



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, February 8, 2018

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 of designee will also consider requests from the Commission to pull an item for discussion.

1. **Approval of Meeting Minutes | December 14, 2017 Regular Meeting (action)**
Staff has prepared meeting minutes for the last meeting of the Commission. The minutes are being presented for formal approval with any desired corrections or clarifications.
2. **Commission Ratification | Reconciled Payments from October 1 to November 30, 2017 (action)**
The Commission will consider ratifying payments made by the Executive Officer during the months of October and November. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$25,445. The payments are being presented for formal ratification per 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 January 31, 2018 and its projection Marin LAFCO is on pace to finish with an operating net of \$13,685.28 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. **Update on Municipal Service Review: San Rafael / Lucas Valley Regional Study (information)**
The Commission will receive a brief update on work to date as well as pending next steps on Marin LAFCO's scheduled municipal service review on public services in the San Rafael / Lucas Valley communities. The update is being presented for information only and in anticipation of bringing forward agency profiles at the next regular meeting.

5. Progress Report on 2017-2018 Work Plan (action)

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

6. 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.

7. Joint Powers of Authority I Final Notice of Agreements and Amendments (information)

The Commission will receive an update on its report identifying Joint Powers Authorities (JPAs) within Marin County that provide a municipal service as part of the requirements imposed by Senate Bill 1266. Staff has identified through the State Controller's office all of the JPAs within the County that provide a local municipal service consistent with Government Code Section 56047.7, and has provided notice to those JPAs that have not submitted copies of their agreements and amendments with Marin LAFCO. The report is being presented to the Commission for information only.

8. Time Extension for 347 and 355 Margarita Drive (action)

The Commission will consider an applicant's request for a time extension to complete the terms established by Marin LAFCO in approving the annexation of territory 347 and 355 Margarita Drive to the San Rafael Sanitation District on February 9, 2017. Staff believes the request is reasonable and recommends approval of a six-month extension. The affected parcels are identified by the County of Marin as 016-011-18 and 016-011-19.

9. Postponement of Committee Assignments (action)

The Commission will consider postponing appointments / reappointments to all of Marin LAFCO's standing committees for the 2018 calendar year until the recruitment of the Executive Officer position has been completed. This includes the (a) Policy and Personnel, (b) Legislative, (c) Public and Technical Information, and (d) Budget Committees.

PUBLIC HEARING ITEMS

Public hearing items require expanded public notification per provisions in State Law or directives of the Commission or Executive Officer.

10. Policy Amendments I**Special District Appointments to Consolidated Redevelopment Oversight Board District (action)**

The Commission will consider recommended amendments to its existing policies governing the administration of the Procedures of Special District Appointments. The amendments address new legislation for LAFCO to conduct elections to appoint a special district representative to a consolidated oversight board tasked with completing the remaining activities of the three successor redevelopment agencies in Marin County. The amendments have been developed with feedback from the Policy and Personnel Committee and establish specific eligibility, allowances, and procedures in conducting an election ahead of the July 1, 2018 appointment deadline.

BUSINESS ITEMS

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

11. Approval of a New Payroll Accounting System and Related Actions (action)

The Commission will consider approving a new payroll accounting system marked by the transition away from the County of Marin to an independent process directly managed by Marin LAFCO through ADP Payroll Solutions. It is also requested the Commission authorize the Executive Officer to enter into a contract with ADP to provide payroll and related services as part of this transition through the end of the calendar year.

12. Ratification on Selection of Executive Search Firm and Other Related Actions (action)

The Commission will consider formal ratification of the Policy Committee's recommendation and selection of Peckham & McKenney for professional services tied to the recruitment of the Executive Officer position. This includes entering into a contract agreement of \$29,000, and authorizing the Policy Committee to administer the recruitment process.

13. Ratification on Selection of Commission Counsel and Other Related Actions (action)

The Commission will consider formal ratification of the Policy Committee's recommendation and selection of Best Best and Krieger (BBK) for legal services tied to the appointment of Commission Counsel. This includes entering into a contract agreement at a rate of \$250 per hour for general counsel services.

EXECUTIVE OFFICER REPORT

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

Thursday, April 12, 2018



Attest: Rachel Jones
Interim Executive Officer

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.

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