



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, June 14, 2018

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

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

April 12, 2018 Regular Meeting and May 30, 2018 Special Meeting (discussion and possible action)

Staff has prepared meeting minutes for the last two meetings of the Commission. This includes a regular meeting held on April 12th, and a special meeting held on May 30th. The minutes are being presented for formal approval with any desired corrections or clarifications.

2. Commission Ratification | Reconciled Payments from April 1 to May 31, 2018

(discussion and possible action)

The Commission will consider ratifying payments made by the Executive Officer during the months from April to May. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$62,064. The payments are being presented for formal ratification per adopted policies.

3. Approval of Resolution for SDRMA Governing Body Liability (discussion and possible action)

SDRMA is requesting the Commission to pass a resolution to continue its liability insurance through them.

PUBLIC HEARING ITEMS

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

4. Commission Ratification | Adoption of Operating Budget for 2018-2019 (discussion and possible action)

The Commission will consider adopting a final budget for 2018-2019. The final budget expenses total \$601,875 and represents an increase of \$45,094 or 8.1% with change entirely attributed to funding projected payroll costs and marked by enhancing legal services. Budget revenues total \$591,875 with the remaining shortfall – (\$10,000) – to be covered by reserves.

CLOSED SESSION (discussion and possible action)

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

PUBLIC EMPLOYMENT (Gov. Code 54957)

Title: Executive Officer

PUBLIC EMPLOYEE APPOINTMENT (Gov. Code 54957)

Title: Executive Officer

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Agency Designated Representatives: Chair Jeff Blanchfield

Unrepresented Employee: Executive Officer

RETURN TO OPEN SESSION

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

BUSINESS ITEMS

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

5. Authorization to Execute New Contract with Planwest Partners, Inc. - Interim Executive Officer (discussion and possible action)

The Commission could authorize the Chair to enter into a new agreement with Planwest Partners to provide for additional time for Interim Executive Officer services in the event an Executive Officer has not been appointed. If so, we would recommend using a model template provided by our firm. The current Agreement is brief and does not contain typical provisions in a professional services agreement.

6. CALAFCo - Conference, Board Elections, and Award Nominations (discussion and possible action)

The California Association of Local Agency Formation Commissions holds its annual conference in October. During the conference CALAFCo holds board elections, and achievement awards are given out.

7. Election of Chair and Vice Chair (discussion and possible action)

The Commission will consider the election of a Chair and Vice Chair. The terms are each one-year and will commence immediately.

8. Review and Approval Contract Extension with Marin Mac Tech (discussion and possible action)

The Commission will review the current contract extension for IT support being provided for FY 18/19.

EXECUTIVE OFFICER REPORT (discussion and possible action)

A. Budget Update for 2017-2018 and Year End Projections

The Commission will review a report comparing budgeted and actual transactions for 2017-2018 through May 31, 2018 and its projection Marin LAFCo is on pace to finish with an operating net of \$191,924 or 36.0%. 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.

B. Progress Report on 2017-2018 Work Plan

The Commission will receive a progress report on accomplishing specific projects established as part of the adopted work plan for 2017-2018. This includes nine projects completed to date while highlighting the dozen-plus activities substantively underway. The report notes ongoing reductions in staffing levels and related matters have slowed agency efficiencies in addressing certain projects, and most notably as it relates to

scheduled municipal services reviews. The report is being presented to the Commission to formally receive and file as well as provide direction to staff as needed.

C. Current and Pending Proposals

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.

D. Commission Workshop

On September 14th the Commission is scheduled to have a workshop to plan for the upcoming year. Mr. Bill Chait will be facilitating this workshop. This is a chance for the Commission to discuss what they would like to get out of the workshop and instruct staff to work with Mr. Chait to prepare for the workshop. No staff memo was prepared for this item.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

Thursday, August 9, 2018



Attest: Jason Fried
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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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 14, 2018
Item No. 1 (Consent/Action)

June 1, 2018

TO: Marin Commissioners

FROM: Rachel Jones, Interim Executive Officer

SUBJECT: Approval of Meeting Minutes | April 12, 2018 Regular Meeting and May 30, 2018 Special Meeting
Staff has prepared meeting minutes for the last two meetings of the Commission. This includes a regular meeting held on April 12th and a special meeting held on May 30th. The minutes are being presented for formal approval with any desired corrections or clarifications.

Local Agency Formation Commissions (LAFCOs) are political subdivisions of the State of California responsible for providing regional growth management services in all 58 counties. LAFCOs' duties and responsibilities are prescribed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies as well as those local legislative bodies created by State law; the latter category applying to LAFCOs. The "Brown Act" requires – and among other items – public agencies to maintain minutes for all meetings.

Discussion

This item is for Marin LAFCO ("Commission") to consider approving action minutes for the April 12, 2018 regular meeting and May 30, 2018 special meeting. Attendance is noted below:

- All members were present at meeting held on April 12th with the exceptions of Commissioners Condon, Connolly, and Alternate Commissioner Arnold.
- All members were present at meeting held on May 30 with the exceptions of Alternate Commissioner Arnold.

The action minutes for both meetings accurately reflect the Commission's actions as recorded by staff. A video recording of the April 12th meeting is also available online for viewing at www.marinlafco.org.

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Damon Connolly, Regular
County of Marin
Dennis J. Rodoni, Regular
County of Marin
Judy Arnold, Alternate
County of Marin

Sloan Bailey
Town of Corte Madera
Sashi McEntee, Regular
City of Mill Valley
Matthew Brown, Alternate
Town of San Anselmo

Jack Baker, Regular
North Marin Water District
Craig K. Murray, Regular
Las Gallinas Valley Sanitary
Lew Kiou, Alternate
Almonte Sanitary District

Jeffrey Blanchfield, Chair
Public Member
Chris Skelton, Alternate
Public Member

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Approve the draft action minutes prepared for the April 12th meeting and May 30th Special Meeting with any desired corrections or clarifications.

Alternative Two:

Continue consideration of the item to the next regular meeting and provide direction to staff as needed.

Recommendation

It is recommended the Commission proceed with the action identified in the preceding section as Alternative One.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Rachel Jones
Interim Executive Officer

Attachments:

- 1) Draft Minutes for April 12, 2018
- 2) Draft Minutes for May 30, 2018



Marin Local Agency Formation Commission
 Regional Service Planning I Subdivision of the State of California

MINUTES

REGULAR MEETING

Thursday, April 12, 2018

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

CALL TO ORDER BY CHAIR

Chair Blanchfield called the meeting to order at 7:05 p.m.

ROLL CALL BY CHAIR

Regulars Present: Jeff Blanchfield, Chair
 Jack Baker
 Sashi McEntee
 Craig K. Murray
 Dennis Rodoni

Alternates Present: Matt Brown*
 Lew Kious

** voting in place of absent regular members*

AGENDA REVIEW

Chair Blanchfield asked if there were any requests for changes to the agenda. No requests were made.

ADJOURNED TO CLOSED SESSION (7:15 P.M.)

The Commission met to discuss significant exposure to litigation for one case pursuant to Government Code Section 54956.9(d)(2).

RETURNED TO OPEN SESSION (7:50 P.M.)

There were no actions taken in the closed session therefore the Commission had nothing to report back.

<p>Administrative Office Jason Fried, Interim Executive Officer 1401 Los Gatos Drive, Suite 220 San Rafael, California 94903 T: 415-448-5877 E: staff@marinlafco.org www.marinlafco.org</p>	<p>Damon Connolly, Regular County of Marin Dennis J. Rodoni, Regular County of Marin Judy Arnold, Alternate County of Marin</p>	<p>Sloan Bailey Town of Corte Madera Sashi McEntee, Regular City of Mill Valley Matthew Brown, Alternate Town of San Anselmo</p>	<p>Jack Baker, Regular North Marin Water District Craig K. Murray, Regular Las Gallinas Valley Sanitary Lew Kious, Alternate Almonte Sanitary District</p>	<p>Jeffry Blanchfield, Chair Public Member Chris Skelton, Alternate Public Member</p>
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OPEN TIME

Chair Blanchfield asked if any members of the public had any comments on matters not on the Commissions agenda. There was one request by Leyla Hill, a Los Ranchitos homeowner. She explained the context of a previous Policy Committee meeting regarding amending policies that would affect the Los Ranchitos area. Chair Blanchfield explained staff would respond to the request for information with his assistance.

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 | February 8, 2018 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 December 1 to March 31, 2018 (action)**
The Commission will consider ratifying payments made by the Executive Officer during the months from December to March. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$93,204. 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 March 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. **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.
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.
6. **CALAFCo White Paper | State of the Art on Agricultural Preservation (information)**
The Commission will receive CALAFCo's white paper published in February 2018 in collaboration with the American Farmland Trust on the importance of LAFCos' role in preserving agricultural lands and case studies on how individual LAFCos have interpreted this responsibility locally through their own policies. The report is being presented for information only.
7. **Update on New Payroll Accounting System (Information)**
The Commission will receive an update on its approval of a new payroll accounting system marked by the transitioning away from the County of Marin to an independent process directly

managed by Marin LAFCo through ADP Payroll Solutions. This report is being provided for information only.

8. Joint Powers of Authority | Informational Report (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. The report is being presented to the Commission for information only.

9. Postponement of Agency Profiles | San Rafael / Lucas Valley Regional Study District (information)

The Commission will receive notice that the agency profiles will be included for review in the draft report of the municipal service review of the San Rafael / Lucas Valley Regional Study to be presented at the Commission's June 7, 2018 meeting. The notice is being presented for information only and in anticipation of bringing forward a draft report at the next regular meeting.

Commissioner McEntee requested to discuss item 8 regarding the filed JPA agreements pursuant to government code. She clarified that Animal Control Services and MCSTOPPP are operated under MGSA. Discussion followed.

M/S by Commissioner Baker and McEntee, and all therein yes to approve the consent items.

PUBLIC HEARING ITEMS

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

10. Adoption of Proposed Operating Budget for 2018-2019 (action)

The Commission will consider adopting a proposed budget for 2018-2019 in anticipation of taking final actions in June. Proposed budget expenses total \$601,875 and represents an increase of \$45,094 or 8.1% with change entirely attributed to funding projected payroll costs and marked by enhancing legal services. Proposed budget revenues total \$591,875 with remaining shortfall – (\$10,000) – to be covered by reserves.

The Interim Executive Officer presented the budget to the Commission and comments were made by members of the Budget Committee. No public comments were received before Commission discussion began.

M/S by Commissioner Murray and Rodoni, respectively, and all therein yes to adopt the proposed budget from 2018-2019.

BUSINESS ITEMS

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

11. Legislative Report (action)

The Commission will receive an update from the CALAFCo Legislative Committee provided at its March meeting as it relates to proposals impacting Local Agency Formation Commissions. The report is being presented to the Commission for discussion only.

Staff gave an informational report regarding three pieces of legislation impacting LAFCo. These bills include AB 2600, 2258, and 2491. AB 2258 is the most impactful bill

to LAFcos. Staff requested the Commission approve an action to send letters of support to lawmakers regarding these bills.

M/S by Commission Murray and McEntee to send letters of support, all therein yes.

12. Report on CALAFCo Annual Workshop (information)

The Commission will receive a report from staff on their recent attendance at the CALAFCo Annual Workshop held in Marin County on April 11-13th. Verbal report only.

Staff reported back about the CALAFCo workshop underway in Marin County. The mobile workshop was a huge success and was regarded as one of the best mobile workshops to date of all CALAFCo conferences. Many attendees of the workshop were impressed with Marin County overall.

EXECUTIVE OFFICER REPORT

No report was given.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Chair Blanchfield reported back on the timeline of the Executive Officer search, explaining that the final interviews would be taking place on May 30th. Commissioner Rodoni updated the Commission on the health of a colleague. Commissioner McEntee suggested keeping a list of topics for discussion at the Strategic Planning retreat taking place later this year.

ADJOURNMENT TO NEXT MEETING

Chair Blanchfield adjourned the meeting at 8:45 p.m.



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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Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

Draft SPECIAL Meeting Minutes

Marin Local Agency Formation Commission
Wednesday, May 30, 2018
1401 Los Gamos Drive, San Rafael, California 94903

CALL TO ORDER BY CHAIR

Chair Blanchfield called the meeting to order at 1:11 p.m.

ROLL CALL BY CHAIR

Regulars Present: Jeff Blanchfield, Chair
Carla Condon, Vice Chair
Jack Baker
Damon Connolly
Sashi McEntee
Craig K. Murray
Dennis Rodoni

Alternates Present: Matt Brown
Lew Kious
Chris Skelton

PUBLIC COMMENT

No Comments from the public

CLOSED SESSION

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

PUBLIC EMPLOYMENT (Gov. Code 54957)
Title: Executive Officer

Administrative Office

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Sloan Bailey
Town of Corte Madera

Sashi McEntee, Regular
City of Mill Valley

Matthew Brown, Alternate
City of San Anselmo

Jack Baker, Regular
North Marin Water District

Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Lew Kious, Alternate
Almonte Sanitary District

Jeffrey Blanchfield, Chair
Public Member

Chris Skelton, Alternate
Public Member

PUBLIC EMPLOYEE APPOINTMENT (Gov. Code 54957)

Title: Executive Officer

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Agency Designated Representatives: Chair Jeff Blanchfield

RETURNED TO OPEN SESSION (3:04 P.M.)

There were no actions taken in the closed session therefore the Commission had nothing to report back.

ADJOURNMENT TO NEXT MEETING

Chair Blanchfield adjourned the meeting at 3:06 p.m.



Attest: Rachel Jones

Interim Executive Officer



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. 2 (Consent / Action)

June 1, 2018

TO: Marin Commissioners
FROM: Rachel Jones, Interim Executive Officer
Alyssa Schiffmann, Contract Bookkeeper

SUBJECT: **Commission Ratification |
Reconciled Payments from April 1 to May 31, 2018**

The Commission will consider ratifying payments made by the Executive Officer during the months from April to May. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$62,064. The payments are being presented for formal ratification per adopted policies.

Local Agency Formation Commissions (LAFCOs) are responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) to establish written policies and procedures in providing regional growth management services in all 58 counties in California. LAFCOs are also authorized to make their own provisions – including entering into contracts and agreements and without going through the Department of General Services – for all necessary staffing and service needs therein.

Background

Marin LAFCO’s (“Commission”) adopted Policy Handbook delegates the Executive Officer to make purchases and related procurements necessary in overseeing the day-to-day business of the agency. The Policy Handbook also directs all payments made by the Executive Officer be reconciled at the end of each month by the membership’s contracted bookkeeper. All reconciled payments are to be reported to the Commission at the next available meeting for formal ratification.

Discussion

This item is for the Commission to consider ratification of all payments made by the Executive Officer between April 1 and May 31st. These payments have been reconciled by the Commission’s contracted bookkeeper – Alyssa Schiffmann– and total \$62,064. The payments are detailed in Attachment One.

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County of Marin

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Jack Baker, Regular
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Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Lew Kiou, Alternate
Almonte Sanitary District

Jeffrey Blanchfield, Chair
Public Member

Chris Skelton, Alternate
Public Member

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Ratify the reconciled payments made by the Interim Executive Officer between April 1st and May 31st as shown in Attachment One.

Alternative Two:

Continue consideration of the item to the next regular meeting and provide direction to staff as needed.

