

**LAFCO MEETING MINUTES
WEDNESDAY, JUNE 3, 2015**

CALL TO ORDER

The meeting was called to order at 1:00 p.m.

1. ROLL CALL

The following commissioners were present:

- **Chairperson Linda J. LeZotte**
- **Vice-Chairperson Cat Tucker**
- **Commissioner Cindy Chavez** (arrived at 1:04 p.m.)
- **Commissioner Sequoia Hall**
- **Commissioner Johnny Khamis** (left at 1:37 p.m.)
- **Commissioner Mike Wasserman**
- **Commissioner Susan Vicklund Wilson**
- **Alternate Commissioner Tara Martin-Milius**
- **Alternate Commissioner Terry Trumbull**

The following staff members were present:

- **LAFCO Executive Officer Neelima Palacherla**
- **LAFCO Assistant Executive Officer Dunia Noel**
- **LAFCO Counsel Malathy Subramanian**

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES OF APRIL 1, 2015 LAFCO MEETING

The Commission approved the minutes of April 1, 2015 LAFCO meeting.

Motion: Hall

Second: Wasserman

AYES: Hall, Khamis, LeZotte, Tucker, Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: Chavez

MOTION PASSED

Motion: Tucker

Second: Wasserman

AYES: Chavez, Hall, Khamis, LeZotte, Tucker, Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED

6. CURRENT PRACTICE FOR RESPONDING TO PUBLIC COMMENTS AND INQUIRIES

Commissioner Wasserman requested that the full Commission be copied on responses to inquiries listed in Category #5 of the Table in Attachment A. Ms. Palacherla stated that staff would copy the full commission. In response to an inquiry by **Commissioner Khamis**, Ms. Palacherla advised that staff immediately acknowledges receipt of an inquiry or comment and noted that the follow-up response time varies depending on the complexity of the inquiry. **Commissioner Khamis** noted that tracking the volume of public inquiries may help support a future request for additional staffing. On Item #4 of Attachment A, **Commissioner Chavez** proposed that all commissioners be copied with staff's written responses to public comments received at LAFCO meetings. In response to an inquiry by **Commissioner Wilson**, Ms. Palacherla informed that due to limited staffing, all public inquiries are not formally logged. **Commissioner Hall** stated that the public expects the commissioners to be aware of their inquiries. Recognizing the limited LAFCO staff, he stated that tracking calls is important. Ms. Palacherla informed that the FY 2016 Work Plan includes the preparation of a public communications plan and this issue of how to improve tracking of public inquiries can be addressed through that plan, which will also be an opportunity to address the need for any additional resources needed to implement the changes. Chairperson LeZotte and Commissioner Wilson expressed agreement.

The Commission accepted the report.

Motion: Khamis

Second: Hall

AYES: Chavez, Hall, Khamis, LeZotte, Tucker, Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED

7. UPDATE ON LAFCO's CITIES SERVICE REVIEW

The Commission accepted the report.

Motion: Wasserman

Second: Tucker

AYES: Chavez, Hall, Khamis, LeZotte, Tucker, Wasserman, Wilson

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED

16. ADJOURN

The Commission adjourned to the next regular meeting on August 5, 2015 at **1:00 p.m.**, in the Board Meeting Chambers, County Government Center, 70 West Hedding Street, San Jose, California.

Approved:

Linda J. LeZotte, Chairperson
Local Agency Formation Commission of Santa Clara County

By: _____
Emmanuel Abello, LAFCO Clerk