



# Marin Local Agency Formation Commission

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

### SPECIAL MEETING MINUTES

#### NOTICE OF COMMISSION WORKSHOP AND AGENDA

Marin Local Agency Formation Commission  
**Wednesday, September 12, 2018**

Marin County Sheriff's Office | Community Room | 1600 Los Gamos Dr. #220, San Rafael

#### 9:05 AM – CALL TO ORDER

#### ROLL CALL BY INTERIM COMMISSION CLERK

**Regular Present:** Sashi McEntee, Chair; Craig K. Murray, Vice Chair; Sloan Bailey; Jack Baker  
Damon Connolly (arrived at 9:25 AM); Dennis J. Rodoni; Chris Skelton  
**Alternate Present:** Matt Brown; Lew Kious (arrived at 11:00 AM)  
**Regular Absent:** Jeffry Blanchfield  
**Alternates Absent:** Judy Arnold  
**Counsel Present:** Mala Subramanian  
**Staff Present:** Jason Fried, Interim Executive Officer; Veda Florez, Interim Commission Clerk

#### AGENDA REVIEW

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

#### Chair McEntee continued Item #2 to the October 11, 2018 Agenda

#### CLOSED SESSION (11:15 AM)

The Commission will adjourn to closed session regarding the following items:

##### PUBLIC EMPLOYEE APPOINTMENT (Gov. Code 54957)

Title: Executive Officer

##### CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Agency Designated Representatives: Chair McEntee and Commissioner Connolly  
Unrepresented Employee: Executive Officer

#### RETURN TO OPEN SESSION (11:40 AM)

The Chair or designee will report as needed on any actions taken in closed session.

#### Counsel reported no action taken during the closed session.

#### BUSINESS ITEMS

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

1. WORKSHOP

A. Opening Conversation: ***LAFCo Primer***

Overview on the intent, role and responsibilities of Local Agency Formation Commissions.

**Introductions given by William Chiat along with the big-picture overview of LAFCo's existing, emerging duties, and responsibilities. A slide presentation provided several examples of regional growth management service issues and outcomes. Discussion amongst Commissioners - no actions taken.**

**ANNUAL WORKSHOP ITEMS** (continued)B. Reflections: ***The Year in Review***

Setting context by reflecting on successes, changes, trends, dissatisfactions over last year.

**The Commission recognized three challenge areas during the last fiscal year: staff stability; visibility and value to Special Districts and the public; and the maintenance of a 5-year study schedule.**

**Commission accomplishments include continued standards of excellence during staffing transition, the continuation of the application process, open communications, and interactions with Special Districts. During the last fiscal year, Commissioners represented Marin LAFCo at the statewide CALAFCo conference, oversaw the completion of the new website and logo, moved to a new office space and created "our story" in printed handout.**

C. Discussion: ***How Does Marin LAFCo Want to be Known?***

Examine the public value of Marin LAFCo its contributions to the community with a focus on key LAFCo responsibilities: MSRs and Sphere of Influence.

**The Commission would like to be recognized as an organization that supports community planning, provides valuable public documents, employs quality staff, adheres to best practices according to the Cortese-Knox-Hertzberg Act guidelines, with superior internal management systems such as a sustainable pension fund.**

D. Look Forward: ***Commission Goals and Objectives (18 months, Four years)***

Examines current goals in the context of morning discussions. Commissioners consider both 18-month goals and where they see Marin LAFCo in 2022. Conversation begins with big-picture outcomes and then focuses on specific internal and external tactics for the next 18 months.

**Goals include improving internal and external mechanisms to support the community and the Commission. Plans include identifying internal office procedures, staffing, equipment replacement opportunities, and Brown Act training for Commissioners.**

**It looks forward to taking a proactive approach to MSRs by identifying the public benefit and usefulness of the documents that will ultimately aid in the creation of policy and better governance. Most of all, Commission objectives are the creation of documents that are used for fair arbitration, whose input to the community reflects an accurate needs assessment.**

Other opportunities for success include right-sizing MSR's with structured goals, timelines, and consideration of a snap-shot approach when applicable. Commission sees the need for useful reader-friendly content with practical data such as the financial health of the reviewed agency and location demographics.

Staff and Commission will consider the appropriate approach and direction for MSR's such as a Countywide focus on Police and Fire districts; municipal studies on Novato and San Rafael; or a location driven MSR that would target report in the Northern end of the County and the Southern end of the County.

Commission goals include viewing its role as creating a synergy with Regional Agencies such as Metropolitan Transportation Commission (MTC), connecting with County and Planning Agencies while connecting the dots for the community.

Short term goals include enhancing the organizations value statement to create a framework that highlights public perception and transparency. Future goals include a key focus on telling the LAFCo story on our website, social media or e-blasts, on paper and in short programs to groups such as Rotary or Marin County Council of Mayors and Councilmembers (MCCMC) in efforts to join in a dialog to ask what information they would find most useful.

E. Conversation: **Work Plan**

Commissioners examine short-term outcomes and priorities, clarify expectations for staff and each other, and identify measures of progress.

The work plan includes outreach to local agencies with project timelines, focusing on quality over quantity, taking a regional approach through partnerships, and determination of MSR's in relations to future boundary changes. Commission suggests staff reach out to county planners to discuss disadvantaged unincorporated communities (DUC) and the adoption of the spheres of influence affecting the entire County.

F. **Reflection**

Reflections on the day.

**Commission Discussion. No action taken**

2. Resolution for Retiring Jeffrey Blanchfield

**Item #2 moved to the October 11, 2018 Agenda**

**ADJOURNMENT**

**Approved: M/S made by Commissioners Bailey and Baker to adjourned the meeting at 2:15 PM**

**Ayes: Commissioner Connolly, McEntee, Murray, Rodoni, Skelton  
Alternate Commissioners Brown and Kiouss**

**Nays: none; Abstentions: none; Absent: Commissioner Blanchfield**

The Minutes of this meeting set forth all actions taken by the Local Agency Formation Commission on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

**ADJOURNMENT TO NEXT MEETING**

Thursday, October 11, 2018 | 7:00 pm

Marin Clean Energy | Charles McGlashan Rm | 1125 Tamalpais Ave., San Rafael, CA



Attest: Jason Fried  
Interim Executive Officer

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**Marin LAFCo**

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