



# Marin Local Agency Formation Commission

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

### NOTICE OF REGULAR MEETING MINUTES

#### Marin Local Agency Formation Commission

**Thursday, February 8, 2024**

#### CALL TO ORDER

Chair Coler called the meeting to order at 6:32 P.M.

#### ROLL CALL BY COMMISSION CLERK

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

Commissioners Present: Barbara Coler  
Dennis Rodoni  
Lew Kious  
Larry Chu  
Craig Murray  
Eric Lucan (arrived at 6:55)  
Steve Burdo (arrived at 7:15)

Alternate Commissioners Present: Cathryn Hilliard

Marin LAFCo Staff Present: Jason Fried, Executive Officer  
Jeren Seibel, Deputy Executive Officer  
Claire Devereux, Clerk/Jr. Policy Analyst

Marin LAFCo Counsel Present: Malathy Subramanian

Commissioners Absent: N/A

Alternate Members Absent: Roger Smith  
Stephen Burke  
Stephanie-Moulton Peters

#### PUBLIC OPEN TIME

Chair Coler opened public open time. Hearing no request to speak, the Chair closed the public open time.

#### CONSENT CALENDAR ITEMS

- 1) Approval of Minutes for December 14, 2023, Regular Meeting
- 2) Approval of Minutes for January 12, 2024, Strategic Planning Workshop
- 3) Commission Ratification of Payments from December 1, 2023, to January 31, 2024
- 4) Review and File Fiscal Year 2023-2024 GASB 75 Report

Approved: M/S by Commissioners Murray and Kious to approve consent calendar with needed amendments to the minutes.

Ayes: Commissioners Coler, Chu, Rodoni, Murray and Kious

Nays:

Abstain: Kious (abstaining from consent item #2)

Absent: Commissioners Burdo and Lucan

Motion passes

Commissioner Kious stated although he is voting in favor of the consent calendar, he abstains from the minutes for the 2024 strategic workshop as he was not in attendance.

**PUBLIC HEARING ITEMS**

- 5) Approval of Resolution 24-1, Annexation of two Parcels in the Valley Oaks Project, Novato (APN: 125-580-34 and Pinkston Rd) to the Novato Sanitary District (LAFCo File #1376) with Waiver of Notice, Hearing, and Protest Proceedings.

Clerk/Jr. Policy Analyst gave a brief presentation on the petition.

Chair Coler invited the applicant to come forward and speak.

Micheal Hooper with campus properties spoke on behalf of the applicant Catherin Juchau. He said the two parcels are outside Novato Sanitary District and the parcels were bought in the past two years. He continued by saying that for approximately 25 years they have been trying to get entitlements on the larger thirty acres and in the past five the use has been changed to residential in response to the housing crisis. The project was fully approved one month ago by the City of Novato. In order to be comprehensive, the whole project needs to be inside Novato Sanitary District. He wrapped up by saying the staff were helpful and easy to work with throughout the application process.

Commissioner Murray asked if there is any current sanitation in place and will an easement be necessary for Pinkston Road.

Mr. Hooper said that Pinkston Road is a right-of-way, is not paved, and has never really been in use. He added that the road is owned by Valley Oaks.

Chair Coler opened public hearing. Seeing no one wishing to speak Chair Coler closed the public hearing.

Chair Coler expressed gratitude to the applicant for helping to fill the needs of the housing crisis.

Commissioner Murray asked for staff to elaborate on what the approval with conditions were.

EO Fried said the conditions have been met, but essentially that Marin LAFCo was waiting for response and completion of items by the City of Novato.

Approved: M/S by Commissioners Murray and Rodoni to approve Resolution 24-1.

Ayes: Commissioners Coler, Rodoni, Murray, Chu and Kious

Nays:

Abstain:

Absent: Commissioner Lucan and Burdo

Motion passed unanimously.

**BUSINESS ITEMS**

- 6) Approval of Resolution 24-2 Adopting the Publicly Available Pay Schedule to Update Staff Salary Classifications

EO Fried presented the staff report to the commission. He conveyed that since Marin LAFCo are unrepresented employees' therefore staff has to update classification to stay current. EO did a 5% increase per year as seen in Exhibit 1. Marin LAFCo tries to follow what the county does in regard to pay classifications.

Chair Coler clarified that the 5% increase is not binding to the commission.

EO Fried stated that these classifications are also needed for MCERA.

Commissioner Murray asked for clarification asking if this Pay Schedule is for both classification and compensation.

Counsel Subramanian said that in this case, the classifications are the job titles and associated with it are the salary ranges.

EO Fried clarified that job classification is not being changed just compensation.

Chair Coler opened public comment. Seeing no one wishing to speak public comment was closed.

Approved: M/S by Commissioners Chu and Murray to approve Resolution 24-2 with staff classifications and salary ranges.

Ayes: Commissioners Coler, Kious, Murray, Chu, and Rodoni

Nays:

Abstain:

Absent: Commissioner Burdo and Lucan

Motion approved unanimously.

7) Review the Outline for the Fire Special Study

DEO Seibel presented the staff report saying in summary that the report will be a compilation of each fire agency included in recent studies with more context added.

Commissioner Murray said the outline looked good. Regarding the section on municipal and shared services, Murray said that at the annual conference, there is an in-depth discussion on MOUs, staff, equipment, and expanding on shared services which could be beneficial in this report.