Recommendation

It is recommended the Commission proceed with the actions outlined in the preceding section as Alternative One.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully,



Rachel Jones
Interim Executive Officer

Attachments:

- 1) Reconciled Payments from April 1 to May 31st

1:41 PM
05/31/18
Accrual Basis

**Martin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2018**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
ALHAMBRA & SIERRA SPRINGS								
Check	05/22/2018	1413	Services Through May 2018	5220110 - Office Supplies		1110000 - Well...	32.20	32.20
Check	05/22/2018	1422	Services Through June 2018	5220110 - Office Supplies		1110000 - Well...	32.20	64.40
Total ALHAMBRA & SIERRA SPRINGS								
Alyssa Schiffrmann								
Check	05/22/2018	1419	Bookkeeping Services on April 13, 2018	5210120 - Professional Services - Account		1110000 - Well...	325.00	325.00
Total Alyssa Schiffrmann								
BAKER, JOHN M								
Check	04/20/2018	1400	Per Diem April 2018 Meeting	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	125.00
Check	04/27/2018	1405	Per Diem Policy Committee Mtgs Through Apr 2018	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	250.00
Total BAKER, JOHN M								
BARBER SECURITY GROUP								
Check	05/08/2018	1410	April 2018 Meeting	5210110 - Professional Services		1110000 - Well...	40.00	40.00
Check	05/22/2018	1427	June 2018 Meeting	5210110 - Professional Services		1110000 - Well...	40.00	80.00
Total BARBER SECURITY GROUP								
BEST BEST & KRIEGER LLP								
Check	04/10/2018	1383	General Legal Services Thru Feb 28 2018	5210131 - Legal Services		1110000 - Well...	975.00	975.00
Check	04/10/2018	1384	Services Rendered Thru May 31, 2017	5210131 - Legal Services		1110000 - Well...	675.00	1,650.00
Total BEST BEST & KRIEGER LLP								
BLANCHFIELD, JEFFRY S								
Check	04/20/2018	1397	Per Diem April 2018 Meeting	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	125.00
Check	04/20/2018	1397	Per Diem April 2018 Meeting	5220110 - Office Supplies		1110000 - Well...	0.00	125.00
Check	04/20/2018	1397	Per Diem April 2018 Meeting	5211440 - Travel - Mileage		1110000 - Well...	0.00	125.00
Check	04/27/2018	1406	Per Diem Policy Committee Mtgs Through Apr 2018	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	250.00
Check	04/27/2018	1406	Per Diem Policy Committee Mtgs Through Apr 2018	5220110 - Office Supplies		1110000 - Well...	0.00	250.00
Check	04/27/2018	1406	Per Diem Policy Committee Mtgs Through Apr 2018	5211440 - Travel - Mileage		1110000 - Well...	0.00	250.00
Total BLANCHFIELD, JEFFRY S								
CALIFORNIA ASSOCIATION OF LOCAL AGE								
Check	05/22/2018	1416	Marn LAFCC Workshop Sponsorship	5211325 - Conferences		1110000 - Well...	298.00	298.00
Total CALIFORNIA ASSOCIATION OF LOCAL AGE								
COMCAST								
Check	04/20/2018	1383	Through May 16, 2018	5210710 - Communications Services		1110000 - Well...	220.73	220.73
Check	05/22/2018	1421	Through June 16, 2018	5210710 - Communications Services		1110000 - Well...	220.73	441.46
Total COMCAST								
COMMUNITY MEDIA CENTER OF MARIN								
Check	04/10/2018	1390	February 2018 Meeting	5210710 - Communications Services		1110000 - Well...	450.00	450.00
Check	05/22/2018	1417	April 2018 Meeting	5210710 - Communications Services		1110000 - Well...	450.00	900.00
Check	05/22/2018	1423	June 2018 Meeting	5210710 - Communications Services		1110000 - Well...	450.00	1,350.00
Total COMMUNITY MEDIA CENTER OF MARIN								

1:41 PM
05/31/18
Accrual Basis

**Marin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2018**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
COUNTY OF MARIN-CDA	04/10/2018	1385	Agency Map Update for Margarita Road - Thomas	5211516 - Mapping Services - County		1110000 - Well...	48.00	48.00
Total COUNTY OF MARIN-CDA							48.00	48.00
COUNTY OF MARIN - DOF PAYROLL	04/10/2018	1386	OPBEB Contribution - Banning / March 2018	5130525 - CALPERS - Retiree Health		1110000 - Well...	461.29	461.29
Check	05/22/2018	1424	OPBEB Contribution - Banning / May 2018	5130525 - CALPERS - Retiree Health		1110000 - Well...	461.29	922.58
Total COUNTY OF MARIN - DOF PAYROLL							922.58	922.58
FP MAILING SOLUTIONS	05/22/2018	1415	Rental Totals Thru March 2018	5210710 - Communications Services		1110000 - Well...	133.42	133.42
Check							133.42	133.42
Total FP MAILING SOLUTIONS							133.42	133.42
GRAF VAN & STORAGE INC	04/10/2018	1387	Through Marc 2018	5211215 - Rent - Storage		1110000 - Well...	35.19	35.19
Check	05/08/2018	1408	Through April 2018	5211215 - Rent - Storage		1110000 - Well...	35.19	70.38
Check	05/22/2018	1425	Through May 2018	5211215 - Rent - Storage		1110000 - Well...	35.19	105.57
Total GRAF VAN & STORAGE INC							105.57	105.57
KIOUS, LEWIS	04/20/2018	1398	Per Diem April 2018 Meeting	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	125.00
Check							125.00	125.00
Total KIOUS, LEWIS							125.00	125.00
LIBERT CASSIDY WHITMORE	04/20/2018	1394	Legal Services	5210131 - Legal Services		1110000 - Well...	1,434.00	1,434.00
Check							1,434.00	1,434.00
Total LIBERT CASSIDY WHITMORE							1,434.00	1,434.00
MARIN CLEAN ENERGY	05/08/2018	1409	April 2018 Room Rental - Charles McGlashan Room	5211270 - Office Lease/Rent		1110000 - Well...	48.84	48.84
Check							48.84	48.84
Total MARIN CLEAN ENERGY							48.84	48.84
MARIN IJ PROCESSING CENTER	05/22/2018	1418	June 2017 Notices	5211520 - Publications/Notices		1110000 - Well...	61.20	61.20
Check							61.20	61.20
Total MARIN IJ PROCESSING CENTER							61.20	61.20
MARIN MAC TECH	04/10/2018	1391	Hosted Exchange Email (Dec 2017 - May 2018)	5210710 - Communications Services		1110000 - Well...	120.00	120.00
Check	04/20/2018	1392	Monthly Premium Support for April 2018	5210710 - Communications Services		1110000 - Well...	595.00	715.00
Check	05/22/2018	1412	Monthly Premium Support for May 2018	5210710 - Communications Services		1110000 - Well...	595.00	1,310.00
Check	05/22/2018	1426	Monthly Premium Support for June 2018	5210710 - Communications Services		1110000 - Well...	595.00	1,905.00
Total MARIN MAC TECH							1,905.00	1,905.00
Matt Brown	04/20/2018	1396	Per Diem April 2018 Meeting	5211533 - Commissioner Per Diems		1110000 - Well...	125.00	125.00
Check							125.00	125.00
Total Matt Brown							125.00	125.00

Martin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
MCENTEE, SASHI								
Check	04/20/2018	1395	Per Diem 04-12-18 Meeting	5211533 · Commissioner Per Diems		1110000 · Well...	125.00	125.00
Check	04/27/2018	1404	Per Diem Policy Committee Mtgs Through Apr 2018	5211533 · Commissioner Per Diems		1110000 · Well...	375.00	500.00
Total McENTEE, SASHI							500.00	500.00
MURRAY, CRAIG K								
Check	04/20/2018	1399	Per Diem April 2018 Meeting	5211533 · Commissioner Per Diems	X	1110000 · Well...	125.00	125.00
Check	04/27/2018	1402	Per Diem March Budget Committee Mtg	5211533 · Commissioner Per Diems		1110000 · Well...	0.00	125.00
Total MURRAY, CRAIG K							125.00	125.00
PAYROLL								
Check	04/06/2018	1300		5110110 · Sal - Regular Staff		1110110 · Equi...	3,846.40	3,846.40
Check	04/06/2018	1300		5110210 · Salaries - Extra Hire		1110110 · Equi...	1,103.60	4,950.00
Check	04/06/2018	1300		5110323 · Sick Leave		1110110 · Equi...	0.00	4,950.00
Check	04/06/2018	1300		5110328 · Personal Leave		1110110 · Equi...	0.00	4,950.00
Check	04/06/2018	1300		5110324 · Vacation Leave		1110110 · Equi...	0.00	4,950.00
Check	04/06/2018	1300		5110313 · Holiday Pay		1110110 · Equi...	0.00	4,950.00
Check	04/06/2018	1300		5130521 · Co Ret Cont Tier IV		1110110 · Equi...	0.00	4,950.00
Check	04/06/2018	1300		5130110 · Ben-Med-GrpLInsur		1110110 · Equi...	0.84	5,276.56
Check	04/06/2018	1300		5130120 · County of Martin - Group Health		1110110 · Equi...	342.36	5,619.76
Check	04/06/2018	1300		5130210 · Dental Insurance		1110110 · Equi...	23.61	5,643.37
Check	04/06/2018	1300		5130310 · Vision Service Plan		1110110 · Equi...	2.55	5,645.92
Check	04/06/2018	1300		5130310 · Vision Service Plan		1110110 · Equi...	5.08	5,651.00
Check	04/06/2018	1300		5140140 · Payroll Tax		1110110 · Equi...	140.20	5,791.20
Check	04/06/2018	1300		5130524 · Benefits - Fringe Retirement		1110110 · Equi...	72.49	5,863.69
Check	04/20/2018	2707		5110110 · Sal - Regular Staff		1110110 · Equi...	1,923.20	7,786.89
Check	04/20/2018	2707		5110210 · Salaries - Extra Hire		1110110 · Equi...	1,324.32	9,111.21
Check	04/20/2018	2707		5110323 · Sick Leave		1110110 · Equi...	0.00	9,111.21
Check	04/20/2018	2707		5110328 · Personal Leave		1110110 · Equi...	0.00	9,111.21
Check	04/20/2018	2707		5110324 · Vacation Leave		1110110 · Equi...	1,923.20	11,034.41
Check	04/20/2018	2707		5110313 · Holiday Pay		1110110 · Equi...	0.00	11,034.41
Check	04/20/2018	2707		5130521 · Co Ret Cont Tier IV		1110110 · Equi...	326.56	11,360.97
Check	04/20/2018	2707		5130110 · Ben-Med-GrpLInsur		1110110 · Equi...	0.84	11,361.81
Check	04/20/2018	2707		5130120 · County of Martin - Group Health		1110110 · Equi...	342.36	11,704.17
Check	04/20/2018	2707		5130210 · Dental Insurance		1110110 · Equi...	23.61	11,727.78
Check	04/20/2018	2707		5130310 · Vision Service Plan		1110110 · Equi...	2.55	11,730.33
Check	04/20/2018	2707		5130410 · Benefits - Disability Plan		1110110 · Equi...	5.08	11,735.41
Check	04/20/2018	2707		5140140 · Payroll Tax		1110110 · Equi...	157.08	11,892.49
Check	04/20/2018	2707		5130524 · Benefits - Fringe Retirement		1110110 · Equi...	72.49	11,964.98
Check	05/04/2018	?		5110110 · Sal - Regular Staff		1110110 · Equi...	1,923.20	13,888.18
Check	05/04/2018	?		5110210 · Salaries - Extra Hire		1110110 · Equi...	1,324.32	15,212.50
Check	05/04/2018	?		5110323 · Sick Leave		1110110 · Equi...	0.00	15,212.50
Check	05/04/2018	?		5110328 · Personal Leave		1110110 · Equi...	0.00	15,212.50
Check	05/04/2018	?		5110324 · Vacation Leave		1110110 · Equi...	1,923.20	17,135.70
Check	05/04/2018	?		5110313 · Holiday Pay		1110110 · Equi...	0.00	17,135.70
Check	05/04/2018	?		5130521 · Co Ret Cont Tier IV		1110110 · Equi...	326.56	17,462.26
Check	05/04/2018	?		5130110 · Ben-Med-GrpLInsur		1110110 · Equi...	0.84	17,463.10
Check	05/04/2018	?		5130120 · County of Martin - Group Health		1110110 · Equi...	342.36	17,805.46
Check	05/04/2018	?		5130210 · Dental Insurance		1110110 · Equi...	23.61	17,829.07
Check	05/04/2018	?		5130310 · Vision Service Plan		1110110 · Equi...	2.55	17,831.62
Check	05/04/2018	?		5130410 · Benefits - Disability Plan		1110110 · Equi...	5.08	17,836.70
Check	05/04/2018	?		5140140 · Payroll Tax		1110110 · Equi...	157.08	17,993.78
Check	05/18/2018	?		5130524 · Benefits - Fringe Retirement		1110110 · Equi...	72.49	18,066.27
Check	05/18/2018	?		5110110 · Sal - Regular Staff		1110110 · Equi...	1,923.20	19,989.47
Check	05/18/2018	?		5110210 · Salaries - Extra Hire		1110110 · Equi...	1,324.32	21,313.79

1:41 PM
05/31/18

Accrual Basis

**Marin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2018**

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance	
Check	05/18/2018	?		5110323 · Sick Leave		1110110 · Equi...	0.00	21,313.79	
Check	05/18/2018	?		5110328 · Personal Leave		1110110 · Equi...	0.00	21,313.79	
Check	05/18/2018	?		5110324 · Vacation Leave		1110110 · Equi...	1,923.20	23,236.99	
Check	05/18/2018	?		5110313 · Holiday Pay		1110110 · Equi...	0.00	23,236.99	
Check	05/18/2018	?		5130521 · Co Ret Cont Tier IV		1110110 · Equi...	326.56	23,563.55	
Check	05/18/2018	?		5130110 · Ben-Med-GrpLifeInsur		1110110 · Equi...	0.84	23,564.39	
Check	05/18/2018	?		5130120 · County of Marin - Group Health		1110110 · Equi...	342.36	23,906.75	
Check	05/18/2018	?		5130210 · Dental Insurance		1110110 · Equi...	23.61	23,930.36	
Check	05/18/2018	?		5130310 · Vision Service Plan		1110110 · Equi...	2.55	23,932.91	
Check	05/18/2018	?		5130410 · Benefits - Disability Plan		1110110 · Equi...	5.08	23,937.99	
Check	05/18/2018	?		5140140 · Payroll Tax		1110110 · Equi...	157.08	24,095.07	
Check	05/18/2018	?		5130524 · Benefits - Fringe Retirement		1110110 · Equi...	72.49	24,167.56	
Total PAYROLL								24,167.56	24,167.56
Peckham & McKenney									
Check	04/10/2018	1389	Professional Fee Invoice 2 of 3 Payment	5210110 · Professional Services		1110000 · Well...	9,666.67	9,666.67	
Check	05/17/2018	1046	Professional Fee Invoice 3 of 3 Payment	5210110 · Professional Services		1110000 · Well...	9,666.66	19,333.33	
Total Peckham & McKenney								19,333.33	19,333.33
RICCIARDI, R J									
Check	04/10/2018	1388	16-17 Audit Work Through March 2018	5210110 · Professional Services		1110000 · Well...	1,800.00	1,800.00	
Check	05/08/2018	1411	16-16-17 Audit Work Initial Prelim Work	5210110 · Professional Services		1110000 · Well...	1,000.00	2,800.00	
Total RICCIARDI, R J								2,800.00	2,800.00
RICOH USA INC									
Check	05/22/2018	1414	Copier Costs May 2018	5211520 · Publications/Notices		1110000 · Well...	66.98	66.98	
Total RICOH USA INC								66.98	66.98
RODONI, DENNIS JAMES									
Check	04/20/2018	1401	Per Diem April 2018 Meeting	5211533 · Commissioner Per Diems		1110000 · Well...	125.00	125.00	
Check	04/27/2018	1403	Per Diem March 2018 Budget Committee Mtg	5211533 · Commissioner Per Diems		1110000 · Well...	125.00	250.00	
Total RODONI, DENNIS JAMES								250.00	250.00
SECURITY MORTGAGE GROUP 2									
Check	04/27/2018	1407	May 2018 Rent	5211270 · Office Lease/Rent		1110000 · Well...	2,565.25	2,565.25	
Check	05/22/2018	1420	June 2018 Rent	5211270 · Office Lease/Rent		1110000 · Well...	2,638.82	5,204.07	
Total SECURITY MORTGAGE GROUP 2								5,204.07	5,204.07
TOTAL								62,064.41	62,064.41



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. 3 (Consent)

TO: Marin Commissioners

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **Approval of Resolution for SDRMA Governing Body Liability**
 SDRMA is requesting the Commission to pass a resolution to continue its liability insurance through them.

