



# Marin Local Agency Formation Commission

## Regional Service Planning | 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.**

#### 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

**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

**Jeffrey Blanchfield, Chair**  
Public Member

**Chris Skelton, Alternate**  
Public Member

## 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**

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**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 11-13<sup>th</sup>. 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 30<sup>th</sup>. 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

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