



BUDGET AND WORK PLAN COMMITTEE MINUTES

Thursday, January 31, 2019
1401 Los Gamos Drive Suite 220
San Rafael, California 94903

Appointed Members

Dennis Rodoni (Chair) | Sashi McEntee (Vice Chair) | Craig K. Murray

Chair Rodoni called the meeting to order at 9:04 am.

ROLL CALL

All members were present and a quorum was met.

PUBLIC COMMENT

Chair Rodoni asked for any public comments. Hearing none, Chair Rodoni closed public comment.

BUSINESS ITEMS

1. Approval of November 29, 2018 Meeting Minutes

Approved; M/S by Commissioners Murray and McEntee to approve the November 29, 2018 meeting minutes.

Ayes: Commissioners Rodoni, McEntee, Murray Noes: None
Absent: None Abstaining: None

Motion approved unanimously.

2. Review and Approve Budget Line Item Classifications for Fiscal Year 2019-2020

The Budget Committee was in agreeance that since Marin LAFCo is no longer a part of the County of Marin financial system, the need for an extensive breakdown structure of expenses was not necessary going forward. The Committee expressed and agreed upon, the need for a broader scope of "Professional Services" be included in reports in order to promote greater transparency.

Administrative Office

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Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kious, Alternate
Almonte Sanitary District

Vacant, Public
Public Member

Chris Skelton, Alternate
Public Member

3. Discussion of the Budget for Fiscal Year 2019-2020

Executive Officer Fried gave a brief presentation on determining the budget for FY 2019-20. Executive Officer Fried noted that this budget draft was very preliminary, since at this time it was difficult to budget salary and benefit costs with the recent staff changes. EO Fried added that the next draft should be a closer estimate.

Vice Chair McEntee requested the percentage of used funds be added to the budget reports.

After review of the expenses portion for FY 2019-20, staff explained how the revenue side of the budget was being established. The Committee discussed the options available for any carry-over funds and the application fees received. A few of the possibilities discussed were creating a legal fund; increasing the reserve to cover more than three (3) months of expenses; or having a "rainy day" fund in case of an emergency situation. The Committee also felt it was important to bring down the member agencies' contributions given the recent increases the past few fiscal years.

EO Fried suggested as a rule that any funds received from applications be used to offset the budget contributions for the next fiscal year.

The Committee asked if staff could present a "worst case" scenario financial burden involving the MSR five-year study schedule for the next meeting to allow for continued discussion on the carry-over funds.

Chair Rodoni adjourned the meeting at 10:05 am. Next meeting was scheduled for 9:00 am, February 21, 2019.

ATTEST:



Candice Bozzard
Commission Clerk