Background

The Special District Risk Management Authority (SDRMA) has sent us a letter, see attached letter, requesting Marin LAFCo (“Commission”) adopt a resolution to continue covering governing body members and/or volunteers with liability insurance.

Under the Commission current agreement with SDRMA, Commissioners are considered employees for workers compensation purposes, and are currently covered. Adoption of the resolution reflects current coverage and will not result in any increase costs. If we do not pass the resolution we will lose our ability to use SDRMA for these purposes.

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Approve attached resolution confirming workers compensation coverage for Commissioners.

Alternative Two:

Provide other direction as desired.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Administrative Office Jason Fried, Interim Executive Officer 1401 Los Gamos Drive, Suite 220 San Rafael, California 94903 T: 415-448-5877 E: staff@marinlafco.org www.marinlafco.org	Damon Connolly, Regular County of Marin Dennis J. Rodoni, Regular County of Marin Judy Arnold, Alternate County of Marin	Sloan Bailey Town of Corte Madera Sashi McEntee, Regular City of Mill Valley Matthew Brown, Alternate Town of San Anselmo	Jack Baker, Regular North Marin Water District Craig K. Murray, Regular Las Gallinas Valley Sanitary Lew Kious, Alternate Almonte Sanitary District	Jeffry Blanchfield, Chair Public Member Chris Skelton, Alternate Public Member
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Respectfully,



Jason Fried
Interim Executive Officer

Attachments:

- 1) Resolution
- 2) Letter from SDRMA

**RESOLUTION OF THE MARIN LOCAL AGENCY FORMATION COMMISSION,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the Marin Local Agency Formation Commission utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- X All Members of the Governing Body of the Marin Local Agency Formation Commission as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
 [designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Marin Local Agency Formation Commission for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Marin Local Agency Formation Commission for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Marin Local Agency Formation Commission.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 14, 2018, by the following vote:

Yes: _____

No: _____

Abstain: _____

Approved: _____
 Jeffry Blanchfield
 Commission Chair

Attest: _____
 Jason Fried
 Interim Executive Officer

November 30, 2017

Ms. Rachel Jones
Analyst
Marin Local Agency Formation Commission
1401 Los Gatos, Suite 220
San Rafael, California 94903

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Jones,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrrma.org.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers



Marin Local Agency Formation Commission

Regional Service Planning I Subdivision of the State of California

AGENDA REPORT
June 14, 2018
Item No. 4 (Public Hearing)

June 1, 2018

TO: Marin Commissioners
FROM: Budget Committee (McEntee, Murray, and Rodoni)
Rachel Jones, Interim Executive Officer
SUBJECT: Adoption of Operating Budget for 2018-2019

The Commission will consider adopting a final budget for 2018-2019. The final budget expenses total \$601,875 and represents an increase of \$45,094 or 8.1% with change entirely attributed to funding projected payroll costs and marked by enhancing legal services. Budget revenues total \$591,875 with the remaining shortfall – (\$10,000) – to be covered by reserves.

Local Agency Formation Commissions (LAFCos) are responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) to adopt a proposed budget by May 1st and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies for the previous fiscal year unless LAFCo finds any reduced costs will nonetheless allow the agency to meet its regulatory and planning duties.

Background

Marin LAFCo’s (“Commission”) annual operating expenses are primarily funded by proceeds collected from 42 local public agencies operating within Marin County. State law specifies the Commission’s operating expenses shall be divided in one-third increments between the (a) County of Marin, (b) 11 cities and towns, and (c) 30 independent special districts with the latter two categories apportioned based on total revenues as provided in the most recent annual report published by the State Controller’s Officer. A relatively small portion, typically representing less than one-tenth of total revenues, is also funded from application fees and interest earnings.

The Commission’s adopted final budget for 2017-2018 totals \$556,781. This amount represents the total approved operating expenditures for the fiscal year comprised of three active expense units: salaries and benefits; general administrative; and services and supplies. A purposeful operating deficit of (\$25,000) or (5%) was budgeted with setting annual revenues at \$546,781 as part of a multi-year process to phase corresponding contribution increases among the funding agencies and in step with raising resources beginning in 2016-2017, highlighted by increasing legal services. The Commission’s available fund balance less other post-employment benefit commitments as of the start of 2017-2018 was \$142,813.

Administrative Office
Jason Fried, Interim Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin
Dennis J. Rodoni, Regular
County of Marin
Judy Arnold, Alternate
County of Marin

Sloan Bailey
Town of Corte Madera
Sashi McEntee, Regular
City of Mill Valley
Matthew Brown, Alternate
Town of San Anselmo

Jack Baker, Regular
North Marin Water District
Craig K. Murray, Regular
Las Gallinas Valley Sanitary
Lew Kiou, Alternate
Almonte Sanitary District

Jeffry Blanchfield, Chair
Public Member
Chris Skelton, Alternate
Public Member

Budgeted 17-18 Expenses	Budgeted 17-18 Revenues	Budgeted 17-18 Year End Balance	Budgeted 17-18 Fund Balance
\$556,781	\$546,781	(\$25,000)	\$142,813

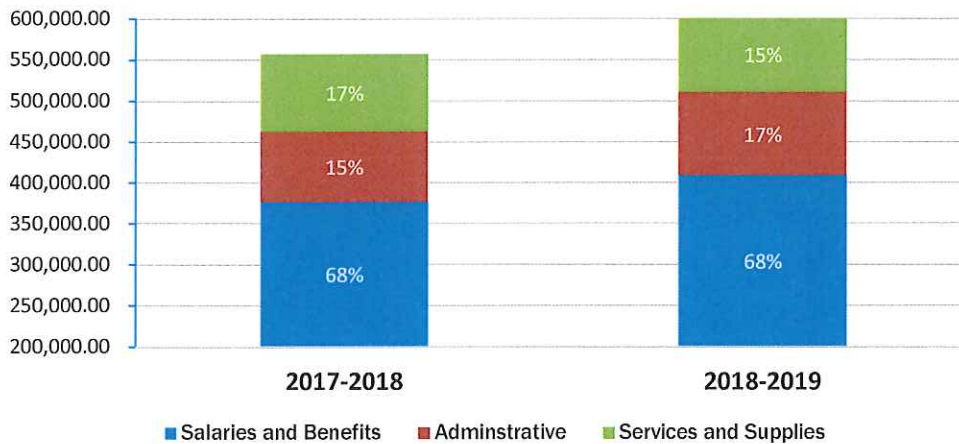
Discussion

This item is for the Commission to consider recommendations by the Budget Committee (McEntee, Murray, and Rodoni) in adopting a proposed operating budget for the upcoming fiscal year. The item return to the Commission from their initial presentation and adoption in April with slight revisions based on additional Committee review. The item also returns following a formal 45-day public review and comment period that included providing direct notice to all 42 local funding agencies as required under statute.

Final Operating Budget in 2018-2019

The final operating budget developed by the Budget Committee sets operating expenses at \$601,875; a net increase of \$45,094 or 8.1% increase over the current fiscal year. The operating expenses total is divided between labor and non-labor costs at an approximate 68% to 32% split. Proposed operating revenues are set at \$591,875 with the remaining shortfall – (\$10,000) – covered by drawing down on reserves and consistent with the practice to help offset and phase sizable increases to agency contributions starting in 2015-2016. The net effect would be an increase in contributions of \$45,094 or 8.8% from \$514,781 to \$559,875.

FY Operating Expense Comparison



A detailed listing of the notable changes included in the proposed operating budget by category and unit follows.

Operating Expenses

It is expected the **Salaries and Benefits Unit** will increase by \$32,283 or 8.6% over the current fiscal year from \$376,804 to \$409,087. The unit covers labor costs tied to staffing three fulltime employees: Executive Officer; Policy Analyst; and Commission Clerk. Notable adjustments proposed may be reviewed below.

- Assumes a 2.0% cost-of-living adjustment in regular salaries consistent with the County of Marin's contract with unrepresented employees for 2018-2019 with discretion on the part of the Commission's choosing to match.
- Assumes successful step increases for the Policy Analyst consistent with the adopted pay scale raising the annual salary from \$83,061 to \$87,110.¹
- Establishes a \$40,000 contingency to absorb any additional salary adjustments approved by the Commission during the fiscal year as well as any changes in hires during the fiscal year.
- Assumes the Commission Clerk at an annual salary of \$58,848 with a 35 per hour week schedule.
- Assumes lower contribution rates including the California's Employees' Pension Reform Act or PEPRA with a total of \$23,901.

It is expected the **Administrative Services Unit** will increase by \$15,208 or 17.7% over the current fiscal year from \$86,114 to \$101,332. This unit provides funding for *direct* support services necessary to operate Marin LAFCo (emphasis). Notable adjustments proposed within this unit include the following.

- Adds \$4,620 in the legal services account to raise the total line item from \$35,880 to \$40,500; a difference of 12.9% over the current fiscal year. The increase responds to recent demands and is calculated to assume most billed hours will be generated from outside counsel along with the projection of additional hours for the recent appointment of Commission Counsel.
- Adds \$4,500 in the professional services account to raise the total line item from \$26,180 to \$30,680; a difference of 17.2% over the current fiscal year. The increase is largely tied to slight increases to adjust for inflation based on actuals from the current fiscal year.

It is expected the **Services and Supplies Unit** will decrease by (\$2,396) or (2.6%) over the current fiscal year from \$93,863 to \$91,467. This unit provides funding for *indirect* support services necessary to operate Marin LAFCo (emphasis). Notable adjustments proposed within this unit include the following

- Adds \$3,399 in the office lease account to raise the line item from \$31,253 to \$34,652; a difference of 10.1% of the current fiscal year. The increase is attributed to an annual rate increase for the Commission's lease of office space at 1401 Los Gamos Drive in San Rafael.

¹ The referenced annual pay amount for the Policy Analyst also assumes a 2.0% cost-of-living adjustment.

- Subtracts (\$6,780) in the office and equipment account to lower the line item from \$11,400 to \$4,620; a difference of (59.5%). The decrease is tied to the need of last year's funding of eight electronic tablets for Commissioners as part of the planned transition to paperless agenda packets.

Operating Revenues

- It is expected the **Intergovernmental Unit** will increase by \$45,094 or 8.8% over the current fiscal year from \$514,781 to \$559,875. The unit payments received from the 42 local government agencies responsible under State law for funding Marin LAFCo with apportions divided in three equal shares among the County of Marin, 11 cities and towns, and 30 independent special districts. Actual invoice amounts for the cities / towns and special districts would be determined by the County Auditor's Office consistent with the allocation formula outlined under Government Code Section 56383 and based on local revenue tallies.
- It is proposed the **Service Charge Unit** remain as is at \$30,000. This unit covers payments received from outside applicants to process change of organizations (annexations, detachments, formations, etc.), outside service extensions, and sphere of influence amendments.
- It is proposed the **Interest Earnings Unit** remain set at \$2,000. This reflects the lack of anticipated changes in interest earnings consistent with recent quarters.

The final operating budget affirmatively responds to the feedback provided by the Commission along with the functional needs in meeting the agency's existing and expanding duties under State law. This includes advancing the Commission's organizational capacity through targeted policy updates and administrative duties which includes the appointment of a new Commission Counsel along with the expansion of funding for outside legal counsel and a new accounting payroll system. The principal increase in the proposed budget is largely tied to the adjustments made in salaries and benefits to account for the appointment of the Executive Officer and the modified annual salary range, the Commission Clerk position, and a \$40,000 contingency to absorb any staffing changes or hires for the next fiscal year.

The following comments provide additional context in the Commission's consideration of the proposed budget.

- The budget brings Marin LAFCo under the current fiscal year average budgeted operating costs of \$700,219 among the seven-other active Bay Area LAFCOs. This referenced distinction exists despite Marin LAFCo having more local agencies under its oversight at 65 than the others with the exception of Contra Costa at 67.
- The budgeted shortfall of (\$10,000) has been targeted to allow for the Commission to continue to spread the costs among funding agencies similar to actions taken over the past three fiscal years. It is therefore projected the Commission would end 2018-2019 with an approximate fund balance of \$132,813 and along the Commission's policy goal of maintaining a fund balance of no less than 20% of operating expense.

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

- (a) Adopt the attached resolution approving the final budget for 2018-2019 with any desired changes.
- (b) Authorize the Interim Executive Officer to work with the County of Marin Auditor's Office in calculating and issuing agency invoices for payment no later than August 1st.

Alternative Two:

Continue consideration of the item to a special meeting scheduled no later than the legislative deadline of June 15, 2018 and provide direction to the Committee with respect to any additional information requests.

Recommendation

It is recommended the Commission proceed with the actions outlined in the preceding section as Alternative One.

Procedures for Consideration

This item has been placed on the agenda for action as part of a noticed public hearing. The following procedures are recommended in the Commission's consideration.

- 1) Receive a verbal report from the Committee;
- 2) Open the public hearing and invite comments from interested audience members (mandatory);
and
- 3) Close the public hearing, discuss item, and consider recommendation.

Respectfully on behalf of the Budget Committee,



Rachel Jones
Interim Executive Officer

Attachments:

- 1) Resolution Adopting Proposed Budget
- 2) Final Operating Budget for FY 2018-2019

**RESOLUTION OF THE
MARIN LOCAL AGENCY FORMATION COMMISSION
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2018-2019**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the Marin Local Agency Formation Commission (“Commission”) to perform certain regulatory and planning duties for purposes of facilitating efficient and accountable local government; and

WHEREAS, the Commission is required to adopt proposed and final budgets each year by May 1st and June 15th, respectively; and

WHEREAS, the Commission’s Executive Officer prepared a written report outlining the recommendations of the Budget Committee with respect to budgetary needs in 2018-2019; and

WHEREAS, the Executive Officer’s written report on a proposed budget for 2018-2019 have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission has heard and fully considered all the evidence on a proposed budget for 2018-2019 presented at a public hearing held on April 12, 2018;

WHEREAS, the Commission has heard and fully considered all the evidence on a final budget for 2018-2019 presented at a public hearing held on June 14, 2018;

WHEREAS, the adoption of a budget is not a project under the California Environmental Quality Act.

