



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners

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

Executive Officer
Neelima Palacherla

**LAFCO MEETING MINUTES
WEDNESDAY, OCTOBER 1, 2025**

CALL TO ORDER

The meeting was called to order at 1:28 p.m.

1. ROLL CALL

Commissioners

- Sylvia Arenas, Chairperson
- Rosemary Kamei, Vice Chairperson (Arrived at 1:32 p.m.)
- Jim Beall (Absent)
- Yoriko Kishimoto (Absent)
- Otto Lee (Absent)
- Terry Trumbull
- Mark Turner

Alternate Commissioners

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

Staff

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

2. PUBLIC COMMENTS

There were none.

3. APPROVE CONSENT CALENDAR

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

Commission Action: The Commission approved the Consent Calendar, including Items #4, #8 and #9.

4. **TAKEN ON CONSENT: APPROVE MINUTES OF AUGUST 6, 2025 LAFCO MEETING**

The Commission approved the minutes of the August 6, 2025 meeting.

PUBLIC HEARING

5. COMPREHENSIVE REVIEW AND UPDATE OF LAFCO POLICIES – PHASE 2

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

Commission Action:

1. The Commission approved the proposed structure for the Santa Clara LAFCO Policies and Procedures Manual.
2. The Commission adopted the proposed “Part 1. LAFCO Bylaws.”
3. The Commission adopted the proposed “Part 2. LAFCO Operational Policies and Procedures.”
4. The Commission adopted the proposed “Part 4. LAFCO Administrative Policies.”
5. The Commission rescinded the existing “Policies for Use of LAFCO Issued Electronic Devices” as they are no longer applicable.
6. The Commission determined that the proposed update of LAFCO policies is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15060(c)(2) and §15060(c)(3).

ITEMS FOR ACTION / INFORMATION

6. COUNTYWIDE WATER AND WASTEWATER SERVICE REVIEW

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

Commission Action:

1. The Commission directed staff to prepare a Draft Request for Proposals (RFP) for a professional services firm to conduct a Countywide Water and Wastewater Service Review, for the Commission’s consideration at the December 2025 LAFCO meeting.
2. The Commission appointed Vice Chairperson Kamei and Alternate Commissioner O’Neill to serve on the Countywide Water and Wastewater Service Review Technical Advisory Committee.

7. FY 2024-2025 LAFCO ANNUAL REPORT

Commission Action: The Commission accepted the FY 2024-2025 LAFCO Annual Report.

8. TAKEN ON CONSENT: EXECUTIVE OFFICER’S REPORT

Commission Action: The Commission accepted the report.

9. TAKEN ON CONSENT: CALAFCO RELATED ACTIVITIES

For Information only.

9.1 Proposed Amendments to CALAFCO Bylaws

10. COMMISSIONER REPORTS

Alternate Commissioner Chapman shared that the Open Space Authority signed a Memorandum of Understanding (MOU) to work with the City of Morgan Hill and West Hills Church on access to El Toro. She gave kudos to the City of Morgan Hill for working with her agency on this.

Commissioner Turner thanked Alternate Commissioner Chapman and the Open Space Authority for this major accomplishment.

Commissioner Kamei informed that she submitted her candidate nomination forms for the 2025/2026 CALAFCO Board of Directors election.

11. NEWSPAPER ARTICLES / NEWSLETTERS

There were none.

12. WRITTEN CORRESPONDENCE

- 12.1** Letter from the Special District Risk Management Authority regarding the President's Special Acknowledgement Awards (August 11, 2025)

CLOSED SESSION

13. PERFORMANCE EVALUATION

Public Employee Performance Evaluation (Government Code §54957)

Title: LAFCO Executive Officer

The Commission adjourned to Closed Session at 1:58 p.m.

14. REPORT OUT OF CLOSED SESSION

The Commission reconvened at 2:37 p.m., with no reportable action.

15. ADJOURN

The Commission adjourned at 2:37 p.m. to the next regular LAFCO meeting on December 3, 2025, at 1:15 p.m., in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on December 3, 2025

DocuSigned by:

Rosemary Kamei

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

DocuSigned by:

Sonia Humphrey

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Prepared by: _____
Sonia Humphrey, LAFCO Clerk