



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 9, 2018

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

CALL TO ORDER BY CHAIR

Chair McEntee called the meeting to order at 7:08 p.m.

ROLL CALL BY CLERK

Regulars Present: Sashi McEntee, Chair; Craig K. Murray, Vice Chair; Jack Baker; Sloan Bailey; Jeffrey Blanchfield; Damon Connolly; Dennis Rodoni

Alternates Present: Lew Kious

Counsel Present: Janet Coleson

Staff Present: Jason Fried, Interim Executive Officer; Veda Florez, Interim Commission Clerk

AGENDA REVIEW

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

PUBLIC 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.

NO PUBLIC COMMENTS

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.

The Commission pulled Items 1, 5, and 6

APPROVED; Commissioner Bailey and Rodoni to accept the Consent Calendar to include Items 2, 3, & 4.

2. Commission Ratification of Payments from June 1, 2018 to July 31, 2018

3. Accept Annual Audit Report for Fiscal Year 2016-2017

4. Ratify Response to Civil Grand Jury Report – "Consolidation of Sanitation Districts"

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; Abstention: none; Absent: none

1. Approval of Meeting Minutes | June 14, 2018 Regular Meeting

Commissioner Baker changed the motion-maker of the Executive Officer Report (C. Current and Pending Proposals; File 1338, line 5) from Murray to Baker. He also noted the Commission Workshop (D. Commission Workshop; line 1) is September 12th, not September 14th.

APPROVED; Commissioner Baker and Bailey moved to accept the changes in the Minutes as listed above.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; **Abstention:** none; **Absent:** none

Commissioner Blanchfield noted that the Commission should change (Item #5, line 3) “we” to “counsel” in last meeting minutes.

Commissioner Bailey and Rodoni moved to reconsider the previous motion. A new motion to approve the Minutes with the above modifications and the addition of Item 5, line 3, changing the wording from “we” to “counsel” as well as approval of Consent Calendar Item 5.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; **Abstention:** none; **Absent:** none

6. Ratify Fund Transfer from County of Marin to Wells Fargo

Commissioner McEntee highlighted the process by which we transfer funds from the County to Marin LAFCo bank account.

Interim Executive Officer described the processes and noted past payroll was paid directly from the County of Marin account, and other expenses are paid from the Wells Fargo bank account. Given the recent change in staffing, more money is needed in the Wells Fargo account to cover the current staff model.

APPROVED; Commissioner Murray and Bailey approve the transfer of funds from the County of Marin to the Wells Fargo account in the amount of \$100,000.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; **Abstention:** none; **Absent:** none

BUSINESS ITEMS

Business Items involve administrative, budgetary, legislative or personnel matters and may or may not be subjected to public hearings.

7. Proclamation for Retiring Commissioner Carla Condon

Commissioner McEntee presented a Proclamation from Marin Local Agency Formation Commission honoring Carla Condon on the occasion of her retirement from the LAFCo Commission.

APPROVED; Commissioner Connolly and Bailey moved to accept the Proclamation for retiring board member Carla Condon.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; Abstention: none; Absent: none

8. Request for Time Extension to Complete Approval Terms / 276 Mesa Road to Bolinas Community Public Utility District (File #1337)

IEO advised on the request for a time extension to complete the terms established by Marin LAFCo in approving the annexation of territory at 276 Mesa Road to the Bolinas Community Public Utility.

APPROVED; Commissioner Connolly and Bailey moved to accept staff recommendation #1 [Approve the requested time extension contingent on the applicant submitting the associated fee] to approve the requested time extension contingent on the applicant submitting the associated fee.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; Abstention: none; Absent: none

9. Civil Grand Jury Report and Ways to Consolidate Special Districts

IEO gave a brief update from 2017-2018 Marin County Civil Grand Jury report on the reorganization of three special districts, and Marin LAFCo starting the merger process.

Public Comment from Eric Stegler, Marin County Department of Public Works acknowledged that the County of Marin received a copy of the grand jury report, and the Board of Supervisors (Board) provided a response on the subject. The Board is open to the merger for consolidation as long as we plan public outreach, and an analysis to consolidation. The County has not had public outreach with Murray Park or San Quentin Sewage District.

IEO plans discussions with each of the districts staff and members of the public from the impacted community.

