



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, August 14th, 2025

CALL TO ORDER

Chair Coler called the meeting to order at 6:32 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
Steve Burdo (6:39 P.M.)
Lew Kious
Craig Murray
Larry Chu
Eric Lucan

Alternate Commissioners Present: Roger Smith
Rachel Farac
Cathryn Hilliard

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

Commissioners Absent:

Alternate Members Absent: Stephanie Moulton-Peters

AGENDA REVIEW

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

PUBLIC OPEN TIME

Chair Coler opened public open time. Seeing no one wishing to speak, public open time was closed.

CONSENT CALENDAR ITEMS (discussion and possible action)

1. Approval of Minutes for June 12, 2025, Regular Meeting
2. Commission Ratification of Payments from June 1, 2025, to July 31, 2025

Chair Coler asked to have the bill number added to the minutes for Item 3

Chair Coler opened public comment. Seeing no one wishing to speak in public, the public comment was closed.

Administrative Office
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Dennis Rodoni, Vice-Chair
County of Marin
Eric Lucan, Regular
County of Marin
Stephanie Moulton-Peters, Alternate
County of Marin

Barbara Coler, Chair
Town of Fairfax
Steve Burdo, Regular
Town of San Anselmo
Rachel Farac, Alternate
City of Novato

Lew Kious, Regular
Almonte Sanitary District
Craig Murray, Regular
Las Gallinas Valley Sanitary District
Cathryn Hilliard, Alternate
Southern Marin Fire Protection District

Larry Chu, Regular
Public Member
Roger Smith, Alternate
Public Member

Approved: M/S by Commissioners Farac and Murray to approve the Consent Calendar with the bill number added

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

PUBLIC HEARING

3. Public Hearing on the Proposed Sphere of Influence Amendment and Annexation of 4301 Paradise Drive (APNs 034-291-28 & -38), Tiburon to Sanitary District No. 2 of Marin County (LAFCo File #1392)

Commissioner Murray inquired if there were any comments from the Sewerage Agency of Southern Marin (SASM), about whether there was a tax exchange agreement and what lies on the property.

EO Fried stated that the firehouse is currently pumping uphill, and with a remodel about to occur, they wish to connect to SD2 to eliminate the need for pumping. The parcel is government-owned and therefore has zero property value, so no tax exchange is necessary.

Fire Chief Hellyer introduced himself and restated the purpose of the application.

Commissioner Rodoni asked about the second parcel on the map.

Jr. Analyst Devereux stated that the Tiburon Fire Protection District owns both parcels, and to create a uniform map, both will be annexed.

Chair Coler opened public comment. Seeing no one wishing to speak in public, the public comment was closed.

- a. Consideration of Resolution 25-18 Approving an Amendment to the Sphere of Influence of Sanitary District No. 2 of Marin County to Include 4301 Paradise Drive (APNs 034-291-28 & -38), Tiburon.

Approved: M/S by Commissioners Rodoni and Chu to approve Resolution 25-18

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

- b. Consideration of Resolution 25-19 Approving the Annexation of 4301 Paradise Drive (APNs 034-291-28 & -38), Tiburon to Sanitary District No. 2 of Marin County with Waiver of Notice, Hearing, and Protest Proceedings and Finding the Action Exempt from CEQA Pursuant to CEQA Guidelines Section 15319

Approved: M/S by Commissioners Murray and Chu to approve Resolution 25-19

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

4. Public Hearing on the Proposed Sphere of Influence Amendment and Annexation of 280 Mesa Drive (APN 188-170-53), Bolinas to Bolinas Community Public Utility District (LAFCo File #1393)

Commissioner Murray inquired about the water impacts in the area and what factors have been considered regarding usage.

Jr. Analyst Devereux stated the applicant may answer that question better, but the Bolinas Community Public Utility District (BCPUD) has reviewed it and is in full support.

Leila Monroe (applicant) stated the meter is limited to 225 gallons per day and we are asked by BCPUD to install what's called a flume, an in-home monitoring device that hooks to your phone and stated the water will only be used for domestic purposes and the 2 acres that we do have in production, we water only with water from our two agricultural ponds.

Chair Coler opened public comment. Seeing no one wishing to speak in public, the public comment was closed.

- a. Consideration of Resolution 25-20 Approving an Amendment to the Sphere of Influence of Bolinas Community Public Utility District to Include 280 Mesa Drive (APN 188-170-53), Bolinas.