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposed operating budget for 2018-2019 shown as Exhibit A is APPROVED.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 14, 2018, by the following vote:

Yes: _____

No: _____

Abstain: _____

Approved: _____
Jeffrey Blanchfield
Commission Chair

Attest: _____
Jason Fried
Interim Executive Officer

Account	Description	FY2014-2015		FY2015-2016		FY2016-2017		FY2017-2018		Draft FY18-19	FY2018-2019	Difference			
		Adopted FY14-15	Actual FY14-15	Adopted FY15-16	Actual FY15-16	Adopted FY16-17	Amended FY16-17	Estimated FY16-17	Adopted FY17-18				Amended FY17-18	Estimated FY17-18	
Salary and Benefit Costs															
Account	Description														
51010	Staff Salaries	189,884	179,672	246,688	241,699	281,111	258,111	218,345	282,079	265,913	212,731	328,449	46,370	-18.4%	
510910	Employee Retirement (MCERA)	51,793	45,358	61,990	59,720	63,852	57,582	45,560	37,261	37,561	30,048	33,901	(3,640)	-10.7%	
510915	Employee Benefits (County of Marin)	16,888	15,865	25,443	25,980	28,687	28,887	22,210	32,313	32,313	25,850	32,313	(7,561)	-23.4%	
510941	Payroll Tax	2,518	2,704	3,693	4,270	4,020	4,020	5,153	3,887	3,887	3,887	3,131	(756)	-23.8%	
510915	Workers Compensation	736	792	742	1,064	960	960	1,721	1,744	1,744	1,643	1,965	221	13.2%	
510945	Unemployment Insurance	868	1,415	868	2,334	6,290	6,390	3,500	3,605	3,605	3,605	3,713	108	3.0%	
510925	Post Employment Benefits (CALPERS)	16,798	24,968	14,880	13,481	15,615	15,615	15,615	15,615	15,615	15,615	15,615	-	0.0%	
		279,286	270,024	354,504	348,459	398,716	366,716	312,113	376,504	360,059	293,379	409,087	32,253	8.6%	
General Administrative Costs															
Account	Description														
51010	Professional Services	5,800	17,183	15,255	15,793	15,020	15,020	19,431	26,180	30,680	76,680	30,680	4,500	17.2%	
510131	Legal Services	14,196	2,477	10,675	10,045	10,679	39,579	51,214	35,880	35,880	35,880	40,500	4,620	12.9%	
510130	Accounting and Payroll	8,000	-	4,925	1,200	6,125	6,125	9,125	5,550	5,550	5,550	6,438	888	16.0%	
511135	Work Conferences	4,000	2,814	2,975	3,495	2,450	2,450	1,912	2,865	2,965	2,965	2,965	-	0.0%	
511140	Mileage and Travel	3,000	3,533	3,097	3,851	4,118	4,118	5,000	4,539	4,539	4,539	7,239	2,700	59.5%	
511133	Commissioner Per Diem	7,100	4,800	7,100	5,500	10,875	10,875	10,375	11,000	11,000	13,000	13,500	2,500	22.7%	
		42,096	30,927	43,927	39,884	49,166	78,166	97,057	86,114	90,014	131,014	103,322	15,210	17.7%	
Service and Supply Costs															
Account	Description														
511120	Office Space Leases/rents	16,770	16,770	17,370	19,774	24,938	24,938	33,079	31,253	31,253	31,403	34,652	3,399	10.9%	
511130	Membership and Dues	13,340	13,966	14,092	14,017	14,369	14,369	14,369	14,556	14,556	14,556	14,734	178	1.2%	
510925	General Insurance	3,000	2,771	2,771	2,677	2,677	2,677	2,564	3,993	3,993	3,993	3,993	0	0.0%	
510715	Communication Services	5,875	5,416	6,054	7,497	6,588	6,588	8,795	8,316	8,316	8,236	8,668	372	4.5%	
511116	Reprographic/Map Services	2,000	5,831	-	-	-	-	180	-	-	-	-	-	-	-
512010	General Office Supplies	6,000	8,922	23,400	19,795	2,590	2,590	7,766	4,200	4,200	4,200	4,300	100	2.4%	
511095	Office Equipment and Replacement	1,500	327	2,997	4,706	5,137	5,137	6,931	11,000	23,066	25,000	4,650	(6,780)	-59.5%	
511140	Ongoing Education and Training	2,000	1,211	1,095	820	1,800	1,800	1,000	1,350	1,350	3,000	1,500	250	20.0%	
511120	Public Notices and Publications	2,000	1,211	2,095	3,804	5,000	5,000	5,432	11,613	5,000	3,500	5,000	-	0.0%	
510129	Website and Graphic Design	2,000	3,000	-	-	15,500	15,500	13,295	11,613	11,613	11,613	11,613	84	4.3%	
18D	Miscellaneous / Petty Cash	800	315	800	366	401	401	401	401	401	401	401	-	0.0%	
511115	Records Storage	53,285	58,119	72,584	73,456	78,980	78,980	83,812	92,853	105,529	107,102	91,467	(2,396)	-2.6%	
Contingencies															
Account	Description														
	Operating Reserve	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
EXPENSE TOTALS		374,866	358,540	470,354	461,799	526,862	526,862	492,082	556,278	556,782	533,095	601,875	45,094	8.1%	
	Prior Year Difference	11,566	32%	93,368	26.4%	56,808	12.0%	29,919	5.7%	45,094	8.1%				

Revenue Ledger

Account	FY2014-2015		FY2015-2016		FY2016-2017			FY2017-2018			Draft FY18-19	Difference
	Adopted FY14-15	Actual FY14-15	Adopted FY15-16	Actual FY15-16	Adopted FY16-17	Amended FY16-17	Estimated FY16-17	Adopted FY17-18	Amended FY17-18	Estimated FY17-18		
Intergovernmental												
470510 Dues/duation												
Agency Contributions	348,566	348,567	387,528	387,518	470,362	470,362	469,161	514,781	514,781	514,781	559,875	45,094
County of Marin	116,122	116,122	129,176	129,176	156,287	156,287	156,387	171,159	171,159	171,159	186,625	15,466
Cities and Towns (1)	116,122	116,122	129,176	129,176	156,287	156,287	156,387	171,159	171,159	171,159	186,625	15,466
Independent Special Districts (3)	116,122	116,122	129,176	129,176	156,287	156,287	156,387	171,159	171,159	171,159	186,625	15,466
Service Charges												
464033 Application Fees	25,000	15,536	25,000	17,424	30,000	30,000	23,778	30,000	30,000	30,000	30,000	-
4710631 Miscellaneous	-	15,536	226	365	-	30,000	-	30,000	-	30,000	30,000	-
Investments												
Interest	1,500	700	1,500	769	1,500	1,500	1,951	2,000	2,000	2,000	2,000	-
	1,500	700	1,500	769	1,500	1,500	1,951	1,500	2,000	2,000	2,000	-
REVENUE TOTALS	374,886	364,893	414,254	406,086	501,862	501,862	494,890	546,781	546,781	546,781	599,875	45,094
OPERATING NET		6,064	(56,000)	(55,713)	(25,000)	(25,000)	1,908	(25,000)	(25,000)	13,686	(10,000)	8,222
(negative amounts reflect draw down on reserves)												
UNRESERVED/UNRESTRICTED FUND BALANCE												
As of June 30th		\$ 196,618.00		140,995			142,813			154,499		132,813

Salaries and Benefits | Assumptions

Regular Salaries

Analyst Position Assumes 2.0% COLA	
\$ 69,307.20	Salary 40 Hours Per Week @ Step V
\$ 26,803.20	Salary 40 Hours Per Week @ Step V
\$ 87,110.40	

Executive Officer Position Assumes 2.0% COLA	
\$ 69,992.00	Salary 40 Hours Per Week
\$ 72,498.40	Salary 40 Hours Per Week
\$ 142,490.40	

Commission Clerk Position Assumes 2.0% COLA	
\$ 29,423.94	Salary 35 Hours Per Week
\$ 29,423.94	Salary 35 Hours Per Week
\$ 58,847.88	

\$ 40,000.00	Contingency Cover Potential Mid-Year Adjustments
328,448.68	

MCECA Pension Costs

Position	Current Rate	Projected Rate	Projected Salary	Change
Analyst (PERRA)	8.49%	7.59%	\$ 87,110.40	\$ 6,611.68
EO	19.32%	18.32%	\$ 69,992.00	\$ 12,822.53
Clerk (PERRA)	8.49%	7.59%	\$ 58,847.88	\$ 4,466.55
\$ 23,900.77				

* Based on MCECA Estimate

Other Post Employment Benefits

2018-2019 Rate	\$ 15,615.00
	\$ 15,615.00

* Actuarial estimate

Payroll Tax

Rate	2018-19 Salaries
1.45%	\$ 215,950.28
\$	3,131.28

Workers Compensation

Current Charge	Projected Charge
\$ 1,770.00	\$ 1,955.00
\$1,965	

* Estimate from SDRMA

Unemployment Insurance

Current Charge	Projected Charge
\$ 3,605.00	\$ 3,713.15
\$	3,713.15

* Assumes 3% increase

Insurance Benefits

Position	Health	Dental	Life	Vision	Fringe
Analyst	8,488.22	627.38	35.88	66.3	-
EO	12,039.82	1858.74	258.7	211.9	-
Clerk	8,488.22	627.38	35.88	66.3	-
	29,016.26	3,113.50	330.46	344.50	-

TOTAL 409,086.53

\$ 32,312.65 32,804.72

Administrative Costs | Assumptions

Professional Services

Service	Vendor	Charge
Workshop Facilitator	Bill Chat	1,600.00
Workshop Catering	Forks and Fingers	650.00
Annual Audit	Riccardi	7,670.00
Security Services	Barber	1,120.00
MSR Support Statistics	Consultants	5,000.00
HR Services		7,500.00
IT Services	Marin Mac	7,140.00
		<u>30,680.00</u>

Legal Services

Service	Hours	Rate	Charge
General Counsel	30	250.00	7,500.00
Outside Counsel	120	275.00	33,000.00
			<u>40,500.00</u>

Accounting | Payroll

Service	Hours	Rate	Charge
Bookkeeping	36	130.00	4,680.00
Payroll	-	-	1,758.00
			<u>6,438.00</u>

Conferences

Event	Participants	Cost	Charge
CALAFCO Annual	3	490.00	1,470.00
CALAFCO Workshop	3	315.00	945.00
CALAFCO U	2	50.00	100.00
APA	1	450.00	450.00
			<u>2,965.00</u>

TOTAL \$ 101,321.50

Travel and Mileage

Position	Miles	Rate	Charge
EO	750	0.55	412.50
Analyst	300	0.55	165.00
Clerk	20	0.55	11.00
			<u>588.50</u>

Annual Conference | Yosemite

	Registration	Hotel/Food	Transport
EO	-	900.00	250.00
Analyst	-	-	-
Commissioner	-	900.00	250.00
Commissioner	-	900.00	250.00
		<u>2,700.00</u>	<u>750.00</u>

Annual Workshop |

	Registration	Hotel/Food	Transport
EO	-	900.00	250.00
Analyst	-	900.00	250.00
Clerk	-	900.00	250.00
		<u>2,700.00</u>	<u>750.00</u>

Leg Meetings

500.00

7,238.50

Per Diems

Type	Rate	Number Attendance	Charge
Regular Meetings	125.00	6.00	7,500.00
Special Meetings	125.00	3.00	3,750.00
Committee Meetings	125.00	6.00	2,250.00
			<u>13,500.00</u>

Service and Supply Costs | Assumptions

Rent | Leases

Type	Place	Charge
Office Space	Los Camos	31,592.27
Meeting Place	MCE	3,060.00
		<u>34,652.27</u>

General Insurance

Type	Charge	
MarinMap	10,000.00	
CALAFCO	2,805.00	
CSDA	1,299.00	
MarinTV	150.00	
APA	480.00	
		<u>14,734.00</u>

Publications

Vendor	Charge	
CSDA	3,993.00	
		<u>3,993.39</u>

Webcasts

Vendor	Charge	
Hosting	396.00	
CivicPlus	11,217.00	
		<u>11,613.00</u>

Vendor

Vendor	Charge	
Legal Notices	1,000.00	
Outside Printing	4,000.00	
		<u>5,000.00</u>

Total 91,065.66

Training

Type	Charge	
Outside Conferences	1,000.00	
Miscellaneous	500.00	
		<u>1,500.00</u>

Equipment

Type	Charge	
Computer Replacement	2,500.00	
FP Mailing Box Rental	120.00	
Software	800.00	
Ricoh Maintenance Agreement	1,200.00	
		<u>4,620.00</u>

General Office

Type	Charge	
Office Supplies	2,800.00	
Copies	1,500.00	
		<u>4,300.00</u>

Communications

Type	Charge	
EO Phone	1,776.00	
MarinTV	2,700.00	
Comcast	2,700.00	
Email Hosting	300.00	
Drop Box	132.00	
Postage	1,000.00	
		<u>8,608.00</u>

Special Departmental Expense

Type	Charge	
Water Service	300.00	
Meeting Catering	480.00	
Chair-EO Breakfasts	315.00	
Clerk Recruitment	450.00	
Special Events MCMC Etc.	500.00	
		<u>2,045.00</u>

* assumes 6 recordings

Bay Area LAFCO Budget Comparisons

County	2015-2016		2016-2017		2017-2018		1 Yr Change		Full Time	Consultant	Cities &	Special	Total
									Employees	Staff	Towns	Districts	Agencies
Alameda	636,337.00	665,037.00	768,345.00		15.5%	2.5	yes	14	35	49			
Contra Costa	833,750.00	893,733.00	945,210.00		5.8%	2.0	yes	19	48	67			
Martin	470,254.42	526,862.28	556,781.00		5.7%	2.8	no	11	54	65			
Napa	525,684.00	534,328.00	525,524.00		-1.6%	2.0	yes	5	18	23			
San Francisco	297,342.00	297,342.00	-		-	1.0	no	1	0	1			
San Mateo	476,248.00	450,230.00	492,571.00		9.4%	1.8	no	9	56	65			
Santa Clara	819,843.00	881,227.00	1,084,733.00		23.1%	3.0	no	15	29	44			
Solano	394,235.00	419,514.00	459,319.00		9.5%	1.0	yes	7	44	51			
Sonoma	596,975.00	626,055.00	625,830.00		-0.04%	3.0	no	9	54	63			

Outside Average: \$ 609,010.29 excludes SF \$ 638,589.14 excludes SF \$ 700,218.86 excludes SF 9.7% excludes SF



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 14, 2018
Item No. 5 (Business Item)

June 5, 2018

TO: Marin Commissioners

FROM: Mala Subramanian, General Counsel

SUBJECT: Authorization to Execute New Contract with Planwest Partners, Inc. --
Interim Executive Officer

Background

Marin LAFCO's ("Commission") authorized Commissioner Condon to execute a short time agreement with Planwest Partners, Inc. for Interim Contract Executive Officer services, with Mr. Jason Fried serving as the Interim Executive Officer dated May 22, 2018. The Agreement is for 60 days and may be extended by mutual agreement of both parties. The attached agreement will expire on July 20, 2018, if not further amended.

Discussion

The Commission will not meet again until after the Agreement has expired. Therefore, if the Commission does not appoint an Executive Officer prior to the expiration of the Agreement, the Commission will likely desire to extend the Agreement to continue the services of the Interim Executive Officer.

The Commission could authorize the Chair to enter into a new agreement with Planwest Partners to provide for additional time for Interim Executive Officer services in the event an Executive Officer has not been appointed. If so, we would recommend using a model template provided by our firm. The current Agreement is brief and does not contain typical provisions in a professional services agreement.