DEO Seibel said that he receives the full agency apparatus schedule that has to be given to the state so that is included in the study.

Commissioner Chu suggested adding visuals that show a comparison and or summary of data.

Vice-Chair Rodoni asked if surveying volunteer fire departments and including them for data could be beneficial. DEO Seibel said there was value in getting good documentation and seeing the scope of how communities are being served.

Chair Coler asked to include recommendations.

DEO Seibel said that because this is unique to an MSR there will not be a verbose determinations section.

Chair Coler stated the purpose of the report was to say we have many fire agencies, can they work together, and is consolidation necessary? So, seeing an executive summary would be helpful.

Chair Coler opened public comment. Seeing no one wishing to speak public comment was closed.

Approved: M/S by Commissioners Kious and Murray to approve the outline with suggested changes.

Ayes: Commissioners Coler, Chu, Kious, Rodoni and Murray

Nays:

Abstain:

Absent: Commissioners Burdo and Lucan

Motion approved unanimously.

8) Review and Discussion on the format of the Marin LAFCo Work Plan

EO Fried presented the staff report and inquired if the format is correct and if any changes are needed.

Commissioner Kious commented that on the work plan "the future of shared staffing for SASM" is a misnomer. He said SASM has nothing to do with shared staffing.

EO Fried asked if in the summary the verbiage "four single service SASM Special Districts" was acceptable.

Commissioner Kious stated SASM has nothing to do with the districts to which EO Fried restated it as "the four single service members that are a part of SASM." Commissioner Kious accepted that change.

Commissioner Hilliard inquired if this will be an item at every meeting.

EO Fried clarified it will be in the EO Report for commissioners to see at every meeting.

Commissioner Murray asked about San Quentin Village and if staff removes it from the work plan will the commission receive updates?

EO Fried stated that there is a stalemate as to what both groups need to make this go through. However, if things change it will be put back on the list.

Commissioner Chu asked if the items could be kept on the spreadsheet but not printed and included in the packet.

EO Fried said that staff are aware that these exist and would not be necessary to keep them on. Commissioner Chu said he would be fine with not keeping those items.

Chair Coler brought up the digitization project and why it is labeled "as time permits."

EO Fried said this will be brought up at the budget committee and once they meet and decide it will be updated. To which Coler suggested adding that information and considering prospective filing in addition to retroactive filing. Chair Coler inquired if seeing a prioritization of items on the list was possible.

EO Fried stated that Claire (clerk) does remediate older items when time permits. All items on the list are being worked on but there can be a length of time in between items but they are all being worked on.

Chair Coler stated she would like to see the items we are not working on remain on the list as a type of record for a new employee.

EO Fried said they exist in the MSR, but staff can keep them on the list.

Commissioner Rodoni said the work plan looks light and if there was a list of things that could be worked on if staff runs out of items to work on. In addition, Rodoni asked how applications have changed. Are they taking up more staff time? Are we seeing more?

EO Fried stated that there is plenty of work for staff. However, if there was ever a light period staff could aid in MSRs. Regarding applications, in the past fiscal year there has been a far drop off in applications and without more coming in before the end of the fiscal year this will be the lowest in a decade.

A general consensus was reached that keeping the items not currently being worked on would be beneficial.

Chair Coler opened public comment. Seeing no hands raised public comment was closed.

#### **EXECUTIVE OFFICER REPORT** (discussion and action)

a) Budget Update FY 2023-2024

EO reported that we are under budget, but we are low on applications which will affect carry forward also more money was spent this year which affects what is remaining. This may affect dues to member agencies, which will be discussed in the budget committee meeting.

b) Current and Pending Proposals

There are no pending proposals.

c) 2024 Committee Assignments

The Legislative committee will be meeting at some point in March, to get something done before the April meeting but enough time for CALAFCO Review.

The policy committee is currently on hold to meet as the last time we did a review of the Personnel Handbook was three years ago so our legal council needs time to update all the changes in state and federal laws. We are also looking into shorthand policies which will cut back on future review expenses.

Chair Coler asked for a redline of the handbook edited by counsel.

Would the committee prefer a longer meeting or two individual meetings for policy and personnel?

Coler stated she would prefer two separate meetings.

Chu expressed he was fine with either.

d) 2024 Commission Workshop

All workshop slides are included in the agenda packet as well as a video online.

e) CALAFCO Update

CALAFCO newsletter is in the packet.

EO Fried and Clerk/Jr. Policy Analyst Devereux are presenting at the CALAFCO Staff Workshop on ADA Compliance. Separately, there is a panel on how to collaborate with member agencies which asked EO Fried to speak on that too.

#### **COMMISSIONER ANNOUNCEMENTS AND REQUESTS**

Commissioner Murray asked if commissioners could sit in on the CALAFCO Legislation Committee.

EO Fried said they can, and DEO can provide that information.

Vice-Chair Rodoni discussed a per-diem policy and expressed it should be sent to the policy committee.

Chair Coler adjourned the meeting at 7:26 P.M.

#### **ADJOURNMENT TO NEXT MEETING**

Thursday, April 11th, 2024

Marin Wildfire Prevention Authority Meeting Room | Suite 335 | 1600 Los Gamos Drive, San Rafael, CA



Attest: Claire Devereux  
Clerk/Junior Analyst

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