



# **Marin Local Agency Formation Commission**

**Regional Service Planning | Subdivision of the State of California**

## **NOTICE OF REGULAR MEETING AND AGENDA**

### **Marin Local Agency Formation Commission**

Thursday, October 12, 2017

Marin Clean Energy | Charles McGlashan Room  
1125 Tamalpais Avenue, San Rafael, California

**\* REMINDER OF NEW MEETING LOCATION \***

#### **7:00 P.M. – CALL TO ORDER BY CHAIR**

#### **ROLL CALL BY CHAIR**

#### **AGENDA REVIEW**

The Chair or designee will consider any requests to remove or rearrange items by members.

#### **OPEN TIME**

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the current agenda. All statements that require a response will be referred to staff for reply in writing or will be placed on the Commission's agenda for consideration at a later meeting. Speakers are limited to three minutes.

#### **CONSENT CALENDAR ITEMS**

All items calendared as consent are considered ministerial or non-substantive and subject to a single motion approval. The Chair or designee will also consider requests from the Commission to pull an item for discussion.

**1. Approval of Meeting Minutes |**

**September 7, 2017 and August 10, 2017 Regular Meeting (action)**

Staff has prepared meeting minutes for the last two meetings of the Commission. This involves a special meeting held on September 7<sup>th</sup> and a regular meeting held on August 10<sup>th</sup>. The minutes are being presented for formal approval with any desired corrections or clarifications.

**2. Commission Ratification | Reconciled Payments from July 1 to August 31, 2017 (action)**

The Commission will consider ratifying payments made by the Executive Officer between the months of July and August. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$85,981. The payments are being presented for formal ratification consistent with adopted policies.

**3. Budget Update for 2017-2018 and Year End Projections (action)**

The Commission will review a report comparing budgeted and actual transactions for 2017-2018 through September 30<sup>th</sup> and its projection Marin LAFCO is on pace to finish with a net difference of \$13,685 or 2.5%. This projection marks a significant improvement over the budgeted operating net of (\$10,000) and is largely tied to anticipated savings in payroll costs for reasons detailed. The report is being presented to the Commission to accept and file and to provide direction as needed.

**4. Progress Report on 2017-2018 Workplan (action)**

The Commission will receive a progress report on accomplishing specific projects established as part of the adopted workplan for 2017-2018. The report is being presented to the Commission to formally accept as well as to provide direction to staff as needed.

**5. Current and Pending Proposals (information)**

The Commission will receive a report identifying active proposals on file with Marin LAFCO as required under statute. The report also identifies pending local agency proposals to help telegraph future workload. The report is being presented to the Commission for information only.

**CONSENT CALENDAR CONTINUED...****6. Request for Change in Condition of Approval Terms | 263 Second Street et al. to the Tomales Village Community Services District (action)**

The Commission will consider an applicant's request for a change in a condition to complete the terms established by Marin LAFCO in approving the annexation of territory at 263 Second Street and three adjacent and/or nearby undeveloped lots to the Tomales Village Community Services District on August 13, 2015. Staff believes the request is reasonable and recommends approval in order for the applicant to complete the change of organization. The affected parcels are identified by the County of Marin as 102-041-40, 41, 42, and 43.

**PUBLIC HEARING ITEMS****7. North Marin Water District | Final Report on Sphere of Influence Update and Associated Items (action)**

The item has returned to the Commission from the previous public hearing held on August 10, 2017 for consideration in taking two actions tied to its scheduled sphere of influence update on the North Marin Municipal Water District. The first action is to receive and file a final report prepared by staff evaluating the current sphere designation and update recommendations therein relative to State law and Commission policies. The second action is to consider adopting a resolution by updating the sphere consistent with the recommendations of the final report and headlined by making one immediate modification to include approximately 2,230 acres located off of State Highway 1 in the West Marin service area. Other recommendations focus on policy statements involving Dillion Beach and South Sonoma County to designate these areas as priority reviews ahead of the next scheduled update. The item remains intact from the last regular meeting with some technical edits made in Appendix A of the report.

**8. Boundary Change Proposal and Related Actions | Reorganization of 276 Mesa Road to the Bolinas Community Public Utility District (action)**

The Commission will consider a proposal from a landowner requesting annexation of approximately 20.6 acres of unincorporated territory in Bolinas to the Bolinas Community Public Utility District to establish public water service for the future development of a single-family residence. The affected territory lies outside the established sphere of influence for the District and a concurrent amendment is necessary to facilitate an annexation. Staff recommends approval of a concurrent sphere amendment and proposed annexation with standard terms. The subject parcel is identified by the County of Marin Assessor's Office as 188-170-54.

**BUSINESS ITEMS****9. Recommendations on the Temporary Appointment of the Interim Executive Officer (action)**

The Commission will consider to approve recommendations involving the duties, salary adjustment and agreement contract following the appointment of Marin LAFCO's Interim Executive Officer, Rachel Jones. The proposed recommendations include the completion of six items on the Commission's adopted work plan for 2017-2018 and a temporary salary adjustment of \$48.08 per hour. It is also recommended a contract of the appointment be memorialized by LAFCO's personnel counsel. Additionally, the Commission will consider the recommendation on the selection of a firm to oversee the recruitment of a new Executive Officer.

**EXECUTIVE OFFICER REPORT**

- Update on 2017 CALAFCO Annual Conference

**COMMISSIONER ANNOUNCEMENTS AND REQUESTS****ADJOURNMENT TO NEXT MEETING**

Thursday, December 14, 2017



Attest: Rachel Jones  
Interim Executive Officer

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Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until 3 months after a final decision is rendered by LAFCO. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCO office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.

**Marin LAFCO**

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