



Staff Report

TO: Board of Harbor Commissioners

FROM: James B. Pruet, General Manager

DATE: April 19, 2023

SUBJECT: Call for Nominations: Special District Selection Committee Mail Ballot to Elect Regular Special District Member on San Mateo LAFCo Pursuant to Government Code Section 56332

Issue/Item:

Open nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district Regular Member position expiring May 2024.

Recommendation/Motion:

The Commission may consider nomination of a Commissioner for the LAFCo Regular Member Position for the Independent Special District position.

If a Harbor Commissioner is nominated by the Board, the General Manager will work with the Board President to submit the nomination by May 3, 2023.

Policy Implications:

Harbor Commissioners are eligible for service on the Boards of Directors of various agencies and organizations.

Fiscal Implications/Budget Status:

Additional costs to Mileage/Travel. Staff will assure adequate funding in FY 2022/23 appropriation if elected.

Alternatives Considered

None

SUBJECT:Call for Nominations: Special District Selection Committee Mail Ballot to Elect Regular Special District Member on San Mateo LAFCo Pursuant to Government Code Section 56332

Background:

San Mateo LAFCo is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members. Terms are four years ending on the first Monday in May and members serve until reappointed or their successor is appointed.

The nomination period is now open for the Independent Special District Selection Committee (SDSC) to fill the independent special district Regular Member position expiring May 2024.

Government Code Section 56332 directs that the LAFCo Executive Officer to call a meeting or provide for mail ballot to appoint independent special district members to LAFCo to fill vacancies or expiring terms. In this case, it has been determined that the election of a Regular Member special district member to expire on May 2024, shall be held by election ballot via email.

Nominations for the regular member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate board member) and must be received by LAFCo by 5:00 p.m. May 3, 2023.

No board action is necessary to nominate a member of the Harbor Commission, unless the Board President is not able to participate. However, Board action is not prohibited.

Authorization form and all nominations to LAFCo must be received no later than 5:00 PM, May 3, 2023.

Recommendation/Motion:

This Commission may consider nomination of a Commissioner for the alternate Independent Special District Member to LAFCo.

Attachments:

1. LAFCo Fact Sheet
2. LAFCo Call for Nominations dated March 23, 2023
3. Authorization to Transmit Special District Selection Committee Ballot by Electronic Mail.
4. List of Independent Special Districts in San Mateo County as of April 25, 2022.



Rob Bartoli, Executive Officer
 rbartoli@smcgov.org
 www.sanmateolafco.org

Purpose of LAFCo

Created by the California legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County, and 21 of the 22 independent special districts; the majority of the Midpeninsula Regional Open Space District territory is located in Santa Clara County and the District is under the funding mandate for Santa Clara LAFCo.

The Commission has responsibility in the following areas affecting local government in the County:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts, and 33 active County-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

The Commission is made up of two members of the County Board of Supervisors, two members of city councils from cities in the County, two board members of independent special districts in the County, a public member, and four alternate members (County, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

Commissioner	Member Type	Term Expires
Ann Draper, Chair	City	May 2026
Kati Martin, Vice Chair	Special District	May 2026
Harvey Rarback	City	May 2025
Tygarjas Bigstyk	City	May 2026
Ray Mueller	County	May 2026
Warren Slocum	County	May 2024
Vacant	Special District	May 2024
Chris Mickelsen	Alternate Special District	May 2024
Ann Schneider	Alternate City	May 2023
James O'Neill	Alternate Public	May 2026
Noelia Corzo	Alternate County	May 2024

Commission Meetings

LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Please forward to Board President

April 3, 2023

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee Mail Ballot to Elect Regular Special District Member on San Mateo LAFCo Pursuant to Government Code Section 56332

As you know, San Mateo LAFCo is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members. Terms are four years ending on the first Monday in May and members serve until reappointed or their successor is appointed. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to appoint independent special district members to LAFCo to fill vacancies or expiring terms.

The purpose of this letter is to open the nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district **Regular Member position expiring May 2024**. This alternate member position is currently vacant.

In this case, it has been determined that the nomination and election of the alternate special district member shall be held by mail-in ballot process. For the nomination period, LAFCo will accept written nominations on your district's letterhead signed by your board president or board-appointed alternate for the regular member position. No board action is necessary unless your board president is not able to participate.

Nominations for the regular member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate board member) and must be received by LAFCo **by 5:00 p.m. May 3, 2023**.

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice. Section 56332(c)(2) provides for distribution of mail ballots by certified mail or by electronic

COMMISSIONERS: ANN DRAPER, CHAIR, PUBLIC ▪ KATI MARTIN, VICE CHAIR, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY
▪ WARREN SLOCUM, COUNTY ▪ RAY MUELLER, COUNTY ▪ VACANT, SPECIAL DISTRICT

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
ANGELA MONTES, CLERK

mail with the consent of the district. For both expediency and cost savings it is hoped that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

In summary, nominations are now open for the independent special district Regular Member position with term ending May 2024 and we need your district's authorization to transmit an election ballot via email.

Board presidents or board-appointed alternates are requested to complete the following two steps:

1. Submit written nominations for the Regular Special District LAFCo member on your district's letterhead with your signature or that of a board-appointed alternate.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

You must return your authorization form and all nominations to LAFCo no later than 5:00 pm, Wednesday May 3, 2023.

If you have questions concerning this process, please contact me directly.

Sincerely,

Sofia Recalde
Management Analyst
srecalde@smcgov.org
650.363.1853

Attachment: Authorization Form

San Mateo LAFCo Fact Sheet

Distribution: Presiding Officers of Independent Special Districts in San Mateo County

**Authorization to Transmit Special District Selection Committee Ballot
by Electronic Mail
[Pursuant to Section 56332 (C) (2)]**

The _____ District hereby authorizes LAFCo
(name of district)

to send the Special District Selection Committee Ballot by electronic mail to:

(Name of board president or board authorized voting delegate **and e-mail address**)

for the purpose of voting for regular special district term ending May 2024.

Submitted by: _____
Printed Name of District President or District Manager/Chief

Signature: _____

Date: _____

Please return by May 3, 2023 by mail, fax or electronic mail to:

Sofia Recalde, Management Analyst
San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063
650/363-1853 – phone
650/363-4849 – fax

Electronic mail: srecalde@smcgov.org

Independent Special Districts in San Mateo County as of 3/23/23
For Purposes of voting for Special District Members on LAFCo

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection District
East Palo Alto Sanitary District
Granada Community Services District
Highlands Recreation District
Ladera Recreation District
Menlo Park Fire Protection District
MidPeninsula County Water District
Montara Water and Sanitary District
North Coast County Water District
Peninsula Health Care District
San Mateo County Harbor District
San Mateo County Mosquito Abatement District
San Mateo County Resource Conservation District
Sequoia Health Care District
West Bay Sanitary District
Westborough County Water District
Woodside Fire Protection District

Note: Midpeninsula Regional Open Space District is not included because the majority of the District's territory is located in Santa Clara County.