



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, February 12th, 2026

CALL TO ORDER

Chair Coler called the meeting to order at 6:35 P.M.

ROLL CALL BY COMMISSION CLERK

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

Commissioners Present: Barbara Coler (Attending remotely under Gov. Code §54953.8.3(c)(2))
 Dennis Rodoni
 Steve Burdo
 Lew Kious (Attending remotely under Gov. Code §54953.8.3(c)(3))
 Eric Lucan
 Larry Chu (Attending remotely under Gov. Code §54953.8.3(c)(3))
 Craig Murray

Alternate Commissioners Present: Roger Smith
 Cathryn Hilliard (voting till 6:48)

Marin LAFCo Staff Present: Jason Fried, Executive Officer
 Jeren Batchelder-Seibel, Deputy Executive Officer
 Claire Devereux, Clerk/Jr. Policy Analyst

Marin LAFCo Counsel Present: Malathy Subramanian
 Alternate Members Absent: Stephanie Moulton-Peters
 Rachel Farac

AGENDA REVIEW

Vice-Chair Rodoni opened public comment. Seeing that no one wished to speak, the public comment was closed.

PUBLIC OPEN TIME

Vice-Chair Rodoni opened the public open time. Seeing no one wishing to speak, the public open time was closed.

CONSENT CALENDAR ITEMS (discussion and possible action)

1. Approval of Minutes for December 11, 2025, Regular Meeting
2. Commission Ratification of Payments from December 1, 2025, to January 31, 2026
3. Update to Contract with Alyssa Schiffman for Bookkeeping Services
4. Approval of Policy & Personnel Committee Recommended Amendments and Additions to the Policy Handbook.

Commissioner Murray inquired if legal counsel reviewed the contract.

Staff confirmed that they did.

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

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

PUBLIC HEARING

5. Approval of Resolution 26-01 Annexation of 673 Atherton Ave. (143-101-34), Novato into Novato Sanitary District with Waiver of Notice, Hearing, and Protest Proceedings and Finding it Exempt from CEQA pursuant to State CEQA Guidelines Section 15319.

Jr. Policy Analyst Devereux gave the staff report

Commissioner Murray asked whether properties outside the Urban Growth Boundary in Novato must first experience a septic system failure before connecting to sewer service.

Jr. Policy Analyst Devereux stated that in this case of the development of a home, the County typically does not permit a septic system if a property is within about 400 feet of an available sewer connection.

Applicant Jim Delia introduced himself.

Vice-Chair opened public comment. Seeing no speakers, public comment was closed.

Approved: M/S by Commissioners Lucan and Burdo to approve Resolution 26-01 Annexation of 673 Atherton Ave. (143-101-34), Novato into Novato Sanitary

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

BUSINESS ITEMS (discussion and possible action)

Business Items involve administrative, budgetary, legislative, or personnel matters and may or may not be subject to public hearings.

6. Discussion And Possible Approval Of The New Board Structure For CALAFCO Being Presented At Its Special Meeting On February 23

Interim CALAFCO EO McIntyre noted that if the proposal passes, allowing executive officers to run for the Board, the four regional executive officers (EO) currently serving as board members would no longer serve on the board.

Serrano stated the upcoming vote is an important step in continuing improvements, following organizational challenges in late 2024/2025. He noted the effort reflects member input and aims to utilize the experience and knowledge of EOs and staff statewide. Serrano encouraged the Commission to consider supporting the proposal.

Chair Coler thanked staff for their efforts and expressed support for EOs serving as voting members of the CALAFCO Board. She also asked when a proposal for a new regional structure might be brought forward.

Interim CALAFCO EO McIntyre explained that CALAFCO will seek additional feedback from member LAFCOs during the May staff workshop. The working group will continue discussions and gather input over the summer, with the potential to present a regional structure proposal to the membership at the October meeting.

Serrano explained that a CALAFCO restructuring committee drafted a proposed regional map but decided not to bring it forward for a vote due to limited feedback from member LAFCOs. He noted the committee wants additional input before presenting a revised proposal for consideration later in the year.

Chair Coler suggested holding a follow-up workshop to gather additional feedback and help keep the regional restructuring proposal on track for consideration at the October conference meeting. She also thanked staff.

Commissioner Kious expressed concern about the lack of progress and emphasized the need to focus resources on developing a clear plan so LAFCOs can move forward.

Commissioner Burdo asked whether the bylaws would allow all board representatives to be EO and expressed concern that at least some members should be elected officials representing constituents.

EO Fried responded that EO's are unlikely to run against commissioners for board seats and would more likely step in only if no commissioner is running, serving as a backstop rather than replacing elected officials.

Interim CALAFCO EO McIntyre noted that commissioners typically serve as voting delegates at conferences and would elect board members, providing a safeguard that commissions are likely to select commissioners before EO's.

