



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, August 10th, 2023

CALL TO ORDER

Chair Kious called the meeting to order at 7 P.M.

ROLL CALL BY COMMISSION CLERK

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

Commissioners Present:	Lew Kious, Chair Barbara Coler, Vice-Chair Craig K. Murray Eric Lucan Larry Chu Steve Burdo (Joined at 7:09)
Alternate Commissioners Present:	Stephen Burke (seated as regular until 7:09) Cathryn Hilliard Roger Smith
Marin LAFCo Staff Present:	Jason Fried, Executive Officer Jeren Seibel, Deputy Executive Officer Claire Devereux, Clerk/Jr. Policy Analyst
Marin LAFCo Counsel Present:	Joshua Nelson
Commissioners Absent:	Dennis Rodoni
Alternate Members Absent:	Stephanie Moulton-Peters

AGENDA REVIEW

No changes to the agenda.

PUBLIC OPEN TIME

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

CONSENT CALENDAR ITEMS

1. Approval of Minutes for August 10th Regular Meeting
2. Commission Ratification of Payments from June 1, 2023, to July 31, 2023

Approved: M/S by Commissioners Murray and Commissioner Lucan to approve the consent calendar.

Ayes: Kious, Coler, Murray, Lucan, Chu, Burke

Nays: none

Abstain: none

Absent: Rodoni

Motion approved unanimously.

PUBLIC HEARING ITEMS

3. Approval of Resolution 23-14, Update to Marin LAFCo Fee Schedule

EO Fried explained that there are two parts to an application fee schedule, one being how many hours, on average, are spent on an application. He shared that staff and the budget committee saw no need to develop changes to that aspect of the fee schedule other than having DEO Seibel increase his role in the application process and decreasing EO Fried's time. The second part is amending the fee schedule is staff costs, which are based on staff salaries and benefits. These two parts comprise the new amended Fee Schedule that takes effect on October 10th with Commission approval.

Chair Kious opened and closed the public hearing. Chair Kious opened the public comment. Hearing no request to speak, Chair closed the public open time and closed the public hearing.

Approved: M/S by Commissioners Lucan and Vice-Chair Coler to approve the LAFCo Fee Schedule.

Ayes: Kious, Coler, Murray, Lucan Chu, Burke

Nays:

Abstain:

Absent: Rodoni

Motion approved unanimously.

BUSINESS ITEMS

4. Approval of Executive Officer Employment Agreement

LAFCo Counsel Josh Nelson presented the EO Fried Employment agreement, stating it is a three-year agreement with a compensation of \$177,625.76 with other terms and conditions consistent with other LAFCo staff.

Commissioner Murray posed questions about wanting to ensure a comparable and competitive benefits package.

EO Fried stated that with LAFCO now doing its own HR, providing one benefits package that all staff receive is much simpler. EO encouraged commissioners to keep the language in the contract the same.

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

Approved: M/S by Vice-Chair Coler and Commissioner Murray to authorize Chair to execute the Executive Officer employment agreement.

Ayes: Chair Kious, Vice-Chair Coler, Commissioners Murray, Lucan, Chu, Burdo

Nays:

Abstain:

Absent:

Motion approved unanimously.

5. Election of Chair and, if Necessary, Vice Chair

Chair Kious explained that as of this meeting and as soon as the election is complete, he is stepping down as Chair but is staying on the commission.

EO reported that the commission decides who they want as Chair, and if the Vice-Chair becomes Chair, an election for Vice-Chair is held.

Commissioner Lucan motioned to appoint Barbara Coler as Chair and Commissioner Rodoni as Vice-Chair, which Commissioner Chu seconded.

Ayes: Coler, Murray, Lucan, Chu, Burdo

Nays:

Abstain: Kious

Absent: Rodoni

6. Discussion and Possible Approval of Chance to Start Time of Commission Meetings and Update Policy Handbook Accordingly

EO Fried reported that moving to an earlier start time was requested as an agenda item in the last meeting. Fried stated that many commissioners may have jobs, locations, and other commitments that could inhibit them from starting earlier.

Commissioner Kious stated that his job and traffic would inhibit him from starting earlier than 7.

Commissioners Burdo, Chu, and Murray stated they had flexibility in the start time.

Chair Coler posed to Commissioner Kious a 6:30 start time, which he said would be challenging but doable.

Approved: M/S by Commissioner Burdo and Commissioner Kious to approve starting meetings at 6:30 p.m.

Ayes: Coler, Murray, Lucan, Chu, Burdo

Nays:

Abstain:

Absent: Rodoni

The motion passed unanimously.

7. Discussion of Changing to Hybrid Meetings for Future Commission Meetings

EO Fried reported that after June's meeting conclusion, commissioners Lucan and Rodoni asked why we do not do hybrid meetings and asked if we could discuss it at today's meeting. Fried stated that the hybrid meeting would be for the public and not for commissioners. EO Fried also posed two questions on whether legal counsel should attend in person and if applicants should attend in person if a hybrid system is done. EO also stated that having a hybrid meeting could save costs on bringing legal counsel to meetings they can attend remotely.

Commissioners discussed the pros and cons of having legal counsel physically present versus hybrid.

Commissioner Smith posed having hybrid meetings but requiring applicants to attend meetings in person.

Chair Coler and Commissioners Burdo, Lucan, and Chu stated that hybrid meeting allows for transparency and enhanced accessibility.

Approved: M/S by Commissioner Burdo and Commissioner Chu to move to a hybrid option but require applicants to appear in person.

Ayes: Kious, Coler, Lucan Chu, Burdo

Nays:

Abstain: Murray

Absent: Rodoni

EXECUTIVE OFFICER REPORT (discussion and possible action)

a) Budget Update FY 2022-203 and FY 2023-2024

EO Fried reported that for FY 22-23 we should be under budget but that our bookkeeper still needs to close out the books for that year. EO also stated that we are just starting FY 23-24 and that a few line items that have large one-time costs are over budget for now but by year end should be fine with one exception due to the higher than anticipated attendance to the upcoming CALAFCO conference that line item will likely be over for the year. EO Fried will likely bring to a future meeting recommending increasing the conference budget by a few thousand once the books are completed for FY 22-23 per LAFCo policy.

b) Current and Pending Proposals

Currently no new proposals.

c) Marin LAFCo Workshop (Verbal)

The workshop will occur on Friday, January 12, from 9 a.m. to 12 p.m.

d) CALAFCO Update (Verbal)

The conference is in October, with Commissioner Coler, Hilliard, Murray, Smith and Chu signed up to attend.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Chair Coler adjourned the meeting at 8:09 P.M.

ADJOURNMENT TO NEXT MEETING

Thursday, October 12th, 2023 | 6:30 p.m.

Marin Wildfire Prevention Authority Meeting Room 1600 Los Gamos Drive Ste. 335, San Rafael, CA.

Attest: Claire Devereux
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.

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