



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 17, 2026**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Open
Position for Local Agency Formation
Commission Alternate Special District Member.**

The San Mateo County Local Agency Formation Commission (LAFCo) is calling for nominations for the open position of the Alternate Special District Member for the remainder of the term ending May 2038.

Director Kathryn Slater-Carter held the Alternate Position and was elected to serve as Regular Special District Member on LAFCo.

As every year, LAFCo also asks for authorization of the electronic ballot process. The authorization will be provided by MWSD Board President or General Manager.

RECOMMENDATION:

Authorize the General Manager to submit the electronic ballot authorization to LAFCo.

Attachment



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

August 24, 2026

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

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

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 **Alternate Member position expiring in May 2028**. This alternate member position is currently vacant as the former member, Kathryn Slater-Carter of the Montara Water and Sanitary District and the San Mateo County Harbor District, was recently elected to a Regular Member position.

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.

In this case, it has been determined that the nomination and election of the alternate special district member shall be held by mail. **Nominations for the alternate 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. Friday September 25, 2026.**

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: VIRGINIA CHANG KIRALY, CHAIR, SPECIAL DISTRICT ▪ ANN DRAPER, VICE CHAIR, PUBLIC ▪ KATHRYN SLATER-CARTER, SPECIAL DISTRICT ▪ DAVID J CANEPA, COUNTY ▪ DEBBIE RUDDOCK, CITY ▪ STEPHEN RAINALDI, CITY ▪ JACKIE SPEIER, COUNTY

ALTERNATES: NOELIA CORZO, COUNTY ▪ VACANT, SPECIAL DISTRICT ▪ GREG WRIGHT, CITY ▪ VACANT, PUBLIC

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ SARAH FLAMM, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪ DIANE ESTIPONA, 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 Alternate Member position with term ending May 2028. We are requesting nominations and your district's authorization to transmit an election ballot via email.

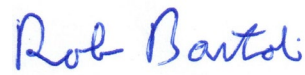
Board presidents or board-appointed alternates are requested to complete the following two steps:

1. Submit written nominations for the alternate 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." If not completed, LAFCo will send your district a hard copy of the ballot to the District General Manager.

You must return your authorization form and nomination paperwork to LAFCo no later than 5:00pm, Friday September 25, 2026.

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

Sincerely,



Rob Bartoli
Executive Officer

Attachment: Authorization Form
Special Districts in San Mateo County Roster
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 alternate special district term ending May 2028.

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

Signature: _____

Date: _____

**Please return by Friday, September 25, 2026 by mail, fax or electronic
mail to:**

Rob Bartoli, Executive Officer
San Mateo LAFCo
455 County Center
Redwood City, CA 94063
650/363-4224 – phone
650/363-4849 – fax

Electronic mail: **rbartoli@smcgov.org**

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

3/25/26

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection 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.



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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 20 of the 21 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, 21 independent special districts, and 33 active County and city 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
Virginia Chang Kiraly, Chair	Special District	May 2028
Ann Draper, Vice Chair	Public	May 2030
Debbie Ruddock	City	May 2029
David Canepa	County	May 2028
Kathryn Slater-Carter	Special District	May 2030
Jackie Speier	County	May 2028
Stephen Rainaldi	City	May 2030
Vacant	Alternate Special District	May 2028
Greg Wright	Alternate City	May 2027
Vacant	Alternate Public	May 2030
Noelia Corzo	Alternate County	May 2028

Commission Meetings

1. 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, 500 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.