Serrano acknowledged concerns that EO's might take board seats, explaining that the change is intended only as an option if no commissioners volunteer. He noted the goal is to avoid vacancies and maintain representation.

Commissioner Murray asked how the proposed at-large structure would prevent larger counties or cities from dominating representation and ensure smaller LAFCOs remain represented.

EO Fried responded that regional representation should continue to provide balance between large and small LAFCOs and that the change is intended as a temporary, one-year step while a new regional structure is developed.

Commissioner Murray asked about the "certificates of membership" language in Section 2.7 of the bylaws.

EO Fried explained that CALAFCO is structured as a 501(c)(3) nonprofit corporation, and the language reflects standard corporate provisions that are not being changed; only the redlined amendments are proposed for approval.

Vice-Chair opened public comment. Seeing no speakers, public comment was closed.

Approved: M/S by Commissioners Coler and Lucan to move forward
Ayes: Commissioners Burdo, Lucan, Chu, Coler, Rodoni, Hilliard, and Murray
Nays:
Abstain:
Absent:
Motion: Approved unanimously

7. Discussion and Possible Action on Whether to Retain Marin LAFCo Membership with CALAFCO

Commissioner Rodoni asked when the Commission would need to decide whether to renew CALAFCO membership and how dues would be handled if the reorganization process does not move forward as expected.

EO Fried explained the Commission could decide as early as April or June, though dues are not required until later in the year. He noted that it may be possible to pay dues in installments.

Interim CALAFCO EO McIntyre highlighted several improvements at CALAFCO over the past year, including updated bylaws and policies, orientation for new board members, board self-evaluations, regional officer participation, leadership rotation, and the development of a code of ethics and communications plan.

Serrano stated that significant improvements are being made, and they are working to rebuild trust with members. He encouraged Marin LAFCo to remain involved, noting its leadership and participation are important to progress.

Chair Coler thanked staff for their work and recognized the renewed energy, particularly under McIntyre's. She noted ongoing concerns and asked whether there are plans to revisit the dues structure and when they are due.

EO Fried explained that CALAFCO follows a July 1–June 30 fiscal year. Dues are typically invoiced in June and paid around July 1, with about a 60-day window to pay before membership lapses at the end of August.

Chair Coler expressed support for the current CALAFCO leadership team while emphasizing the Commission's desire to see measurable progress. She asked whether proposed changes to CALAFCO's regional structure and membership dues could be brought forward at the October meeting or adopted earlier if ready.

Interim CALAFCO EO McIntyre acknowledged concerns, noting that some tiers appear inequitable. She explained that members' feedback has focused more on regional restructuring than on dues. She also noted that they have begun holding special meetings outside the October conference, and that the February special meeting was intended to address issues more quickly.

EO Fried stated that, to his knowledge, no discussions have yet occurred regarding changes to the CALAFCO dues structure and noted that the Board of Directors would need to initiate that discussion.

Commissioner Murray thanked CALAFCO leadership for their efforts. He also acknowledged concerns about the dues structure but supported continuing discussions and delaying action for now.

Commissioner Rodoni suggested requesting that the CALAFCO Board agenda discussion of the dues structure once the new board is in place, noting the Commission's interest in addressing both restructuring and dues.

Commissioner Chu noted potential future budget pressures and emphasized the importance of resolving dues issues soon. He added that the inequities in the current formula appear solvable and expressed willingness to help analyze.

Chair Coler suggested adding a discussion of the dues structure to the upcoming February 23 CALAFCO meeting.

Interim CALAFCO EO McIntyre responded that the agenda has already been published and cannot be changed due to notice requirements, but she will report Marin LAFCo's interest in discussing the dues structure to the Board.

Vice-Chair opened public comment. Seeing no speakers, public comment was closed.

Commissioner Rodoni expressed support for paying another year of dues but preferred waiting until the next meeting to review the outcome of the February CALAFCO meeting.

EXECUTIVE OFFICER REPORT

a) Budget Update FY 2025-2026

The agency remains under budget overall, though some line items may require adjustments.

b) Current and Pending Proposals

Aside from the item heard at the meeting, there are no pending applications.

c) Marin LAFCo Workplan

The work plan was updated and reprioritized for the year, and the Countywide Police Study will be restored. For the SQV Annexation, staff is awaiting technical information from RVSD before advancing discussions.

d) Committee Assignments

Updated committee assignments were provided for Commission review.

e) Fire Study Update

The Commission agreed to schedule the Fire Services Study for the June meeting to allow additional review time.

f) Correspondence

The annual audit is nearing completion. Commissioners were told to respond to the auditor if they have concerns.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Vice-Chair Rodoni opened announcements and requests.

Vice-Chair Rodoni adjourned the meeting at 8:00

ADJOURNMENT TO NEXT MEETING

June 11th, 2026, at 6:30 P.M. | Marin Wildfire Prevention Authority

Claire Devereux

Attest: Claire Devereux
 Clerk/Jr. Policy Analyst