The Commission could also wait, and if no Executive Officer is appointed prior to the expiration of the Agreement, we can call a special meeting for the Commission to approve a new agreement with Planwest Partners. If an Executive Officer is appointed prior to the expiration of the Agreement, there will be no need to enter into a new agreement.

Administrative Office
Jason Fried, Interim Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sloan Bailey
Town of Corte Madera

Sashi McEntee, Regular
City of Mill Valley

Matthew Brown, Alternate
Town of San Anselmo

Jack Baker, Regular
North Marin Water District

Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Lew Kiou, Alternate
Almonte Sanitary District

Jeffrey Blanchfield, Chair
Public Member

Chris Skelton, Alternate
Public Member

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

The Commission authorize the Chair to execute a new agreement provided by General Counsel with Planwest Partners, only if needed because an Executive Officer has not been appointed.

Alternative Two:

Take no action and call a special meeting to authorize the Chair to execute a new agreement, if needed because an Executive Officer has not been appointed.

Recommendation

It is recommended the Commission authorize the Chair to execute a new agreement provided by General Counsel with Planwest Partners, only if needed because an Executive Officer has not been appointed.

Attachment:

1. Planwest Partners Authorization to Provide Professional Services



AUTHORIZATION TO PROVIDE PROFESSIONAL SERVICES

Planwest Partners Inc. (Planwest) an independent planning consulting firm (TIN: 90-0262382) specializing in Local Agency Formation Commission staffing services, proposes to assist Marin Local Agency Formation Commission (LAFCo) with Interim Contract Executive Officer services. Staffing changes at Marin LAFCo have prompted the immediate need for interim Executive Officer services. Planwest will provide Jason Fried, as Interim Contract Executive Officer while the Commission decides on a staffing services strategy.

Services

The Interim Contract Executive Officer is responsible for coordinating basic LAFCo functions until the Commission makes a decision on permanent staffing and during an appropriate transition period. This would include:

- Administering and supervising day-to-day Marin LAFCo operations in their offices at 1401 Los Gamos Rd, Suite 220 San Rafael, California 94903;
- Attending the June 11 regular Marin LAFCo meeting, and provide any follow-up distribution of meeting materials prepared by the prior interim Executive Officer;
- Upon FY 2018-19 budget approval, make appropriate distribution and posting;
- Processing financial claims and payments as approved by the Commission;
- Maintaining website and posting meeting and related information in a timely manner;
- Responding to inquiries, and information requests including application materials;
- Supporting Policy Committee with meeting staffing and agenda materials;
- Coordinating with contract legal counsel (BB&K) and bookkeeper as needed;
- Following up on actuarial report for other post employee benefits (OPEB) by June 30;
- Coordinating with Travis Woods on IT support and interim email addresses;
- Processing applications on file and accepting new applications received;
- Scheduling Municipal Services Reviews and completing Sphere of Influence Updates; and
- Other duties as assigned by the commission.

Schedule

This authorization is for 60 days and may be extended by mutual agreement of both parties.

Compensation

Marin LAFCo will compensate Planwest Partners Inc, on a time and material basis, including direct travel expenses. Jason Fried will provide Interim Contract Executive Officer services, at a rate of \$112.00 per hour, not to exceed 40 hours per week. Other Planwest staff may also provide peripheral services, at current charge rates by approval. Invoices to be submitted monthly and approved amounts payable to Planwest within 15 days of invoice receipt

A handwritten signature in blue ink that reads "Carla Condon".

Carla Condon, Marin LAFCo Authorized Representative

May 22, 2018

Date

TEL: (707) 825-8260
FAX: (707) 825-9181

P.O. Box 4581
Arcata, CA 95518

planners@planwestpartners.com
www.planwestpartners.com



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. 6 (Business Item)

TO: Marin Commissioners

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **CALAFCo - Conference, Board Elections, and Award Nominations**
The California Association of Local Agency Formation Commissions holds its annual conference in October. During the conference CALAFCo holds Board elections, and achievement awards are given out.

Background

Every October, the California Association of Local Agency Formation Commissions (CALAFCo) holds its annual conference in October. This year, it is being held at Tenaya Lodge in Yosemite from Oct. 3rd-5th. The conference has several general and break-out sessions covering a host of topics. CALAFCo offers an early bird sign up that saves \$40 per attendee who submit payment by **August 10th**. The cost to attend the conference is \$520 for early bird registration, and \$560 for later sign-ups. This includes meals during the event. They also have rates for those that wish to attend only part of the event, or for those who wish to have a guest/spouse join them for banquet/meals. Attached you will find an email and flyer that provides more details on the agenda.

During the conference CALAFCo holds its annual election of officers. To ensure all areas of the state are represented, CALAFCo is broken into four different regions, with each region getting two seats on the Board. Marin is included in the Coastal Region. In order for CALAFCo to ensure diversity of its membership (County, City, Special District, and Public Seats), the CALAFCo Board has preassigned who can run for office based by region. The Coastal Region elects one person who holds a County seat, and one person who holds a Special District seat. In order for a Commissioner to run for one of these seats, they must be nominated by their Commission prior to **September 4th**. Attached is a letter from CALAFCo with more details.

Also, during the CALAFCo conference, annual awards are handed out. They have 12-different categories, see attachment for full list. In 2016, Marin LAFCo received the "Project of the Year" award for our "Countywide Water Study." Nominations need to be submitted by **August 3, 2018**. Attached is a cover letter with a detailed description of each award.

Administrative Office
Jason Fried, Interim Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
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Town of San Anselmo

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North Marin Water District

Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Lew Kiou, Alternate
Almonte Sanitary District

Jeffry Blanchfield, Chair
Public Member

Chris Skelton, Alternate
Public Member

Discussion

There are three items to discuss today.

1. Award nomination is the only hard deadline that would occur prior to the next regularly scheduled meeting. Given the recent transition with staff the Commission should decide if any nominations should be submitted. Should there be any nominations approved then instruct staff to prepare proper paper work to submit to CALAFCo.
2. While not time sensitive, other than the Commission wishing to take advantage of the early bird saving, please let staff know which Commissioners would like to attend. Staff will plan on reserving one space for the Executive Officer position.

The Commissioners who serve in the County Seats (Commissioners Connolly and Rodoni) and Special District Seats (Commissioners Baker and Murray) should determine if they would like to serve on the CALAFCo Board of Directors. Since the deadline for nominations is in September, we do not have to take action today, but can do so at the next meeting in August, if the identified Commissioners would like more time for consideration.

Alternatives for Action

The following alternatives are available to the Commission:

Action 1 - 2018 CALAFCo Achievement Awards

Alternative One:

Decide to make a nomination for one of the 2018 CALAFCo Achievement Awards and instruct staff to prepare and submit paperwork for such nomination.

Alternative Two:

Take no action.

Action 2 - 2018 CALAFCo Board Nominations

Alternative One:

Nominate one of the identified Commissions for the 2018 CALAFCo Board of Directors and instruct staff to prepare and submit paperwork for such nomination.

Alternative Two:

Take no action at this meeting, and revisit at the August meeting.

Respectfully,



Jason Fried
Interim Executive Officer

Attachments:

- 1) CALAFCo 2018 Conference Information
- 2) CALAFCo Achievement Awards Information
- 3) CALAFCo Board of Directors Information

Subject: [CALAFCO Executive Officer] CALAFCO Conference Registration now open!
Date: Thursday, May 31, 2018 at 3:52:27 PM Pacific Daylight Time
From: Pamela Miller
To: info@calafco.org
Attachments: image002.jpg

Good afternoon CALAFCO members.

We are pleased to announce **registration for the 2018 Annual CALAFCO Conference is now open!** This year we will be in beautiful Yosemite at **Tenaya Lodge, October 3 – 5**. The program planning team is hard at work designing a program filled with educational sessions that are diverse in nature and value-added, as well as invaluable networking opportunities and some fun mixed in. You will not want to miss this Conference!

For all the details, visit the [CALAFCO website Conference page](#).

CONFERENCE REGISTRATION INFORMATION

Conference registration is now open. You can [register and pay online here](#), or [download and complete the registration form](#) and mail it with payment to CALAFCO. Early bird registration rates apply to all registrations received AND paid by August 10, 2018 (no exceptions). Registration closes September 14, 2018. Full Conference registration or one-day registrations are available, as are guest registrations.

CONFERENCE PROGRAM INFORMATION

The program planning team is hard at work preparing a fabulous, value-added and diverse Conference program, filled with general sessions, breakout sessions, and roundtable discussions. There will be plenty of educational and networking opportunities built into this year's program! The Mobile Workshop is also still under construction so watch for details coming soon. For now, you can [download the preliminary program](#) for information on session topics and special events planned.

HOTEL INFORMATION AND RESERVATIONS

This year's Conference is at [Tenaya Lodge](#) in Yosemite. Special Conference rates start at \$175/night (excludes \$15 resort fee and taxes) and includes in-room wifi and parking, as well as other amenities. There are also upgrades available including suites and guest cottages. Hotel reservation cutoff date is September 1, 2018. After this date we cannot guarantee the Conference rate or any room availability. Conference rates are offered 3 days pre and post conference, based on availability. To make your room reservations, contact the hotel at 800-635-5807 and select option 1. Reference the CALAFCO Conference or use code 3163VO. Or, make your reservations online at [Tenaya Online Registration](#).

LOOKING FOR PRE AND POST CONFERENCE ACTIVITIES?

There is so much beauty to see in the Yosemite area and so many fun things to do, you will not want to pass up a chance to come early or stay late to enjoy! Whether it is on Lodge property, in the surrounding area or in Yosemite valley, you can enjoy things such as hiking, biking, rock wall climbing, fishing, horseback riding, guided nature walks and hikes, archery, water sports, or take a ride on a vintage steam train with the Yosemite Mountain Sugar Pine Railroad. Whatever your idea of fun and relaxation is, this area has it all just waiting for you. For details, [download the activities reference guide](#). To learn more or make advanced reservations on activities, visit <https://www.tenayalodge.com/things-to-do>

CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by September 19, 2018 receive a 100% refund less \$20 handling fee and any transaction fees.
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing. Deadline to transfer registrations is September 19, 2018.
5. Registration fees for guests and special events are not transferable and are fully refundable (minus any transaction fees) if requests are made in writing and received by September 19, 2018 or if the special event is cancelled.
6. Cancellation requests must be made by e-mail, fax or mail to the CALAFCO office.
7. Cancellation requests made after September 19, 2018 are not eligible for a refund.



Pamela

Pamela Miller
Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, CA 95814
916-442-6536

www.calafco.org

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Announcing The 2018 CALAFCO Annual Conference



Hosted by CALAFCO

October 3 – 5, 2018

Tenaya Lodge, Yosemite
Fish Camp, CA



Value-Added and Diverse General & Breakout Session Topics

- ▲ The natural disaster phenomenon: How they are changing the way LAFCos plan and respond*
- ▲ LAFCos' role in developing agency relationships, accountability and transparency
- ▲ Urban growth boundaries: A white paper discussion
- ▲ Using MSRs for more than a bookshelf placeholder: The increasing value of this critical LAFCo tool*
- ▲ LAFCO 101: Understanding and applying the basics
- ▲ Resource Conservation Districts: Who are they really?
- ▲ Ag land preservation: A white paper discussion
- ▲ LAFCO in a "perfect world": Your dream LAFCo
- ▲ Using strategic planning as a commission planning tool
- ▲ The hot topic of fire districts
- ▲ LAFCos & affordable housing: What's the connection?
- ▲ Leading in challenging times*
- ▲ Annual CALAFCO Legislative Update*
- ▲ CALAFCO Annual Business Meeting (for all CALAFCO members)*

*Note: The Program is subject to change, not all sessions finalized, not all topics listed will be presented. *Indicates General Session*

Special Highlights

Mobile Workshop
Still under construction.



We are working on a tour of the beautiful Yosemite area with a focus on the severe tree mortality issue, and the statewide effects – both short and long term.

Details will be announced shortly – but register now to secure your seat!

**Wednesday from
7:30 a.m. to 12:30 p.m.**
(times approx...)

LAFCo 101
An introduction to LAFCo and LAFCo law for Commissioners, Staff, and anyone interested in learning more about LAFCo

**Wednesday from
10:00 a.m. to Noon**

**Thursday Luncheon
Keynote**

To Be Announced

Invaluable Networking Opportunities

- ▲ Regional Roundtable discussions on current regional LAFCo issues
- ▲ Extended roundtable discussion for LAFCo legal counsel
- ▲ Pre-dinner Reception with Sponsors Thursday
- ▲ Networking breakfasts and breaks
- ▲ Welcome Reception Wednesday
- ▲ Awards Banquet Thursday

Tenaya Lodge, Yosemite



Make your reservations now at the [Tenaya Lodge](#) at the special CALAFCO rate of \$175 (excludes tax and fees). Special rates available 3 days pre and post-conference on availability, includes in-room wifi and parking. **Reservation cutoff date is 9/01/18.**

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT: [Tenaya Online Registration](#) or call 800-635-5807 (option 1) and use promo code 3163VO or reference CALAFCO Conference.

Visit www.calafco.org for Conference details or call us at 916-442-6536.

**Mark your calendar and
plan to attend!**

**Registration is now open!
Visit www.calafco.org**

Date: 25 May, 2018

To: LAFCo Commissioners and Staff
CALAFCO Members
Other Interested Organizations

From: CALAFCO Achievement Awards Committee

Subject: **2018 CALAFCO Achievement Award Nominations**

CALAFCO
2018
AWARDS



Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition. *Please carefully review the nomination instructions and note the form has changed with the addition of a new section.*

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization. There is no limit to the number of nominations you can submit.
2. Please use a separate form (attached) for each nomination. Nominations must be submitted with a completed nomination form. The form is your opportunity to highlight the most important points of your nomination.
3. Nominations must be limited to no more than 1500 words or 3 pages in length maximum. You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount will be returned.
4. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. Limit supporting documentation to no more than 5 pages. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount will be returned.
5. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
6. Nominations and supporting materials **must** be received no later than **5:00 p.m., Friday, August 3, 2018**. Send nominations via e-mail, or U.S. mail to:

Stephen Lucas, CALAFCO Executive Officer
c/o Butte LAFCo
1453 Downer Street, Suite C
Oroville, CA 95965
slucas@calafco.org

Members of the 2018 CALAFCO Board of Directors Awards Committee are:

Mike Kelley, Committee Chair (Imperial LAFCo, Southern Region)
Cheryl Brothers (Orange LAFCo, Southern Region)
Debra Lake (Humboldt LAFCo, Northern Region)
Margie Mohler (Napa LAFCo, Coastal Region)
Anita Paque (Calaveras LAFCo, Central Region)

mkelley@calafco.org
cbrothers@calafco.org
dlake@calafco.org
mmohler@calafco.org
apaque@calafco.org

Please contact Steve Lucas, CALAFCO Executive Officer, at slucas@calafco.org or (530) 538-7784 with any questions. A list of the previous Achievement Award recipients is attached to this announcement.



2018 Achievement Award Nominations

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until *Friday, August 3, 2018* in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Recognizes a LAFCo Clerk for exemplary service during the past year.
Outstanding CALAFCO Associate Member	Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos, and has helped elevate the roles and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
Mike Gotch Courage and Innovation in Local Government Award	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.
Lifetime Achievement Award	Recognizes any individual who has made extraordinary contributions to the LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and/or demonstrated support in innovative and creative ways of the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least ten years.

