



# 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, August 10, 2017

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

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

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

#### ROLL CALL BY CHAIR

#### AGENDA REVIEW

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

#### OPEN TIME

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

#### CONSENT CALENDAR ITEMS

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

**1. Approval of Meeting Minutes | June 8, 2017 Regular Meeting (action)**

Staff has prepared meeting minutes for the last meeting of the Commission. This involves a regular meeting held on June 8th. The minutes are being presented for formal approval with any desired corrections or clarifications.

**2. End of Year Financial Report for Fiscal Year 2016-2017 (action)**

The Commission will review an end of year report comparing budget and actual transactions for 2016-2017. The report notes the Commission finished the fiscal year with a net operating surplus of \$14,299 or 3.0%. This amount represents a significant improvement over the budgeted operating net of (\$25,000) and is largely attributed unexpected savings in payroll costs. The report is being presented to the Commission to accept and file as well as to provide direction as needed.

**3. Commission Ratification | Reconciled Payments from June 1 to June 30, 2017 (action)**

The Commission will consider ratifying payments made by the Executive Officer during the month of June. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$59,403. The payments are being presented for formal ratification consistent with adopted policies.

**4. Request for Time Extension to Complete Approval Terms | 263 Second Street et al. to the Tomales Village Community Services District (action)**

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

**CONSENT CALENDAR CONTINUED...**

**5. Request to Extend an Approval Term Date | Outside Wastewater Services to 255 Margarita Drive by San Rafael Sanitation District (action)**

The Commission will consider a request by the San Rafael Sanitation District to extend its approval from Marin LAFCO to provide wastewater services by contract outside the District boundary to 255 Margarita Drive in the County Club community. Two earlier six-month extensions have been requested and approved by the Commission and most recently on February 9th. Staff recommends approval of a third time extension, albeit for only two months and as a means to further motivate the parties to reach an agreement and satisfy all outstanding terms. The affected parcel is identified as 016-011-29.

**6. Progress Report on 2017-018 Workplan (action)**

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

**7. Approval of Cost-of-Living Adjustment to Employee Salaries (action)**

The Commission will consider formal approval of a 3.0% cost-of-living adjustment for Marin LAFCO employees effective July 1, 2017. The proposed action was contemplated in the adopted operating budget and parallels the practice of the Commission to follow the County of Marin in providing cost-of-living adjustments for unrepresented employees.

**8. Proposed Contract Amendments with Executive Officer (action)**

The Commission will consider recommendations by the Policy Committee to amend Marin LAFCO's employment contract with Keene Simonds for Executive Officer services. Proposed amendments include an equity adjustment to increase the annual salary by \$2,500 and establish a monthly automobile allowance in the amount of \$500. It is also recommended the amendments become effective on September 9, 2017 and in step with the anniversary date of employment with the Commission.

**9. Candidates for the Special Districts Risk Management Authority (action)**

The Commission will consider selecting nominated candidates to serve on the Special Districts Risk Management Authority's Board of Directors; a legally separate joint-powers authority in which the Commission is a signatory and provides pooled insurance services. It is recommended the Commission authorize the Chair to execute the resolution provided by SDRMA making ballot selections on behalf of the membership.

**10. California Association of Local Agency Formation Commissions | Annual Conference (action)**

The Commission will consider action items relating to CALAFCO's Annual Conference scheduled for October 25-27th in Mission Bay (San Diego). Requested actions include appointment of voting delegates, board nominations for city and public member seats, and achievements award submittals. It is recommended the Commission authorize the Chair to make the requested appointments and nominations with input from the membership before the associated deadlines.

**11. Authorization to Approve Audit Expenditure (action)**

The Commission will consider authorizing the Executive Officer to approve an expenditure for R.J. Ricciardi & Associates to prepare an independent audit for 2016-2017 in an amount not-to-exceed \$6,760 plus direct costs. Approval would follow an earlier decision by the Commission to select R.J. Ricciardi & Associates for auditing services beginning in 2012-2013 following a competitive bid process. Staff recommends approval.

**CONSENT CALENDAR CONTINUED...****12. Expense Authorization and Associated Budget Amendments | New Computer Networking System and Ongoing Support Services (action)**

The Commission will consider three related actions tied to authorizing and funding a new computer networking system at Marin LAFCO. Two of the actions involve authorizing the Executive Officer to enter into agreements with a local vendor to purchase, deliver, set-up, and separately provide ongoing support for a new Apple computer network system covering four workstations. The initial and combined cost of the two agreements during the first year is \$21,306 (equipment and support) and followed by \$7,140 (support) each year thereafter if renewed. The third action involves approving a budget amendment for \$16,166 to cover the majority of the first year costs by transferring projected savings out of salaries/benefits. No reserves would be used implementing this project.

**13. 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.

**14. CALAFCO Quarterly Report (information)**

The Commission will receive a quarterly report from CALAFCO summarizing current and pending news through June 2017. The quarterly report is being presented for information.

**PUBLIC HEARING ITEMS****15. Central Marin Wastewater Study | Final Report with Determinations and Related Actions (action)**

The Commission will consider two distinct actions associated with Marin LAFCO's scheduled municipal service review on public wastewater services in Central Marin. The first action is to formally accept and file a final report prepared by staff that has been updated from its draft presentation in April in independently examining and making related determinations on the relationship between demands and capacities relative to the Commission's regional growth management interests. The second action is to approve a resolution codifying the written determinations included in the final report addressing the mandatory governance, service, and finance factors required for consideration under State law and is being presented for adoption.

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

The Commission will consider taking two actions tied to its scheduled sphere of influence update on the North Municipal Water District. The first action is to receive and file a final report prepared by staff evaluating the current sphere designation and update recommendations therein relative to State law and Commission policies. The second action is to consider adopting a resolution updating the sphere consistent with the recommendations of the final report and headlined by making one immediate modification to include approximately 2,230 acres located off of State Highway 1 in the West Marin service area. Other recommendations focus on policy statements involving areas within Dillion Beach and South Sonoma County and include designating these as priority reviews ahead of the next scheduled update.

**17. Boundary Change Proposal and Related Actions | Annexation of 571 McClay Road to the Novato Sanitary District (action)**

The Commission will consider two related actions tied to a landowner request to annex one unincorporated parcel totaling 3.24 acres within the Indian Valley community to the Novato Sanitary District. The first action involves approving a negative declaration for the underlying project and based on the recommendation of an initial study. The second action involves approving the annexation and upon consideration of the mandatory factors required of the Commission anytime it reviews a proposed boundary change. Staff recommends approval of both actions with the latter including the application of standard conditions. The subject assessor parcel is identified by the County of Marin as 146-180-46.