Approved: M/S by Commissioners Rodoni and Lucan to approve Resolution 25-20

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

- b. Consideration of Resolution 25-21 Approving the Annexation of 280 Mesa Drive (APN 188-170-53), Bolinas to Bolinas Community Public Utility District with Waiver of Notice, Hearing, and Protest Proceedings and Finding the Action Exempt from CEQA Pursuant to CEQA Guidelines Section 15319.

Approved: M/S by Commissioners Lucan and Murray to approve Resolution 25-21

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

5. Presentation of the San Rafael Area Municipal Service Review and Sphere of Influence Update Public Draft. This is a hearing for the commission to review and make recommendations. (The hearing will be continued to the next meeting.)

Commissioner Murray inquired about the recommendation regarding SB 777, stating that he believed the County had shifted Mount Tam Cemetery to city jurisdiction.

DEO Seibel clarified that the City had annexed the cemetery property approximately ten years ago and is therefore under city jurisdiction.

EO Fried added that, while the cemetery is under city jurisdiction, public cemetery districts may still involve the County Board of Supervisors. He explained that in some cases, the Board of Supervisors appoints members to cemetery district boards, which results in county involvement depending on the type of cemetery district created.

Commissioner Murray asked about the split parcels between San Rafael and San Anselmo, asking whether the split was physical, service-related, or a combination of both.

DEO Siebel stated the boundary line between the two municipalities runs directly through several parcels, confirming that it is strictly a boundary line issue.

Chair Coler raised concerns about Flood Zone 6, stating that delays seemed unnecessary and suggesting the City could create a restricted account to manage funds to take on Flood Zone 6. She asked whether a property tax exchange agreement with the County was required.

EO Fried stated this issue will never actually come to LAFCo and that the county has not yet agreed to a tax exchange agreement, and the City has not agreed to an advisory board in part due to the lack of a tax exchange agreement.

Chair Coler stated that Marinwood cannot resolve staffing issues on its own and relies on San Rafael for coverage. Noting LAFCo has recommended consolidation for over twenty years and suggested strengthening the recommendation, possibly with Supervisor Sackett's involvement.

EO Fried stated that staff would review whether the recommendation could be strengthened, noting that City of San Rafael participation is essential. He added that past efforts stalled, but with new staff, discussions could resume. Current talks between Marinwood and San Rafael focus on immediate staffing rather than long-term consolidation.

Chair Coler also raised concerns regarding the housing development at 1501 Lucas Valley Road, questioning whether Marinwood Community Services District should be identified as having the capacity to serve the development given its ongoing staffing challenges.

EO Fried stated Marinwood Firehouse is the closest station and would provide initial response regardless of staffing difficulties, though certain specialized apparatus would still require assistance from San Rafael.

Chair Coler suggested that the MSR should acknowledge that current staffing shortages may create problems, particularly in mutual aid scenarios, and recommended revising the language to reflect this concern.

Chair Coler observed that the organizational chart for San Rafael Fire included in the report was outdated, given the City's recent reorganization.

DEO Siebel stated he would look into it.

Chair Coler opened public comment. Seeing no one wishing to speak in public, the public comment was closed.

Approved: M/S by Commissioners Rodoni and Lucan to continue the hearing of San Rafael Area Municipal Service Review and Sphere of Influence Update to the next meeting

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

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 Items Related to CALAFCO Annual Conference and General CALAFCO Update

EO Fried gave the staff report.

a. Nomination to the CALAFCO Board of Directors

No commissioners expressed interest

b. Nominations for CALAFCO Annual Awards

EO Fried stated we nominated the last 5-year round of MSR for innovative projects.

Coler stated she was supportive of the nomination.

Approved: M/S by Commissioners Murray and Kious to direct staff to prepare a nomination for the award.

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

c. Nominations of Marin LAFCo Voting Delegates to Annual Conference

EO Fried gave the staff report and stated that Coler and Murray have expressed interest in attending this year's conference.

Approved: M/S by Commissioners Coler and Murray to continue no appoint Commissioners Coler, Murray, and Executive Officer Fried as the voting delegates

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

d. General CALAFCO Update

Chair Coler asked for a summary of the big-ticket items.