May 25, 2018

To: Local Agency Formation Commission
Members and Alternate Members

From: Bill Kirby, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: Nominations for 2018/2019 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Election Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

City Member
Public Member

Central Region

County Member
District Member

Coastal Region

County Member
District Member

Southern Region

City Member
Public Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 4, 2018 at the Tenaya Lodge in Yosemite, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until Tuesday, September 4, 2018.

Incumbents are eligible to run for another term. Nominations received by September 4 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than September 20 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Tuesday, September 4, 2018. Completed absentee ballots must be returned by September 28, 2018.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Tuesday, September 4, 2018. Here is a summary of the deadlines for this year's nomination process:

- **May 25** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 4** – Completed Nomination packet due
- **September 4** – Request for an absentee/electronic ballot due
- **September 4** – Voting delegate name due to CALAFCO
- **September 20** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **September 20** – Distribution of requested absentee/electronic ballots.
- **September 28** – Absentee ballots due to CALAFCO
- **October 4** – Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received should there be multiple candidates. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Bill Kirby, at wkirby@calafco.org or by calling him at 530-889-4097. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2018/2019 CALAFCO Election Committee are:

Bill Kirby, Chair wkirby@calafco.org	Placer LAFCo (Central Region) 530-889-4097
Debra Lake dlake@calafco.org	Humboldt LAFCo (Northern Region) 707-445-7508
Jo MacKenzie jmackenzie@calafco.org	San Diego LAFCo (Southern Region) 530-295-2707
Margie Mohler mmohler@calafco.org	Napa LAFCo (Coastal Region) 707-259-8645

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures as well as the current listing of Board Members and corresponding terms of office.

Please consider joining us!

Enclosures



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. 7 (Business Item)

TO: Marin Commissioners

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Election of Chair and Vice Chair

The Commission will consider the election of a Chair and Vice Chair. The terms are each one year and will commence immediately.

Background

Marin LAFCo's ("Commission") policies direct the membership to elect a Chair and Vice Chair from among its ranks, to one-year terms, at the first regular meeting in or immediately. The Chair serves as presiding officer of the Commission and is responsible for preserving appropriate order, and decorum at all meetings. The Chair shall also serve as the immediate supervisor to the Executive Officer, and is responsible for confirming agendas, as well as, making committee appointments. The Vice Chair shall have all the powers and duties of the Chair during their absence or inability to act. The Vice Chair position currently sits empty due to the departure of Carla Condon on May 30th.

Discussion

This agenda item is for the Commission to elect a Chair, and Vice Chair for a one-year term commencing immediately. There are no set procedures for the Commission with respect to electing a Chair, and Vice Chair. The voting members retain full discretion in proceeding with the selection process as collectively deemed appropriate, and compliant with the Brown Act.

Alternatives for Action

The following alternative actions are available to the Commission.

Alternative Action One (Recommended):

Elect by a majority of voting members (a) Chair and (b) Vice Chair to one-year terms commencing immediately and extending to May 2019, and or until successors are elected.

Alternative Action Two:

Continue consideration of this item to a future meeting and provide direction to staff with respect to providing additional information, as needed. Should the Commission take this alternative, it should at least, elect an Interim Vice Chair to have all offices filled.

Administrative Office

Jason Fried, Interim Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sloan Bailey
Town of Corte Madera

Sashi McEntee, Regular
City of Mill Valley

Matthew Brown, Alternate
City of San Anselmo

Jack Baker, Regular
North Marin Water District

Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Lew Kious, Alternate
Almonte Sanitary District

Jeffry Blanchfield, Chair
Public Member

Chris Skelton, Alternate
Public Member

Respectfully,



Jason Fried
Interim Executive Officer

Attachments: none



Marin Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
 June 14, 2018
 Item No. 8 (Business Item)

TO: Marin Commissioners
FROM: Jason Fried, Interim Executive Officer
SUBJECT: **Contract Extension with Marin Mac Tech**
 The Commission will review the current contract extension for IT support being provided for FY 18/19.

Background

Marin LAFCo’s (“Commission”) entered into a contract with Marin Mac Tech (MMT) on Aug 8, 2017 to provided IT support and provide the new computer workstations. This current contract is set to automatically renew for one-year, on August 8, 2018 unless notice is given at least 30-days prior to contact end. MMT offers either a monthly fee service program that is tailored for each customer’s needs or a hour fee structure where you pay just for hours requested. The Commission currently uses the monthly fee set-up at a cost of \$595 a month.

Discussion

Should the commission renew the contract, MTT has agreed to continue with the fee schedule we currently have. New contract customers would be charged \$45 more per workstation, this would be an increase of \$180 per month. MTT’s normal hourly rate, if not on a monthly plan (as we have,) is \$125/hr for work that can be done remotely, and \$150/hr for onsite services. Based on current contract rate, the hour rate is about 4 - 4.75 hours of work depending on if it is on-site or remote work. One other added feature offered to monthly subscribers is MTT responds to service requests by monthly subscribers before those paying by the hour.

Staff is asking MTT and the Commission to make one modification to the current system so the contract expires on June 30th, 2019 instead of August 8th, 2019. This will allow the Commission to start lining up contracts to expire with the end of a fiscal year. It would then be staff’s recommendation that in the future that contract extensions be presented at the April meeting allowing any increases to be know as the Commission is putting together the upcoming fiscal year’s budget.

Alternatives for Action

The following alternatives are available to the Commission:

Alternative One (Recommended):

Give the Interim Executive Officer authority to sign the attached contract.

Alternative Two:

Take no action and automatically renew the current contract.

<p>Administrative Office Jason Fried, Interim Executive Officer 1401 Los Gamos Drive, Suite 220 San Rafael, California 94903 T: 415-448-5877 E: staff@marinlafco.org www.marinlafco.org</p>	<p>Damon Connolly, Regular County of Marin</p> <p>Dennis J. Rodoni, Regular County of Marin</p> <p>Judy Arnold, Alternate County of Marin</p>	<p>Sloan Bailey Town of Corte Madera</p> <p>Sashi McEntee, Regular City of Mill Valley</p> <p>Matthew Brown, Alternate Town of San Anselmo</p>	<p>Jack Baker, Regular North Marin Water District</p> <p>Craig K. Murray, Regular Las Gallinas Valley Sanitary</p> <p>Lew Kiou, Alternate Almonte Sanitary District</p>	<p>Jeffry Blanchfield, Chair Public Member</p> <p>Chris Skelton, Alternate Public Member</p>
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Respectfully,



Jason Fried
Interim Executive Officer

Attachments:

- 1) Contract with Marin Mac Tech



Premier Support Service

Date: June 5, 2018

Prepared for: Marin LAFCO

Term Dates: Aug. 1st, 2018 - June 30, 2019

Note: Contract Extension

Marin Mac Tech is pleased to present Premier Support Service. Marin Mac Tech is a leader in on-site and managed IT support for small business and education. The goal of our Premier Support Service is to increase the reliability of your workstations, server, network and productivity tools. Premier Support Service helps to keep IT and support costs consistent by investing time into your organization from the start. Premier Support Service helps reduced the number of IT emergencies and helps you plan for expansion or hardware replacement.

The Service

Premier service includes all of the tasks and support that are required to maintain your IT infrastructure.

This includes:

- Provide virtual CTO services
- Regular scheduled maintenance
- Priority emergency response
- Priority onsite & remote support services
- Workstation logistics monitoring:
 - Software updates
 - Hardware diagnostics
 - Security audits
 - Plan for staff or organization changes
 - Address minor issues
 - Workstation optimizations
- Hardware upgrade services
 - Hardware setup
 - New workstation setup
 - Workstation replacement
- Maintain and monitor network (wired + wireless + remote access)
- Track asset inventory

The Terms

Premier Support Service is designed with the long-game in mind. We are here to be your IT partner and support your efforts to maintain and expand your business. Premier Support Service is billed monthly and is a commitment for a term through June 30th, 2019. Premier Support Service will automatically



renew for another term unless written (email) notice of cancellation is received within 30 days prior renewal. Early termination of the commitment will be accepted upon payment of the remainder of the agreement.

The Cost

Premier Support Service provides individual users and servers with support and device integration. For individuals this means the integration of one workstation (or laptop) and an iOS devices per site. (home workstations are separate)

Major hardware purchases will be quoted to prior to installation. All hardware and software costs will be billed to the client and are not included in the ongoing Premier Support Service.

Coverage	Quantity	Cost
Workstations	4	\$400
Server	1	\$100
Local Network	1	\$95
Total Monthly		\$595

Fine Print

Premier Support Service does not include support for technology outside of normal useful life span. (Workstations laptops outside of six year of age, but will facilitate the replacement of such hardware).

Premier Support Service applies to one office or location and in most case does not include servicing home networks or workstations unless included in the initial agreement listed as "Local Network". All service is conducted according to our [Terms of Service](#).

Marin LAFCO

Name: _____

Signature: _____

Title: _____

Today's Date: _____



Marin Mac Tech, Inc.

Name: _____

Signature: _____

Title: _____

Today's Date: _____



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. Executive Officer Report - A

June 1, 2018

TO: Marin Commissioners

FROM: Rachel Jones, Interim Executive Officer
Alyssa Schiffmann, Contract Bookkeeper

SUBJECT: Budget Update for 2017-2018 and Year End Projections

The Commission will review a report comparing budgeted and actual transactions for 2017-2018 through May 31, 2018 and its projection Marin LAFCO is on pace to finish with an operating net of \$191,924 or 36.0%. 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 provide direction as needed.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates operating costs for Local Agency Formation Commissions (LAFCOs) shall be annually funded by the affected counties, cities, and independent special districts on a one-third apportionment process. Apportionments for cities and independent special districts are further divided and proportional to each agency’s total revenues as a percentage of the overall revenue amount collected by these agencies as determined by the State Controller’s Office. LAFCOs are also authorized to collect fees to offset contributions.

Background

Marin LAFCO’s (“Commission”) adopted final budget for 2017-2018 totals \$556,781. This amount represents the total approved operating expenditures for the fiscal year divided between three active expense units: salaries and benefits; administrative activities; and services and supplies. A purposeful operating deficit of (\$10,000) or (1.8%) was budgeted with setting annual revenues at \$546,781 in step with phasing a corresponding contribution increase among the funding agencies in recent years. Budgeted revenues are divided between three active units and are intergovernmental contributions, service charges, and investments. The Commission’s estimated available unaudited fund balance as of July 1, 2017 was \$191,436.

Budgeted 17-18 Expenses	Budgeted 17-18 Revenues	Budgeted 17-18 Year End Balance	Budgeted 17-18 Revenues
\$556,781	\$546,781	(\$10,000)	\$191,436

Administrative Office
 Jason Fried, Interim Executive Officer
 1401 Los Gatos Drive, Suite 220
 San Rafael, California 94903
 T: 415-448-5877 E: staff@marinlafco.org
 www.marinlafco.org

Damon Connolly, Regular
 County of Marin

Dennis J. Rodoni, Regular
 County of Marin

Judy Arnold, Alternate
 County of Marin

Sloan Bailey
 Town of Corte Madera

Sashi McEntee, Regular
 City of Mill Valley

Matthew Brown, Alternate
 Town of San Anselmo

Jack Baker, Regular
 North Marin Water District

Craig K. Murray, Regular
 Las Gallinas Valley Sanitary

Lew Kious, Alternate
 Almonte Sanitary District

Jeffry Blanchfield, Chair
 Public Member

Chris Skelton, Alternate
 Public Member

Discussion

This item is for the Commission to receive an update comparison of (a) budget to (b) actual expenses and revenues through the month of March. The report provides the Commission the opportunity to track expenditure trends accompanied by year-end operating balance projections from the Executive Officer. The report is being presented to the Commission to formally accept and file and provide related direction as needed.

Summary of Operating Expenses

The Commission’s budgeted operating expense total for 2017-2018 is \$556,781. Actual expenses processed through the first 11 months totaled \$338,781; an amount representing 60.8% of the budgeted total with 91.5% of the fiscal year complete.

Expense Units	Adopted w/ Amendments	Actuals Through 3/31	Percent Expended	Unexpected Balance
1) Salaries and Benefits	360,639	177,703	49%	182,936
2) Administrative	90,614	63,758	70%	26,856
3) Services and Supplies	105,529	97,320	92%	8,209
4) Contingencies	-	-	-	-
Total	\$556,781	\$338,781	61%	\$191,924

Actuals through the first nine months or third quarter and related analysis suggest the Commission is on pace to finish the fiscal year with \$338,781 in total expenses and produce an unexpended budgeted savings of \$191,924 or 36%. An unexpended discussion on budgeted and actual expenses through the first eleven months and related year-end projections follow.

Salaries / Benefits Unit

The Commission budgeted with amendments \$360,639 in the Salaries and Benefits Unit for 2017-2018 with proceeds largely tied to funding 2.85 fulltime equivalent employees as well as existing retiree obligations. Through the first eleven months the Commission’s actual expenses within the seven affected accounts totaled \$177,703 or 49.3% of the budgeted amount. One of the accounts – Workers Compensation – finished with balances exceeding the proportional 92% spending threshold for the period with explanations provided below. Additionally, with the recent departure of one fulltime equivalent employee, the Executive Officer, and the hiring of a part-time employee, the Administrative Associate, it is reasonable to assume staff salaries, benefits and pension contributions will amount to only 80% of the budgeted totals with the adjustment in anticipated staffing levels. The savings from this unit has been placed under the administrative unit for professional services. In the absence of any additional amendments at this time, however, it is projected the Commission finish the fiscal year with an expense total of \$293,380, and result in a surplus of \$67,259 or 19%.¹

▪ Workers Compensation

This account covers the Commission’s contract costs to participate in the Special Districts Risk Management Authority’s (SDRMA) risk-pool for employee injury and disability coverage

¹ The projected year-end total assumes the Commission Clerk will remain on full leave through June 30th and factors in the reduction in anticipated staffing levels.

while performing work-related functions. The Commission budgeted \$1,774 in this account in 2017-2018 based on recent trends and ahead of a formal notification from SDRMA. Actual expenses through May totaled \$1,643 or 94.2% of the budgeted amount and tied to providing full invoice payment in September. Staff anticipates all budgeted costs are paid and the Commission will finish with a \$0 ending balance.

Administrative Activities Unit

The Commission budgeted with amendments \$90,614 in the Administrative Activities Unit for 2017-2018 to provide funding for *direct* support services necessary to operate Marin LAFCO (emphasis).² Through the first eleven months the Commission's actual expenses within the six affected accounts totaled \$63,758 or 70.4% of the budgeted amount. Two of the affected accounts – Professional Services and Work Conferences – finished with balances exceeding the proportional 91.5% spending threshold for the period with explanations provided below. Additionally, with the departure of one fulltime equivalent employee, it is reasonable to assume the Commission will expend additional consultant costs over the current budgeted outlay in professional services for additional staff and legal support. In the absence of subsequent amendments at this time, it is projected the Commission will finish the fiscal year with an expense total the estimated total of \$132,614.

- Work Conferences

This account covers the Commission's costs for continued educational training specific to attending overnight conferences and workshops. The Commission budgeted \$2,965 in this account for 2017-2018 based on recent actual trends. Actual expenses through March totaled \$3,127 and attributed to registration costs for the CALAFCO Annual Conference held in October in San Diego. Staff projects no additional registration costs over the succeeding three months and estimates a resulting year-end shortfall of (\$1,676) or (44%).

