



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REGULAR MEETING MINUTES Marin Local Agency Formation Commission

Thursday, June 13th, 2024

CALL TO ORDER

Chair Coler called the meeting to order at 6:30 P.M.

ROLL CALL BY COMMISSION CLERK

Roll was taken and quorum was met. The following were in attendance:

Commissioners Present:

Barbara Coler
Dennis Rodoni
Lew Kious
Craig Murray
Larry Chu
Eric Lucan
Steve Burdo (arrived at 6:42)

Alternate Commissioners Present:

Roger Smith

Marin LAFCo Staff Present:

Jason Fried, Executive Officer
Jeren Seibel, Deputy Executive Officer
Claire Devereux, Clerk/Jr. Policy Analyst

Marin LAFCo Counsel Present:

Malathy Subramanian

Commissioners Absent:

N/A

Alternate Members Absent:

Cathryn Hilliard
Stephanie Moulton-Peters
Stephen Burke

AGENDA REVIEW

No requests for changes to the Agenda were made.

Chair Coler opened the meeting for public comment. Seeing no hands raised Chair Coler closed public comment.

PUBLIC OPEN TIME

Chair Coler opened the public open time. Hearing no request to speak, Chair closed the public open time.

CONSENT CALENDAR ITEMS

1. Approval of Minutes for April 11, 2024, Regular Meeting
2. Commission Ratification of Payments from June 1, 2024, to May 31, 2024

Approved: M/S by Commissioners Murray and Kious to approve the consent calendar

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu and Lucan

Nays:

Abstain:

Absent: Burdo

Motion approved unanimously.

PUBLIC HEARING ITEMS

1. Adoption of Final Operating Draft Budget for Fiscal Year 2024-2025

Vice-Chair Rodoni (Chair of the Budget Committee) stated he had no additional comments.

EO Fried presented the staff report, stating minor technical adjustments, with a lowering of requests to member agencies from 9.8% to 7.11%.

Commissioner Murray inquired about professional services increases.

EO Fried clarified that professional services costs have been increasing, and we are slightly over this year, so an adjustment was necessary. Much of the increase is due to GIS work being taken in-house.

Commissioner Murray asked what the difference between conference and travel was.

EO Fried stated travel covers travel to conferences and workshops or if Jeren or Claire drive to something on behalf of Marin LAFCo.

Chair Coler opened public comment. Seeing no members of the public present public comment was closed.

Approved: M/S by Commissioners Chu and Lucan to approve the adoption of the 2024-2025 Budget

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu and Lucan

Nays:

Abstain:

Absent: Burdo

Motion approved unanimously.

2. Presentation of the Multi-Regional Service Review Public Draft. This is a hearing for the commission to review and make recommendations. (The hearing will be continued to the next meeting.)

DEO Seibel presented the staff report on the MSR.

Commissioner Kious stated he did not disagree with comments on recycled water in Southern Marin. However, stated that the topic is not new and that 7 to 8 years ago SASM and MMWD worked together to have a report created on recycled water which deemed recycled water in the area as not financially feasible from a storage standpoint. This was revisited and the same conclusion was made.

DEO Seibel asked if the study included Sausalito and Marin City Sanitary District.

Commissioner Kious stated that they were not directly involved but were consulted with and concurred with the findings.

Chair Coler stated she works with Marin County Open Space District and that MCOSD is understaffed, and a shared services agreement may not be in the cards. Coler stated changing it to having MMWD emulate and look into how they can provide some of those services.

DEO Seibel stated that the intention was to not stretch them further than they already are, but that grant funding to better expand this would be better served if a collaboration between the two is shown. Seibel stated that he is happy to update the wording to reflect that.

Chair Coler responded saying that MMWD can learn from the experiences from MCOSD and should seek to consider it.

Vice-Chair Rodoni stated that Marin County Parks are separate from Marin County Open Space, and inquired if there was an opportunity to say so.

DEO Seibel stated that he tried to be intentional with his wording to make sure that was clear.

Vice-Chair stated that both MMWD and MCOSD are both stretched out, but it is good to point out areas of collaboration. Rodoni also clarified that in Dillon Beach and Oceana Marin NMWD provides sewer services.

Commissioner Murray stated the recommendations in the front were nice to see. Murray recommended placing GIS Maps of where the DUCs are that are included in the report. Moving on to Marin Healthcare District section may benefit from a graphic pointing out they are in the red.

Chair Coler opened public comment. Seeing no members of the public present public comment was closed.

Approved: M/S by Commissioners Murray and Burdo to continue the item to the next meeting on August 8th.

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu, Lucan and Burdo

Nays:

Abstain:

Absent:

Motion approved unanimously.

3. Ratification of Approval of LAFCo File #1377 - Emergency Out of Service Agreement to Novato Sanitary District for 2 Hansen Road in Novato, CA For One Year

EO Fried presented the staff report.

Commissioner Murray inquired about the City's response regarding the Urban Growth Boundary.

EO Fried stated they are within the City's boundaries.

Commissioner Burdo expressed gratitude to the staff, and this is a beneficial policy for both homeowners and the environment.

Commissioner Lucan seconded Burdo's comments and that policy is well thought out.

Chair Coler gave kudos to EO Fried,

Chair Coler opened public comment. Seeing no members of the public present public comment was closed.

Approved: M/S by Commissioners Burdo and Lucan to ratify the Emergency OSA for sanitary service connection of 2 Hansen Road

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu, Lucan and Burdo

Nays:

Abstain:

Absent:

Motion passes unanimously.

BUSINESS ITEMS

1. Election of Chair and Vice Chair

EO Fried gave a brief staff report.