EO Fried asked Pamela Miller, consultant for CALAFCO, if she could answer Chair Coler's questions. She stated that extensive member outreach, including focus groups, one-on-one meetings, and an online assessment, informed new governance policies and bylaw changes. A 6–9 month action plan is underway, focusing first on policies and procedures, and next on restructuring CALAFCO's regional and board structures. A special membership meeting is planned for February, with all changes expected to be implemented by October 2026.

Chair Coler asked about the board governance changes and potential board size.

Pamela Miller explained that regional officers will become voting members, and future changes could include allowing commissioners and executive officers to be elected at-large. The regional structure may be redrawn to reduce the number of board members per region and keep the board manageable.

Chair Coler noted that boards of a larger size, at times, can be very staff-driven.

Pamela Miller stated that two southern region seats will remain vacant, keeping effective membership at 18.

Chair Coler expressed satisfaction that long-standing Marin LAFCo requests are being addressed and thanked Pamela for her work.

Chair Coler asked if any outreach is planned to re-engage LAFCOs that have left.

Pamlea Miller stated that communication resources will be sent to all LAFCoS explaining the bylaw changes. She noted ongoing contact with former members and reported that three LAFCoS will attend the conference, with presentations planned for three others between September and December to share CALAFCo's progress.

7. Discussion and Possible Action on Special District Risk Management Authority Board of Directors Election

EO Fried gave the staff report.

Candidate Chang Kiraly gave a presentation on her experience and background.

Commissioner Hilliard and Murray expressed support

Commissioner Burdo asked what motivated Virginia to apply for the SDRMA board seat, noting that many were unaware it existed.

Candidate Chang Kiraly stated that her financial and investment experience, including improving governance at the San Mateo County Harbor District, motivated her to join the SDRMA board. She was encouraged to apply by the district's general manager to help maintain and expand member benefits.

Approved: M/S by Commissioners Coler and Murray to direct staff to submit the vote for Steven Ruettggers, Mike Schaefer, Rober Housley, and Virginia Chang Kiraly.

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

8. Discussion and Response to Civil Grand Jury Report – "Who's Minding the Store"

EO Fried gave the staff report.

Commissioner Murray suggested that future grand juries provide draft reports to agencies, including LAFCo, in advance so corrections can be made before public release

EO Fried responded that grand juries did send the report in advance, but only by 2 or 3 days before formal release, limiting the ability to review and respond. He agreed that more lead time would be helpful for verifying accuracy.

Commissioner Lucan inquired about where it says state law does not require Marin LAFCo to host a website. Is that true, there's no requirement for us to have a website?

EO Fried stated yes, that it's true we fall into a weird section of government code that does not specify LAFCos should have to have a website. We do because it helps inform the public.

Commissioner Chu stated that, based on his experience with the grand jury, once a report is signed, changes may not be possible. He expressed appreciation for EO Fried's detailed response but stated that LAFCo is not obligated to educate future grand juries, as each will have its own questions and processes.

Chair Coler emphasized that grand jurors are volunteers doing their best, and while reports may contain errors, responses should remain respectful and factual rather than confrontational. She specifically noted that for finding F3, the response should indicate partial disagreement rather than implying full disagreement, and that the explanation should focus on the facts and any corrective actions.

Commissioner Burdo said the responses to F3 and F5 were educational, though they might have been more concise. Then Burdo asked if the grand jury had reached out during their investigation.

Legal Counsel Subramanian explained that Marin’s grand jury oath prevents discussion, even after the report is final, limiting staff opportunities to provide input or answer that question.

Burdo stated that volunteers’ work is appreciated, but noted that reports often contain errors due to limited due diligence. He highlighted the value of staff responses and the detailed information on LAFCo’s website.

Approved: M/S by Commissioners Burdo and Chu to direct staff to submit the response to the Civil Grand Jury with the change to partially disagree for F3.

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

Nays:

Abstain:

Absent:

Motion: Approved unanimously

EXECUTIVE OFFICER REPORT

a) Budget Update 2024-2025

EO Fried stated that we are under budget.

b) Current and Pending Proposals

Three were on the agenda today, with a high possibility of more.

c) Marin LAFCo Work Plan

EO Fired stated that all changes made are reflected in the memo

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Chair Coler opened announcements and requests.

Chair Coler adjourned the meeting at 8:07

ADJOURNMENT TO NEXT MEETING

October 9th, 2025, at 6:30 P.M. | Marin Wildfire Prevention Authority

Claire Devereux

Attest: Claire Devereux
Clerk/Jr. Policy Analyst