with its regional partners.

## **Official First Meeting of Four Local Agencies on SEQ Project (July 22)**

Staff from the four agencies met on July 22<sup>nd</sup> to continue their discussion on the SEQ Project. The working group discussed alternative planning approaches and tools that might achieve a more desirable outcome as it relates to agricultural lands preservation and other goals in the SEQ and agreed that these approaches and tools and perhaps additional methods should be discussed and considered in greater detail. In an effort to continue to move the collaborative process forward and to bring in more expertise, Santa Clara County Open Space Authority General Manager Andrea Mackenzie offered to arrange for a consultant to advise the working group. The group will determine the consultant's scope of work and what the next steps are in the collaborative process. Mr. Rymer expressed an interest in continuing to meet separately with LAFCO staff to discuss the SEQ Project.

LAFCO staff will continue to participate in the working group meetings and meet separately with City staff and will provide periodic updates to the Commission on progress achieved.

## **10.2 AMERICAL FARMLAND TRUST: A SUMMIT ON THE IMPORTANCE OF LOCAL FARMLAND TO SANTA CLARA VALLEY'S FUTURE HEALTH AND WELL-BEING**

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### **For Information Only.**

On September 17<sup>th</sup>, the American Farmland Trust (AFT), LAFCO of Santa Clara County, and the Committee for Green Foothills will be holding a summit on the importance of local farmland to Santa Clara Valley's future and well-being. Please see **Attachment A** for further details on this important event.

## **10.3 SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION MEETING (JUNE 2)**

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### **For Information Only.**

Executive Officer Palacherla attended the quarterly meeting of the Santa Clara County Special Districts Association and provided attendees with information on LAFCO's upcoming Cities Service Review. At the meeting, Association members discussed LAFCO's Saratoga Fire Protection District Special Study.

## **10.4 UPDATE ON THE BURBANK SANITARY DISTRICT/SAN JOSE MEETING (JUNE 11)**

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### **For Information Only.**

As a follow-up to the initial meeting, staff from LAFCO, the City of San Jose, and Burbank Sanitary District (BSD) met on June 11<sup>th</sup> to continue discussing the service and governance structure alternatives outlined in the Service Review Report for BSD. LAFCO staff discussed the potential for San Jose to annex a portion of BSD that consists of an unincorporated island that is 150 acres or less in size. City staff indicated that they would discuss this opportunity internally and report back to LAFCO staff on the outcome of those discussions. City staff and District staff indicated that they would

explore the service and governance alternatives further and then determine whether an additional meeting is necessary.

#### **10.5 INTER-JURISDICTIONAL GIS WORKING GROUP MEETING (JUNE 11)**

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##### **For Information Only.**

Analyst Noel attended the June meeting of the Inter-Jurisdictional GIS Working Group that includes staff from various county departments that use and maintain GIS data, particularly LAFCO related data. At the meeting participants shared updates on current GIS and boundary change activities within their department or agency.

#### **10.6 COUNTY HEALTH ELEMENT STAFF ADVISORY COMMITTEE MEETING (JUNE 23)**

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##### **For Information Only.**

Executive Officer Palacherla attended the June 23<sup>rd</sup> meeting of the County Health Element Staff Advisory Committee and provided feedback on the final draft Health Element. The Health Element addresses a number of health and wellness topics affecting County residents and those with an interest in Santa Clara County. LAFCO, through its mandate and policies that discourage urban sprawl and encourage the preservation of agricultural and open space lands, plays an important countywide role in supporting the health and well-being of the community.

#### **10.7 MEETINGS WITH APPLICANTS ON POTENTIAL LAFCO APPLICATIONS (JUNE 6 AND JULY 8)**

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##### **For Information Only.**

On June 6<sup>th</sup>, LAFCO staff met with an applicant and their consultant to discuss a potential urban service area amendment request involving the City of Gilroy.

On July 8<sup>th</sup>, LAFCO staff met with an applicant and their consultant to discuss a potential request to receive water service from the San Martin County Water District. County Planning staff also attended the meeting because the request involves two development projects that were recently approved by the County.

#### **10.8 REPORT ON THE SANTA CLARA COUNTY ASSOCIATION OF PLANNING OFFICIALS (SCCAPO) MEETING (JULY 9)**

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##### **For Information Only.**

LAFCO staff attended the SCCAPO meeting in July hosted by the County of Santa Clara. These meetings are great opportunities for LAFCO staff to learn about current issues affecting the cities and the County, and to report on or seek input from city/county planning directors on LAFCO issues. The theme for this month's meeting was regional open space planning and collaboration. At the meeting, the group received presentations from the Santa Clara County Parks and Recreation Department, the Santa Clara County Open Space Authority, and the Midpeninsula Regional Open Space District on their

current efforts and future plans. LAFCO staff also provided an update to the group on LAFCO's Cities Service Review project and requested that SCCAPO select a representative for the Technical Advisory Committee.

#### **10.9 BAY AREA LAFCOs MEETING (JULY 17)**

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##### **For Information Only.**

LAFCO staff attended the Bay Area LAFCOs meeting that was hosted by Alameda LAFCO on July 17<sup>th</sup>. Staff from all of the Bay Area LAFCOs were in attendance. The group discussed various current and upcoming projects in each LAFCO.

#### **ATTACHMENT**

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Attachment A: Save the Date Flier for American Farmland Trust's September 17, 2014 Summit on the Importance of Local Farmland to Santa Clara Valley's Future Health and Well-being





## Connecting the dots...

# A Summit on the Importance of Local Farmland to Santa Clara Valley's Future Health and Well-being

American Farmland Trust, the Committee for Green Foothills, and the Local Agency Formation Commission of Santa Clara County (LAFCO) are partnering to bring together leaders and policy makers with the goal of broadening the dialogue about the need for local farmland preservation.

**Date:** Wednesday, September 17, 2014  
**Time :** 8:00 AM to Noon  
**Place:** Santa Clara Valley Water District Board Room  
5700 Almaden Expressway, San Jose, CA 95118

Presentations will focus on the overlapping interests of agricultural viability and sustainable healthy communities in meeting the demands of our future population. Experts and leaders in the fields of farmlands conservation, public health and planning sustainable communities will discuss:

- Global, regional and local trends that are influencing the future of farmland in Santa Clara County
- The important connections between local farmlands, the local food movement, our health, our local economy, environmental quality and livable communities
- Successful strategies, replicable models and innovative tools / funding mechanisms for making local farmlands key components of sustainable communities

Attendees will have an opportunity to engage in a conversation about creating a shared vision for preserving local farmlands.

This is an invitation only event for city/county/special district elected officials; city/special district managers; county officials; planning commissioners; city/county planning directors; and other leaders dealing with public health issues, sustainable communities, and environmental/conservation and agricultural issues.

RSVP to Serena Unger at [sunger@farmland.org](mailto:sunger@farmland.org) by August 25.

Space is limited. If you would like to invite others, please provide Serena with their contact information and she will try to accommodate your request.

Further information on speakers and program will be forthcoming.

