



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

**DRAFT**

**NOTICE OF REGULAR MEETING MINUTES**

**Marin Local Agency Formation Commission**

**Thursday, October 8, 2020**

**CALL TO ORDER**

Chair McEntee called the meeting to order at 7:04 P.M.

**ROLL CALL BY COMMISSION CLERK**

Roll was taken and quorum was met. The following were in attendance:

Commissioners Present: Sashi McEntee, Chair  
Craig K. Murray, Vice-Chair  
Lew Kious  
Barbara Coler  
Damon Connolly  
Larry Loder  
Judy Arnold

Alternate Commissioners Present: Tod Moody  
Chris Skelton  
James Campbell

Marin LAFCo Staff Present: Jason Fried, Executive Officer  
Jeren Seibel, Policy Analyst  
Olivia Gingold, Clerk/Junior Analyst

Marin LAFCo Counsel Present: Mala Subramanian

Alternate Member Absent: Dennis Rodoni

**AGENDA REVIEW**

Executive Officer Fried suggested that item 4 be moved to the front of the public hearing items as there were public members in attendance to speak on that item.

Approved: M/S by Commissioners Kious and Murray to accept the amended agenda.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, and Connolly

Nays: None

Abstain: None

Absent: Arnold

Motion approved unanimously.

## **PUBLIC OPEN TIME**

Chair McEntee opened the public comment period. Hearing no request for comment, Chair closed the public open time.

## **CONSENT CALENDAR ITEMS**

1. Approval of Minutes for August 8, 2020, Regular Meeting
2. Commission Ratification of Payments from August 1, 2020, to September 30, 2020

Approved: M/S by Commissioners Murray and Loder to accept the consent calendar.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, and Connolly

Nays: None

Abstain: None

Motion approved unanimously.

## **PUBLIC HEARING ITEMS**

3. Approval of the Upper Ross Valley MSR and Corresponding Sphere of Influence Affirms and Workplan Additions.

Policy Analyst Seibel presented the documents included in the Agenda Packet and read the 2 amendments to the LAFCo workplan.

Commissioner Coler asked about Ross Valley Paramedic Authority (RVPA) edits. Policy Analyst Seibel confirmed that he had added information to the CSA 27 section. Policy Analyst Seibel and Executive Officer Fried also offered some clarifications on the differences between RVPA and CSA 27 within the MSR. Commissioner Coler asked that some language in the MSR be altered slightly for clarity but otherwise felt good about the RVPA edits added to the MSR.

Chair McEntee opened the public hearing. Hearing no additional public comments, Chair closed the public hearing.

Approved: M/S by Commissioners Coler and Murray to approve Resolution 20-23, the Ross Valley MSR with amendments to language on page 16, as well as SOI resolutions 20-24 through 20-29.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

4. Approval of Final Draft for the Municipal Service Review for Flood Zones 6 and 7

Executive Officer summarized for the Commission the public comments that had been received between the August and October meetings, noting that the draft was never dispersed to the Advisory Board, so public comment was reopened to give the public more time to comment. 3 written comments were received, and changes were made. He noted that some of the comments were outside of the scope of the MSR and therefore were not included.

Vice-Chair Murray commended giving the FZ 6 Advisory Board the opportunity to comment. Hearing no other questions from the Commission, Chair McEntee opened the public hearing.

Ken Dickinson spoke first, followed by Stuart Shepherd, Wayne Rayburn, and Marianne Nannestad. They all expressed concern with moving forward on transferring Flood Zone 6 to the City of San Rafael without involving the advisory board, as well as concern with the expiration of 3 of the advisory board member's terms and the lack of an annual advisory board meeting. They requested continuation of the report, so the advisory board could have time to meet and discuss the district transfer.

Discussion was had between Executive Officer Fried, the Commissioners - namely Chair McEntee and Commissioner Connolly, and the Public Commenters. It was clarified that approving the MSR does not approve the district transfer, but that there is language in the MSR that recommends transferring over the current advisory board to a Citizen's Advisory board within the City of San Rafael.

Vice-Chair Murray commented that he would like to ensure that the funds stay with the City of San Rafael/FZ 6 as part of the transfer. He also noted that the Meadows is only one section of the Flood Zone and would recommend potentially including other renters and citizens from the higher density areas in the Redwoods neighborhood.

Vice-Chair Murray asked the FZ 6 advisory board members present if, given the discussion that night, they would feel comfortable with LAFCo's approval of the MSR. After some discussion, it was confirmed that as long as the Advisory Board for Flood Zone 6 is involved in the transfer process and can weigh in before the transfer occurs, that approving the MSR would be fine.

Commissioner Coler recommended a sentence in the MSR memorializing the lapse of the Advisory Board Members' terms and highlighting their importance to the history of the district. Chair McEntee concurred.

Approved: M/S by Commissioners Coler and Murray to approve the MSR with the amendment giving the Executive Officer flexibility to add a sentence on the AB terms expiring.

Ayes: Commissioners McEntee, Murray, Kiouss, Coler, Loder, Arnold, and Connolly

Nays: None

Abstain: None

Motion approved unanimously.

## BUSINESS ITEMS

### 5. Approval of Payroll System

Executive Officer Fried explained that ADP has been problematic and difficult to work with, so he reached out to other LAFCOs and Special Districts to create a shortlist of payroll service companies. Although he received 4 good proposals, Paychex was the best in part due to cost savings because of their relationship with Bank of Marin. Executive Officer Fried asked to enter into an agreement with Paychex, authorization to inform ADP that LAFCo will no longer use their services, and authorization to approve transfer of money to cover payroll from the County account to Bank of Marin.

Commissioner Coler confirmed pricing for Paychex and confirmed that ADP is more expensive, and more cumbersome because it involves Munis. She also clarified what ultimately moving out of the County meant.

Executive Officer Fried responded that the goal is to keep money in the County account because it accrues interest but move money quarterly into Bank of Marin to cover payroll.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Kious and Coler to approve the transfer of payroll to Paychex along with staff recommendations.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously

## EXECUTIVE OFFICER REPORT (discussion and possible action)

### a) Budget Update FY 2020-2021

Staff stated the budget was on track. Agency contribution line was slightly below what was expected to be received but since the report was written we got the September update and the final money was received.

### b) Current and Pending Proposals

There are no current or pending proposals although some may be on the way.

### c) Update on MSR(s) [Verbal Report Only]

Research and analysis for Twin Cities MSR has begun.

### d) Discussion of LAFCo Annual Workshop [Verbal Report Only]

Staff discussed moving on from past workshop topics and discussed potentially focusing on Shared Services or co-hosting with another California LAFCo that is similar in structure or close in proximity to Marin LAFCo.

**COMMISSIONER ANNOUNCEMENTS AND REQUESTS**

Commissioner Murray gave a quick honor to Forrest Morpew.

Hearing no additional requests or announcements, the Chair called for adjournment.

Chair McEntee adjourned the meeting at 8:51 P.M.

**ADJOURNMENT TO NEXT MEETING**

Thursday, December 10<sup>th</sup>, 2020

Zoom

Attest: Olivia Gingold  
Clerk/Junior Analyst

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

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.

[Marin LAFCo](#)

Administrative Office  
1401 Los Gamos Drive, Suite 220  
San Rafael California 94903

T: 415-448-5877

E: [staff@marinlafco.org](mailto:staff@marinlafco.org)

W: [marinlafco.org](http://marinlafco.org)