Chair Coler stated she was fortunate to serve as chair and expressed gratitude to staff and the commission and would love to be considered to serve again.

Commissioner Burdo inquired on the process of expressing interest in becoming chair.

EO Fried stated he leaves it up to the commission and the meeting to decide and act on nominating and electing.

Chair Coler opened public comment. Seeing no members of the public present comment period was closed.

Alt. Commissioner Smith expressed the need for procedure regarding elections of chair and vice-chair to avoid uncomfortable situations.

Chair Coler stated that this commission is not burdened by process. However, this can be discussed at the personnel and policy committee.

Commissioner Murray suggested having the EO present at the meeting with commissioners who expressed interest in being nominated.

EO Fried stated he could do that.

Commissioner Burdo stated he is comfortable with keeping the chair and vice-chair as it is now.

Approved: M/S by Commissioners Murray and Lucan to re-elect Commissioner Rodoni as Vice-Chair

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu, Lucan and Burdo

Nays:

Abstain:

Absent:

Motion passes unanimously.

Approved: M/S by Commissioners Burdo and Lucan to re-elect Commissioner Coler as Chair

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu, Lucan and Burdo

Nays:

Abstain:

Absent:

Motion passes unanimously.

2. Approval of First Amendment to Executive Officer Employment Agreement

Legal Counsel Subramanian presented the staff report.

Chair Coler thanked the commission for earlier discussions.

Vice-Chair Rodoni asked if merit kicks in before or after COLA.

Counsel Subramanian stated merit will be put in and COLA placed on top of it.

Chair Coler opened public comment. Seeing no members of the public present comment period was closed.

Approved: M/S by Commissioners Chu and Burdo to approve the first amendment to Executive Officer Agreement.

Ayes: Commissioners Coler, Rodoni, Murray, Kious, Chu, Lucan and Burdo

Nays:

Abstain:

Absent:

Motion passes unanimously.

3. Discussion and Possible Approval of Items Related to CALAFCO Annual Conference

EO Fried stated that at the staff workshop the ADA Compliance presentation created by both EO Fried and Clerk/Jr. Policy Analyst Devereux received the highest review.

a) Nomination to CALAFCO Board of Directors

EO Fried reported on nominations for CALAFCO Board of Directors. Both County and Special District seats are open for nominations.

Commissioner Murray stated he has run in the past and that there is one member from Contra Costa who has run for a very long time. Murray expressed interest in bringing up rotating who holds those roles.

b) Nominations for CALAFCO Annual Awards

EO Fried reported on CALAFCO Annual awards nominations.

Chair Coler stated nominations were made in the past, and the nominations were not successful, but we should not be deterred by that.

Commissioner Burdo asked for clarifications on if nominations were for individuals or LAFCOs.

EO Fried stated that it depends on the Award Category.

Commissioner Burdo inquired if older work/policies could be nominated.

EO Fried stated that the award window is for work done in the past 12 months.

c) Nominations of Marin LAFCo Voting Delegates to Annual Conference

Chair Coler and EO Fried Inquired as to who wanted to attend.

Some commissioners expressed conflicting conferences, and some had been in the past.

Chair Coler said it is a great location and opportunity.

EO Fried stated he would be in attendance.

Commissioner Murray stated it is important to have representation, and that he can be available to attend if others are not able to attend.

EO Fried stated that we can circle back on the topic at the next meeting.

Chair Coler suggested booking two rooms to reserve space and circle back at the next meeting.

Chair Coler opened public comment. Seeing no members of the public present comment was closed.

EXECUTIVE OFFICER REPORT (discussion and possible action)

a) Budget Update FY 2023-2024

EO Fried stated we are still under budget. However, professional services have gone over.

Vice-Chair Rodoni inquired into if that is an ongoing expense.

EO Fried stated it is not, but there could be one more year of needed changes. This is in part due to applications not being updated in the system by predecessors.

The Vice-Chair inquired if this was in part due to leaving Marin Map.

EO Fried stated that it is not.

b) Current and Pending Proposals

EO Fried stated that an OSA was ratified today and there is a potential application awaiting an easement but otherwise has all materials for an application prepared.

c) Marin LAFCo Workplan

Sanitary District 2 boundary cleanup is making progress with meetings happening this week and next to ensure parcels are correctly districted and full applications are submitted.

Belvedere has formerly expressed interest in joining Tiburon Fire District. Meetings are currently being organized.

San Rafael Sanitary District has expressed interest in having Central Marin Sanitary District take over the day to day. Meetings with Ross Valley Regarding the topic in coming weeks regarding SRFD and CMSA in addition to what and how MSRs work.

EO Fried stated he went to Marin City CSD and had discussions on what LAFCo is and how they can work together.

d) Correspondence

Chair Coler expressed appreciation for Murray's Report

Commissioner Murray discussed current developments and circulation issues and if LAFCo regulates that.

EO Fried stated we are not involved in planning processes. We get notified for comment and look at future growth in MSRs and how that may affect agencies.

Commissioner Murray stated it could be good for Jeren to look at how to mitigate impacts of growth.

EO Fried stated that some of the suggested topics fall under the roles of cities and towns.

Chair Coler stated that Novato is well-staffed and positioned.

Commissioner Murray stated that Richardson Bay has non-operational facilities that the Town of Tiburon is taking over and asked if we are involved.

EO Fried stated we are not because there are no boundary or jurisdictional issues.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Chair Coler asked for any announcement or requests. Seeing none Chair Coler adjourned the meeting at 8:35 P.M.

ADJOURNMENT TO NEXT MEETING

Thursday, August 8th, 2024



Attest: Claire Devereux
Clerk/Junior Analyst

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

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