- Professional Services

This account covers the Commission's costs to retain professional accounting services specific to transacting day-to-day business. The Commission budgeted \$30,680 in this account for 2017-2018 based on projected needs and highlighted by ongoing support services for a new computer network system with local vendor, Marin Mac Tech for four new Apple computers. Actual expenses in this account through May totaled \$38,564 or 125.7% of the budgeted amount. Additional services for staff support and the executive recruitment process also account for the expenses. It is projected the Commission will ultimately expend \$70,680 in this account through June, and result in a yearend shortfall of (\$40,000) or (130%).

Services and Supplies Unit

The Commission budgeted \$105,529 in the Services and Supplies Unit for 2017-2018 to provide funding for *indirect* support services necessary to operate Marin LAFCO (emphasis). Through the first eleven months the Commission's actual expenses within the 11 affected accounts totaled \$97,320 or 92.2% of the budgeted amount. Five accounts – Membership Dues, General Insurance, Communication Services, Ongoing Education and Training, and Graphic Website/Design– finished with balances exceeding the proportional 92% spending threshold for the period with explanations provided below. In the absence of subsequent amendments, it is projected the Commission will finish the fiscal year with an expense total of \$107,102, and result in an overall shortfall of (\$1,573) or (1.5%).

² The original budgeted amount in the Administrative Unit totaled \$86,114. This total was subsequently amended to \$90,614 with the increase - \$4,500 – being drawn from the Salaries/Benefits Unit.

- Membership Dues

This account covers the Commission's annual dues for ongoing membership with several outside agencies and organizations as previously authorized by the members. This includes MarinMap and CALAFCO memberships. The Commission budgeted \$14,556 in this account for 2017-2018 based on recent actual trends. Actual expenses in this account through the first eleven months totaled \$14,025 or 96.4% of the budgeted amount and tied to providing full payment of all budgeted costs. Staff anticipates all budgeted costs will be paid and the Commission will finish with a \$0 ending balance.

- General Insurance

This account covers the Commission's contract cost to participate in SDRMA's risk-pool for general liability coverage to meet future claims and losses tied to third-party injuries and property damages. The Commission budgeted \$3,993 in this account in 2017-2018 based on the prior year's charge. Actual expenses through the first eleven months totaled \$3,993 or 100% of the budgeted amount and tied to providing full payment upon receipt of an invoice in August. No other invoices are expected, and accordingly the Commission should finish the fiscal year with an ending balance of \$0.

- Communication Services

This account principally covers the Commission's three traditional communicative expenses, internet/network provision, website hosting, and office telephone/facsimile lines. The Commission budgeted \$8,236 in this account for 2017-2018. Actual expenses in this account through the first eleven months totaled \$11,816 or 143.5% of the budgeted amount with the costs primarily associated with rental totals for postage solutions, a final payment to resolve a claim with AT&T, and the account closure of the Executive Officer's mobile plan. Staff anticipates year-end expenses totaling \$12,500 and resulting in an overall shortfall of (\$4,264).

- Training

This account covers ongoing education services for Commissioners and staff. The Commission budgeted \$1,250 in this account for 2017-2018. Actual expenses in this account through the first eleven months totaled \$1,350 or 108% of the budgeted amount with the costs tied to the Interim Executive Officer completing a certificate program from eCornell in Measuring and Improving Business Performance. No additional expenses are expected within this account through June and producing a year-end deficit balance of (\$100) or (7.4%).

- Graphic/Website Design

This account covers the Commission's general costs tied to utilizing professional services for all specified graphic and website design or edits. The Commission budgeted \$11,613 in this account in 2017-2018 with nearly all funds earmarked for the design, launch and maintenance of the new website. Actual expenses in this account through the first eleven months totaled \$11,217 or 97% of the budgeted amount and predominately tied to paying in full the second of three annual installment payments to CivicPlus for website design and ongoing support

services. Limited additional costs are expected, and as such the Commission is projected to finish with an ending balance of \$0.

Summary of Operating Revenues

The Commission’s budgeted operating revenue total for 2017-2018 is \$546,781. Actual revenues collected through the first eleven months totaled \$530,705. This amount represents 97% of the budgeted total with 92% of the fiscal year complete. A summary comparison of budgeted to actual operating revenues follows.

Revenue Unit	Adopted	Actuals Through 3/31	Percent Collected	Amount Outstanding
1) Intergovernmental	514,781	514,781	100%	-
2) Service Charges	30,000	13,829	46%	16,171
3) Interest Earnings	2,000	2,096	105%	-
Total	\$546,781	\$530,705	97%	

Actuals through the first eleven months and related analysis suggest the Commission’s year-end revenue totals will tally \$546,781 and result in an ending balance of \$0. An expanded discussion on the budgeted and actual revenues through the first nine months in the main revenue units follows.

Intergovernmental Fees Unit

The Commission budgeted \$514,781 in the Intergovernmental Fees Unit for 2017- 2018. This total budgeted amount was to be divided into three equal shares at \$171,594 and invoiced among the County of Marin, 11 cities/towns, and 30 independent special districts as provided under State statute. All invoices are received. Accordingly, the Commission will finish with an ending balance of \$514,780 or 100% of the budgeted amount.

Application Fees Unit

The Commission budgeted \$30,000 in the Application Fees Unit for 2017-2018. Through the first eleven months \$13,829 in application fees have been collected. Staff anticipates – and at least for budgeting purposes – the account ultimately tallying \$30,000 and result in a year-end balance of \$0.

Interest Unit

The Commission budgeted \$2,000 in the Interest Unit for 2017-2018. Through the first eleven months \$2,096 of interest earnings by the County Treasurer have been collected. Staff anticipates – and at least for budgeting purposes – the account ultimately tallying \$2,096 and result in a year-end surplus of \$96.

Activity through the first eleven months of the fiscal year indicates the Commission is proceeding as planned while also – and advantageously – on pace to eliminate its budgeted net operating deficit of (\$10,000) and finish with a surplus of \$191,924. This projected improvement is largely tied to accruing salary and related benefit savings associated with the continued leave of one the Commission’s three budgeted positions and the departure of the Executive Officer. These saving in salary and benefits – and among other potential uses – is expected to help absorb significant projected overruns in general administrative and office expenses with the latter tied to outside consultants and ongoing support services.

Respectfully,



Rachel Jones
Interim Executive Officer

Attachments:

- 1) 2017-2018 General Ledger through May 31, 2018

Budgeted 17-18 Expenses	Budgeted 17-18 Revenues	Budgeted 17-18 Year End Balance	Budgeted 17-18 Revenues
\$556,781	\$546,781	(\$10,000)	\$191,436

Expense Units	Adopted w/ Amendments	Actuals Through 3/31	Percent Expended	Unexpected Balance
1) Salaries and Benefits	360,639	177,703	49%	182,936
2) Administrative	90,614	63,758	70%	26,856
3) Services and Supplies	105,529	97,320	92%	8,209
4) Contingencies	-	-	-	-
Total	\$556,781	\$338,781	61%	\$191,924

Revenue Unit	Adopted	Actuals Through 3/31	Percent Collected	Amount Outstanding
1) Intergovernmental	514,781	514,781	100%	-
2) Service Charges	30,000	13,829	46%	16,171
3) Interest Earnings	2,000	2,096	105%	-
Total	\$546,781	\$530,705	97%	

Salaries and Benefits | Assumptions

Regular Salaries

Analyst Position Assumes 3.0% COLA		
\$	54,777.60	Salary 40 Hours Per Week @ Step III
\$	25,555.20	Salary 40 Hours Per Week @ Step IV
\$	80,332.80	

Executive Officer Position Assumes 3.0% COLA		
\$	137,924.80	Salary 40 Hours Per Week
\$	3,978.60	Cash-Out
\$	141,903.40	

Commission Clerk Position Assumes 3.0% COLA		
\$	24,375.16	Salary 30 Hours Per Week
\$	25,467.78	Salary 30 Hours Per Week
\$	49,842.94	

* Assumes LATCO will hire new employee at County's Office Assistant II class
 * Assumes new hire will work 30 hours; resets hours to pre 16-17 levels

Contingency Cover Potential Mid-Year Adjustments		
\$	10,000.00	
	282,079.14	

MCERA Pension Costs

Position	Current Rate	Projected Rate	Projected Salary	Change
Analyst (PEPRA)	20.22%	8.49%	\$ 80,332.80	\$ 6,820.25
EO	24.05%	19.22%	\$ 137,924.80	\$ 26,509.15
Clerk (PEPRA)	24.05%	8.49%	\$ 49,842.94	\$ 4,231.67
			37,561.07	

* Based on MCERA Estimate

Other Post Employment Benefits

2017-2018 Rate		
\$	15,615.00	
\$	15,615.00	

* Actuarial estimate

Payroll Tax

Rate	2017-18 Salaries	
1.45%	\$ 268,100.54	

\$ **3,887.46**

Workers Compensation

Current Charge	Projected Charge
\$ 1,730.00	\$ 1,781.90

\$ **1,744.21**

* Estimate from SDRMA

Unemployment Insurance

Current Charge	Projected Charge
\$ 3,500.00	\$ 3,605.00

\$ **3,605.00**

* Assumes 3% increase

Insurance Benefits

Position	Health	Dental	Life	Vision	Fringe
Analyst	8,488.22	627.38	35.88	66.3	-
EO	12,039.82	1856.74	258.7	211.9	-
Clerk	8,488.22	627.38	35.88	66.3	-
	29,016.26	3,113.50	330.46	344.50	-

\$ **32,312.65**

* assumes 1.5% decrease

32,804.72

TOTAL

376,804.52

Administrative Costs | Assumptions

Professional Services

Service	Vendor	Charge
Workshop Facilitator	Bill Chat	1,500.00
Workshop Catering	Forks and Fingers	650.00
Annual Audit	Riccardi	7,157.00
Security Services	Barbler	1,120.00
MSR Support Statistics	Consultants	5,000.00
HR Services		7,500.00
IT Services	Marin IT	2,640.00
		<u>26,180.00</u>

Legal Services

Service	Hours	Rate	Charge
County Counsel	12	240.00	2,880.00
Outside Counsel	120	275.00	33,000.00
			<u>35,880.00</u>

Accounting | Payroll

Service	Hours	Rate	Charge
Bookkeeping	30	120.00	3,600.00
Payroll	26	75.00	1,950.00
			<u>5,550.00</u>

Conferences

Event	Participants	Cost	Charge
CALAFco Annual	3	490.00	1,470.00
CALAFco Workshop	3	315.00	945.00
CALAFco U	2	50.00	100.00
APA	1	450.00	450.00
			<u>2,965.00</u>

TOTAL \$ 86,113.50

Travel and Mileage

Position	Miles	Rate	Charge
EO	750	0.55	412.50
Analyst	300	0.55	165.00
Clerk	20	0.55	11.00
			<u>588.50</u>

Annual Conference | San Diego

	Registration	Hotel/Food	Transport
EO	-	-	-
Analyst	-	900.00	250.00
Commissioner	-	900.00	250.00
Commissioner	-	900.00	250.00
		<u>2,700.00</u>	<u>750.00</u>

Annual Workshop | Marin

	Registration	Hotel/Food	Transport
EO	-	-	-
Analyst	-	-	-
Clerk	-	-	-

Leg Meetings

			500.00
			<u>4,538.50</u>

Per Diems

Type	Rate	Number Attendance	Charge
Regular Meetings	125.00	6.00	7,500.00
Special Meetings	125.00	1.00	1,250.00
Committee Meetings	125.00	6.00	2,250.00
			<u>11,000.00</u>

Service and Supply Costs | Assumptions

Rent | Leases

Type	Place	Charge
Office Space	Los Camos	30,712.75
Meeting Place	MCE	540.00
		<u>31,252.75</u>

Membership and Dues

Type	Charge	
MarinMap	10,000.00	
CALAFCO	2,726.00	
CSDA	1,200.00	
MarinTV	150.00	
APA	480.00	
		<u>14,556.00</u>

General Insurance

Vendor	Charge	
CSDA	2,600.00	
		<u>3,993.39</u>

Website

Vendor	Charge	
Hosting	396.00	
CWC Plus	11,217.00	
		<u>11,613.00</u>

Publications

Vendor	Charge	
Legal Notices	1,000.00	
Outside Printing	4,000.00	
		<u>5,000.00</u>

Total 93,462.14

Training

Type	Charge	
eCornell Rachel	1,000.00	
Miscellaneous	250.00	
		<u>1,250.00</u>

Equipment

Type	Charge	
Computer Replacement	2,500.00	
Commissioner Tablets (8)	6,800.00	
FP Mailing Box Rental	100.00	
Mortor Replacement	800.00	
Ricon Maintenance Agreement	1,200.00	
		<u>11,400.00</u>

General Office

Type	Charge	
Office Supplies	2,700.00	
Copies	1,500.00	
		<u>4,200.00</u>

Communications

Type	Charge	
EO Phone	1,464.00	
MarinTV	2,700.00	
Comcast	2,640.00	
Email Hosting	300.00	
Drop Box	132.00	
Postage	1,000.00	
		<u>8,236.00</u>

Special Departmental Expense

Type	Charge	
Water Service	216.00	
Meeting Catering	480.00	
Chair-EO Breakfasts	315.00	
Clerk Recruitment	450.00	
Special Events MCCMC, Etc.	500.00	
		<u>1,961.00</u>

* assumes 6 recordings

Bay Area LAFCo Budget Comparisons

County	2015-2016		2016-2017		Full Time Employees	Consultant Staff	Cities & Towns	Special Districts	Total Agencies
				#REF!					
Alameda	636,337.00	665,037.00	2.5	yes	14	35	49		
Contra Costa	83,750.00	893,733.00	2.0	yes	19	48	67		
Marin	470,254.42		2.8	no	11	54	65		
Napa	525,684.00	534,328.00	2.0	yes	5	18	23		
San Francisco	297,342.00	297,342.00	1.0	no	1	0	1		
San Mateo	476,248.00	450,230.00	1.8	no	9	56	65		
Santa Clara	819,843.00	881,227.00	3.0	no	15	29	44		
Solano	394,235.00	419,514.00	1.0	yes	7	44	51		
Sonoma	596,975.00	626,055.00	3.0	no	9	54	63		

Outside Average: \$ 609,010.29 excludes SF \$ 638,589.14 excludes SF



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. Executive Officer Report - B

June 1, 2018

TO: Marin Commissioners

FROM: Rachel Jones, Interim Executive Officer

SUBJECT: **Progress Report on 2017-2018 Work Plan**

The Commission will receive a progress report on accomplishing specific projects established as part of the adopted work plan for 2017-2018. This includes nine projects completed to date while highlighting the dozen-plus activities substantively underway. The report notes ongoing reductions in staffing levels and related matters have slowed agency efficiencies in addressing certain projects, and most notably as it relates to scheduled municipal services reviews. The report is being presented to the Commission to provide direction to staff as needed.

Local Agency Formation Commissions (LAFCOs) are responsible for regulating the formation and development of local government agencies and municipal service areas under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). This includes timing the establishment, expansion and reorganization of local government and their public services to meet current and future community needs. LAFCOs inform their regulatory powers through various administrative and planning activities with an increasing emphasis on performance measurement.

Background

Marin LAFCO’s (“Commission”) current fiscal year work plan was adopted at a noticed public hearing held on June 8, 2017. The work plan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high; moderate; or low. The underlying intent of the work plan is to serve as a management tool to allocate Commission resources in an accountable and transparent manner over the corresponding 12-month period. Further, while it is a stand-alone document, the work plan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly.