APPROVED; Unanimous acceptance of staff recommendation number #1 [The Commission, via staff, talk with each district to determine the level of interest today in going through a consolidation. Should each district be interested then staff should reach out to the impacted communities for public opinion. If any of the districts indicate opposition to consolidation then the item would be brought back to the Commission for further review and discussion.]

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni
Nays: none; Abstention: none; Absent: none

10. Evaluation on Other-Employment Benefits Liabilities

IEO reported every two years CalPERS requires actuarial valuation of its Other Post-Employment Benefits (OPEB). This is completed by having an outside firm complete the review of our OPEB and do a Governmental Accounting Standards Board (GASB) No. 75 report.

APPROVED; Commissioner Bailey and Rodoni moved to accept contract with MacLeod Watts and the GASB 75 actuarial report prepared by MacLeod Watts.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; Abstention: none; Absent: none

11. Appoint Voting Delegates to the CALAFCo Conference

APPROVED; Commissioner Bailey and Baker moved to accept staff recommendation #1 [Appoint the delegate and alternate delegate at tonight's meeting, and give the Chair the authority to make changes should either delegate not be able to attend. This would be prudent given the amount of time between this meeting and the conference, given that people schedules may change and no other regular scheduled meeting will occur prior to the CALAFCo conference] and nominate Commissioner McEntee, Chair as the voting delegate, alternate delegate Vice Chair Murray also giving Chair McEntee authority to make changes if changes are needed.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; Abstention: none; Absent: none

12. Banking options for Marin LAFCo

IEO reviewed the current banking situation and provided banking options.

Alternate Commissioner Rodoni questioned the need to move \$300,000 to one account and mentioned holding some funds in a higher yielding account.

1) APPROVED; Commissioner Baker and Blanchfield moved to accept staff recommendation #1 [Switch banking services to Bank of Marin, following our current policy and procedures established by the Commission. Once the new system is in place, transfer all checks to the new system leaving the Wells Fargo account open for at least 90 days or until all checks have been cleared. At that point, all accounts with Wells Fargo Bank will be closed. Any remaining balance would be transferred to Bank of Marin. Furthermore, authorize staff to transfer up to \$300,000 from the Marin County account to the new bank account once set-up of new account is complete.] to move forward with moving banking services to Bank of Marin transferring funds from County of Marin, and opening a credit card.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; Abstention: none; Absent: none

13. Computer Server Options for Marin LAFCo

IEO described Marin LAFCo's currently computer server system.

APPROVED; Commissioner Blanchfield and Murray moved to accept staff recommendation #1 [Move forward with option 3, buying a new dedicated server. Authorize staff to purchase through Marin MacTech a new server and services for an estimated amount of \$1,925.37] and move forward with the purchase of a dedicated server.

Ayes: Commissioner Baker, Bailey, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; Abstention: none; Absent: none

EXECUTIVE OFFICER REPORT

A. Budget Update for FY 2017-2018 and Year End Projections

IEO will work with the Budget Committee to streamline reports and summarize spending practices.

B. Progress Report on 2017-2018 Work Plan

IEO informed commissioners that he considers the Work Plan to be a living document and will advise commissioners of completed actions as they occur rather than awaiting a year-end report.

C. Current and Pending Proposals

IEO has created a new way to track proposals that was presented in the packet. This new system should allow for easier understand of any changes that have occurred since the last meeting.

D. Commission Workshop

On Wednesday, September 12th the Commission will hold the annual workshop at the Marin County Sherriff's Office, Community Room, 1600 Los Gamos Drive, Suite 200, San Rafael, CA. Mr. Bill Chiat will facilitate the workshop. No staff memo was prepared for this item.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

NO COMMISSIONER ANNOUNCEMENTS

CLOSED SESSION (7:55 pm)

The Commission will adjourn to closed session regarding the following items:

PUBLIC EMPLOYMENT (Gov. Code 54957)

Title: Executive Officer

RETURN TO OPEN SESSION (9:15 pm)

There were no actions taken in the closed session therefore the Commission had nothing to report back.

ADJOURNMENT TO NEXT MEETING

APPROVED; M/S made by Commissioner Blanchfield and Murray approved to Adjourn.

Ayes: Commissioner Bailey, Baker, Blanchfield, Connolly, McEntee, Murray, Rodoni

Nays: none; **Abstention:** none; **Absent:** none

Commissioner McEntee adjourned the meeting at 9:25 p.m.

Wednesday, September 12, 2018



Attest: Jason Fried
Interim Executive Officer

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.

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