Discussion

This item provides the Commission with a status update on the two-dozen plus targeted projects established for the fiscal year with a specific emphasis on the “top ten”: the projects that represent the highest priority to complete during the fiscal year as determined by the membership. This includes identifying the projects already completed, underway or pending in the accompanying

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Damon Connolly, Regular
 County of Marin

Dennis J. Rodoni, Regular
 County of Marin

Judy Arnold, Alternate
 County of Marin

Sloan Bailey
 Town of Corte Madera

Sashi McEntee, Regular
 City of Mill Valley

Matthew Brown, Alternate
 Town of San Anselmo

Jack Baker, Regular
 North Marin Water District

Craig K. Murray, Regular
 Las Gallinas Valley Sanitary

Lew Kiouss, Alternate
 Almonte Sanitary District

Jeffrey Blanchfield, Chair
 Public Member

Chris Skelton, Alternate
 Public Member

attachment. The report and the referenced attachment is being presented for the Commission to formally receive and file while also providing additional direction to staff as appropriate.

Completed Projects

The Commission has completed the following projects as of date.

- **Commission Counsel Appointment**
- **New Website Design and Implementation**
- **Contract Bookkeeping Services**
- **Recruit and Hire New Staff Member**
- **Prepare Informational Report on JPAs**
- **E-Agenda Packets**
- **2016-2017 Audit**
- **Host 2018 CALAFCO Staff Workshop**
- **Social Media Policies and Protocols**

Underway Projects

Work has been initiated on six other scheduled projects as part of the calendared work plan. This includes intensive projects such as the municipal service reviews for San Rafael / Lucas Valley Region and the Novato Region, along with the dissolution of Murray Park Sewer Maintenance District and San Quentin Village Sewer Maintenance District. Progress also continues to be made on the establishment of contract payroll services. Markedly, all four referenced projects are expected to be complete within the first few months of the upcoming fiscal year.

Discussion

The Commission continues to make reasonable progress in addressing the activities set for the fiscal year within the work plan and in-line with Marin LAFCO's adopted budgetary resources and as outlined in the preceding section. However, and as previously noted in recent status reports, the ongoing leave of the Commission Clerk and the departure of the Executive Officer position and associated administrative matters therein continue to lessen the efficiency. The impacts are most notable with respect to staff proceeding forward with the scheduled municipal services reviews given the need for staff to redirect focus away from assisting in preparing these documents in favor of addressing operational and other administrative assignments.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rachel Jones", with a long horizontal flourish extending to the right.

Rachel Jones
Interim Executive Officer

Attachments:

- 1) 2017-2018 Work Plan with Notations



Marin Local Agency Formation Commission **Regional Service Planning | Subdivision of the State of California**

2017-2018 Work Plan

Introduction:

Local Agency Formation Commissions (LAFCOs) operate under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) and are delegated broad regulatory and planning responsibilities by the Legislature to oversee the formation and subsequent development of local government agencies and their municipal service areas. Common regulatory functions include approving boundary change and outside service requests. Common planning functions include preparing studies to independently evaluate the availability, performance, and need for urban services and establishing spheres of influence – which are the Legislature’s version of urban growth boundaries and gatekeepers to future boundary changes – for all cities and special districts. All regulatory and planning activities undertaken by LAFCOs may be conditioned and must be consistent with administrative policies and procedures.

Objective:

This document represents Marin LAFCO’s (“Commission”) formal 2017-2018 Work Plan. The Workplan draws on the Commission’s existing strategic plan and other germane and time-demanding projects identified by the Executive Officer and vetted with the Budget Committee (McEntee, Murray, and Rodoni) in the course of developing an operating budget for the fiscal year. The Workplan is divided into two distinct categories – statutory and administrative – with one of three priority rankings: high, moderate, or low. The underlying intent of the Workplan is to serve as a management tool to allocate Commission resources in an accountable and transparent manner over the 12 month period. Further, while it is a stand-alone document, the Workplan should be reviewed in relationship to the adopted operating budget given the planned goals and activities are facilitated and or limited accordingly.

Executive Summary:

The 2017-2018 Workplan continues to guide the Commission to prioritize resources in addressing statutory duties and responsibilities. Most notably this includes two comprehensive municipal service reviews involving the San Rafael/Lucas Valley and Novato regions. Commission initiated reorganizations involving Murray Park and San Quentin Village Sewer Maintenance Districts are also scheduled. Notable new administrative projects include filling staff positions, performing policy updates, and establishing long-term bookkeeping and payroll protocols in step with the Commission’s recent transition to a stand-alone accounting system. A limited number of projects have also been identified as low priorities with the policy intention therein for the Commission to address – such as updating the application packet and establishing social media policies and protocols – as resources allow.

Priority	Urgency	Type	Status	Project	Key Issues	Status
1	High	Statutory	New	Commission Counsel Appointment	Statutory Need for Commission to Appoint Counsel RFP Process	C
2	High	Statutory	Rollover	New Website Design and Implementation	Required to Maintain Website; Serves as Main Communicative Tool Focus on Branding	C
3	High	Administrative	New	Contract Bookkeeping Services	Need Long-Term Bookkeeping Solution in Step with New Finance System	C
4	High	Statutory	Rollover	General MSR on San Rafael/Lucas Valley Region	First MSR for Region since 2005 Community Outreach in Islands	U
5	High	Statutory	Rollover	General MSR on Novato Region	First MSR for Region since 2002 Community Outreach and UGB Compatibility	U
6	High	Statutory	New	Policy Review: Personnel Procedures	Existing Policies Tie LAFCO to County; Need to Scaledown	U
7	High	Administrative	New	MPSMD and SQVSMW Reorganization	Discretionary; Consistent with Recommendation of Central Marin Wastewater Study	U
8	High	Administrative	New	Recruit and Hire New Staff Member	Fill and/or Supplement Commission Clerk Position	C
9	High	Statutory	New	Sphere Updates for Central Marin WW Agencies	First SOL Updates for Most Agencies Since 2005 RVSD; CMSD; SRSD; and LGVSD	U
10	High	Administrative	New	Evaluate Pension Contract with CalPERS	Explore Cost-Savings Opportunity; Potential Synch with OPEB Relationship	P
11	Moderate	Administrative	New	Prepare Informational Report on JPAs	Post Enactment of SB 1266; Enhance Repository on Local Governmental Services	C
12	Moderate	Administrative	New	Policy Review: Dual Annexation Policy	Follows San Rafael and Novato Region MSRs; Define Substantially Surrounded	P
13	Moderate	Administrative	New	Establish Contract Payroll Services	County Desiring Separation with Outside Users; Address Benefits and Holdings	U
14	Moderate	Administrative	New	2016-2017 Audit	Best Practice First Audit of QuickBooks System	C
15	Moderate	Administrative	New	E-Agenda Packets	Simplify Agenda Packet Production through E-Tablets Purchase and Training	C
16	Moderate	Administrative	New	Host 2018 CALAFCO Staff Workshop	April 2018 Expected 120 Plus Attendees	C
17	Moderate	Administrative	New	Memorialize Employer Benefit Contracts	Potential MOU with County or Other to Memorialize Benefit Services	P
18	Moderate	Administrative	New	Evaluate Contract Human Resource Services	Reconcile Government Agency with Scale	P
19	Low	Statutory	Rollover	Mutual Water Companies	AB 54 Implementation; Onus on Mutual to Cooperate	P
20	Low	Statutory	Rollover	Disadvantaged Unincorporated Communities	SB 244 Implementation; Coordinate with CALAFCO	P
21	Low	Administrative	Rollover	Update Application Packet	Current Application Dated; Need to Address New Requirements; Make User Friendly	P
22	Low	Administrative	Rollover	Social Media Policies and Protocols	Expand Outreach to Capture Alternate Media Forums	C
23	Low	Administrative	Rollover	Local Agency Directory	Current Directory Out of Date and Limited to Browser Opportunity to Show Value	P
24	Low	Administrative	New	Review GIS Needs and Options	Existing Benefit of Marin Map Relative to Cost Merits Review; Address Data Limitations	P
25	Low	Administrative	Rollover	Special District Selection Committee	Assist in Re-establishing Special Selection Committee in Marin County	P

Status Notations:

C: Completed

U: Underway

P: Pending



Marin Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 14, 2018

Item No. Executive Officer Report - C

June 1, 2018

TO: Marin Commissioners
FROM: Rachel Jones, Interim Executive Officer
SUBJECT: **Current and Pending Proposals**

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.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) delegates Local Agency Formation Commissions (LAFCOs) with regulatory and planning duties to coordinate the formation and development of local government agencies and their municipal services. This includes approving or disapproving boundary changes involving the formation, expansion, merger, and dissolution of cities, towns and special districts as well as sphere of influence amendments. It also includes overseeing outside service extensions. Proposals involving jurisdictional changes filed by landowners or registered voters must be put on the agenda as information items before any action may be considered by LAFCO at a subsequent meeting.

Information / Discussion

Current Proposals | Approved and Awaiting Term Completions

The following proposals were previously approved by Marin LAFCO (“Commission”) but remains active given not all approval terms established by the membership have been met. CKH provides applicants one calendar year to complete approval terms or receive extension approvals before the proposals are automatically terminated.

- **Reorganization of Mesa Road | Bolinas Community Public Utility District (LAFCO File No. 1337)**

The Commission received a proposal by the affected landowner (Brad Drury) requesting annexation approval of 276 Mesa Road (188-170-54) in the unincorporated coastal community of Bolinas to the Bolinas Community Public Utility District. The affected territory is approximately 20.6 acres in size and is currently undeveloped. The stated purpose of the proposal is to provide water service to the affected territory in order for the development of a single-family residence. The Commission approved the proposal with amendments to include the entire public right-of-way extending to 276 Mesa Road on October 12, 2017 with additional terms. Terms remain outstanding as of date and therefore the proposal remains active.

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 City of Mill Valley

Matthew Brown, Alternate
 Town of San Anselmo

Jack Baker, Regular
 North Marin Water District

Craig K. Murray, Regular
 Las Gallinas Valley Sanitary

Lew Kiou, Alternate
 Almonte Sanitary District

Jeffrey Blanchfield, Chair
 Public Member

Chris Skelton, Alternate
 Public Member

- **Annexation of 1501 Lucas Valley Road |
Marin Municipal Water District (LAFCO File No. 1324)**
The Commission received a proposal by the affected landowner (Andre Souang) requesting approval to annex approximately 61.3 acres of unincorporated/improved territory (164-280-35) located at 1501 Lucas Valley Road to Marin Municipal Water District (MMWD). The applicant requested annexation to MMWD to provide a reliable source of domestic water service given concerns regarding the continued use of an onsite well. The Commission approved the proposal without amendments and additional terms at its December 14, 2017 meeting. Terms remain outstanding as of date and therefore the proposal remains active.

- **Annexation of 700 and 726 Sequoia Valley Road |
Homestead Valley Sanitary District (LAFCO File No. 1322)**
This proposal was filed by the Homestead Valley Sanitary District requesting approval to annex approximately 1.1 acres of unincorporated territory. The stated purpose of the proposal is to align HVSD's existing jurisdictional boundary with its existing service area given the affected territory and its two developed residential parcels at 700 (046-231-07) and 726 (046-301-01) Sequoia Valley Road connected to the District through non-conforming connections in the early 1990s. The Commission approved the proposal with amendments to include adjacent portions of the public right-of-way along Sequoia Valley Road and Panoramic Highway on June 9, 2016 with standard terms. Terms remain outstanding as of date and therefore the proposal remains active. The Commission separately approved a one-year extension to complete the terms in June 2017.

Current Proposals | Under Review and Awaiting Hearing

There are currently three active proposals on file with the Commission that remain under administrative review and awaiting hearings as of the date of this report.

- **Annexation of 255 Margarita Drive |
San Rafael Sanitation District (LAFCO File No. 1328)**
The Commission has received a proposal by the affected landowner (Paul Thompson) requesting annexation approval of 255 Margarita Drive (016-011-29) in the unincorporated island community of Country Club to the San Rafael Sanitation District. The affected territory is approximately 1.1 acres in size and currently developed with a single-family residence. It has also recently established service with the San Rafael Sanitation District as part of a LAFCO approved outside service extension due to evidence of a failing septic system. The outside service extension was conditioned – among other items – on the applicant applying to LAFCO to annex the affected territory to the San Rafael Sanitation District as a permanent means to public wastewater service. The application remains incomplete at this time and awaits consent determination by SRSD.

- **Reorganization of 400 Upper Toyon Road |
City of San Rafael and Town of Ross (LAFCO File No. 1335)**
The Commission has received a proposal from the affected landowner (Raphael de Balmann) requesting approval to reorganize one incorporated parcel totaling 2.5 acres located at 400 Upper Toyon Drive (012-121-28) in the City of San Rafael. The proposed reorganization involves the detachment of the affected territory and concurrent annexation therein to the Town of Ross. The affected territory is developed to date with a four-bedroom

single family residence and accessible through a privately-owned and maintained road located atop a ridge at approximately 520 feet. The stated purpose of the proposal is to match the affected territory with the applicant's preferred municipality given the communities of interests with Ross. Concurrent sphere of influence amendments would be needed to accommodate the request. The application is currently under administrative review and is deemed incomplete at this time.

▪ **Annexation of 610 Calle de La Mesa |
County of Marin (LAFCO File No. 1338)**

The Commission has received a proposal by the affected landowner Janice Tate requesting a boundary line adjustment for the lot located at 610 Calle de La Mesa (160-171-15) in the unincorporated island community of Loma Verde to the County of Marin. The affected territory is approximately 0.18 acres in size and currently developed with a single-family residence. The applicant wishes to annex 0.03 acres of land adjoining the affected territory from the City of Novato into the County of Marin for a lot line adjustment. The applicant believed that the proposed annexation territory was included in her lot line, but after requiring to install a fence, was informed that the 0.03 acres of land contiguous to her parcel was in fact within the City of Novato. The application is currently under administrative review and is deemed incomplete at this time.

Pending Proposals

There are three potential new proposals staff believes *may* be submitted to the Commission in the near future from local agencies based on ongoing discussions with proponents (emphasis added). These potential proposals are summarized below to aid the Commission in telegraphing the agency's impending workload.

▪ **Police Power Activation |
Muir Beach Community Services District**

The Muir Beach Community Services District – which presently provides water, fire, and recreation services – has conveyed interest on a potential proposal to activate the District's latent police powers. This interest is borne from the District's desire to establish and maintain more effective traffic / parking control either directly or by contract with an existing law enforcement agency. The interest – which has been effectuated in areas like Pebble Beach (Monterey County) – responds to an increasing problem with visitors to Muir Beach where illegal / haphazard parking has become a public nuisance to community residents.

▪ **Conditions, Covenants and Restrictions Service Power Activation |
Bel Marin Community Services District**

The Bel Marin Community Services District, which presently provides park and recreation, reclamation and lighting services, received special legislation through Assembly Bill 1995 (Levine) to add enforcement of conditions, covenants and restrictions (CCRs) as a latent power under its principal act. The special legislation became effective January 1, 2015 with the intent the District will proceed to apply for formal activation approval with Marin LAFCO as part of an agreement with the local home owner associations.

▪ **Boundary Adjustment |**

County Service Area No. 29- Paradise Cay

The County Service Area No. 29, which provides dredging for properties located within the District, has conveyed interest on a potential proposal to detach at least six parcels that do not benefit from the municipal service and the addition of one parcel that is currently outside of CSA 29's jurisdictional boundary and does benefit from the dredging. The proposal would essentially match public services to the appropriate service area.

Commission Review

The Commission is invited to discuss the item and provide direction to staff on any related matter as needed for future discussion and or action.

Attachments: none