



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF POLICY AND PERSONNEL COMMITTEE MEETING AND AGENDA **Marin Local Agency Formation Commission**

July 28th, 2026, ▪ 3:00 PM

Marin LAFCo Offices| Suite 220 | 1401 Los Gamos Drive, San Rafael, CA

Appointed Members

Barbara Coler | Eric Lucan | Cathryn Hilliard

CALL TO ORDER BY EXECUTIVE OFFICER

ROLL CALL BY CLERK

SELECTION OF CHAIR

The Committee shall nominate and select a Chair of the Policy and Personnel Committee for the calendar year 2026.

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 Committee 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.

BUSINESS ITEMS (discussion and possible action)

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

1. Approval of December 2025 Meeting Minutes
2. Review and Discussion of Marin LAFCo Legal Services

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

TBD

Attest: Claire Devereux
Clerk/Jr. Policy 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.

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 \$500 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 \$500 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.

Marin LAFCo

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AGENDA REPORT

July 28th, 2026

Item No. 1 (Consent Item)

TO: Local Agency Formation Commission

FROM: Claire Devereux, Clerk/Junior Analyst

SUBJECT: Approval of Minutes for December 8th, 2025, Regular Meeting

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies and those local legislative bodies created by State law, the latter category applying to LAFCos.

Discussion

The action minutes for the December 8th, 2025, policy and personnel committee meeting accurately reflect the Commission's actions as recorded by staff.

Staff Recommendation for Action

1. Staff recommendation – Approve the draft minutes prepared for the December 8th, 2025, meeting with any desired corrections or clarifications.
2. Alternative option – Continue consideration of the item at the next regular meeting and provide direction to staff, as needed.

Attachment:

- 1) Draft Minutes for December 8th 2025

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Dennis Rodoni, Chair
County of Marin

Eric Lucan, Regular
County of Marin

Stephanie Moulton-Peters, Alternate
County of Marin

Barbara Coler, Regular
Town of Fairfax

Steve Burdo, Regular
Town of San Anselmo

Rachel Farac, Alternate
City of Novato

Lew Kiou, Regular
Almonte Sanitary District

Craig Murray, Regular
Las Gallinas Valley Sanitary District

Cathryn Hilliard, Alternate
Southern Marin Fire Protection District

Larry Chu, Vice-Chair
Public Member

Roger Smith, Alternate
Public Member



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DRAFT

NOTICE OF POLICY AND PERSONNEL COMMITTEE MEETING MINUTES **Marin Local Agency Formation Commission**

MONDAY, December 8, 2025

CALL TO ORDER

Chair Chu called the meeting to order at 3:31 P.M.

SELECTION OF CHAIR

Approved: M/S by Commissioners Smith and Burdo to elect Commissioner Chu as Chair/

Ayes: Commissioners Chu, Smith and Burdo

Nays:

Abstain:

Absent:

Motion approved unanimously.

ROLL CALL BY COMMISSION CLERK

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

Commissioners Present: Larry Chu
Roger Smith
Steve Burdo

Alternate Commissioners Present: N/A

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

Marin LAFCo Counsel Present: N/A

Commissioners Absent: N/A

Alternate Members Absent: N/A

AGENDA REVIEW

Approved: M/S by Commissioners Coler and Lucan to Approve the Agenda

Ayes: Commissioners Chu, Smith and Burdo

Nays:

Abstain:

Absent:

Motion approved unanimously.

PUBLIC OPEN TIME

Chair Chu opened the public open period. Hearing no requests to speak, the Chair closed the public open time.

BUSINESS ITEMS

1. Approval of August 2025 Meeting Minutes

Approved: M/S by Commissioners Burdo and Chu to approve the minutes.

Ayes: Commissioners Burdo and Chu

Nays:

Abstain: Smith

Absent:

Motion passed

2. Discussion of Possible Amendments to the Personnel Handbook

EO Fried gave the staff report.

All in favor of updates to 3.5(A)

New Policy 1 - Administrative Inactivity Policy for Boundary Change Petitions

The committee discussed guardrails of what qualifies for an extension and examples of other LAFCo's who have passed similar policies.

Smith suggested changing the wording in b to clarify that all extension requests be in writing.

New Policy 2 -Non-Payment of Member Agency Dues Policy

Commissioners expressed that this is a fair policy by ensuring all agencies follow the same timeline and that it eliminates the situation where staff spend more time collecting dues than the dues are worth.

Smith inquired on the process and whether collection is something the county actually does.

EO Fried stated yes, it is in government code.

Commissioner Burdo suggested changing the word "efforts" to "attempts"

Chu presented on New Policy 3 and 4 stating these are additions based on comments during the most recent audit regarding custodial risk specifically how Marin LAFCo protects it's cash and investment funds.

EO Fried expanded, stating that although our financial operations aren't large, we do accumulate a substantial balance once a year when dues are collected. He continued that we are already complying with the rules, but the audit found it important to have a policy in place.

Commissioner Smith inquired into the importance of having this policy.

EO Fried stated that due to the audit and potential staff turnover it is a good policy to have and that the County does invest LAFCo's reserves and this policy points to that it doesn't change current operations but rather formalizes it.

Commissioners expressed support

Approved: M/S by Commissioners Smith and Burdo to place the new policies with the addition noted in the staff report and word changes noted in the meeting.

Ayes: Commissioners Chu, Smith and Burdo

Nays:

Abstain:

Absent:

Motion approved unanimously.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Commissioner Burdo asked to have a discussion at future meetings regarding continuity of committee member seats.

Commissioners suggested placing on a future agenda a general discussion regarding whether the public member should be eligible to serve on the Budget Committee and whether related policies should be updated accordingly

Chair Chu adjourned the meeting at 3:48 P.M.

ADJOURNMENT TO NEXT MEETING

TBD

Claire Devereux

Attest: Claire Devereux
Clerk/Junior Analyst

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AGENDA REPORT

July 28th, 2026

Item No. 2 (Business Item)

TO: Policy and Personnel Committee

FROM: Jeren Batchelder-Seibel, Acting Executive Officer

SUBJECT: Review of Marin LAFCo Legal Services Provider

Background

The question of Marin LAFCo's legal services has been raised at a couple of Commission meetings earlier this year. Based on this, LAFCo staff has been asked to look into what Marin County Counsel (County) can provide for legal services in comparison to our current provider, Best, Best and Krieger (BBK). Our former Executive Officer talked with Brian Washington, outgoing County Counsel, and was able to get basic information from him about how they operate, which he said they would offer the same services BBK offers. Both groups operate slightly differently from each other when it comes to how they charge for services. BBK does annual increases based on the calendar year (Jan-Dec), where County does the same as our fiscal year (July-June). BBK charges us for the hourly rate of the staff person used; most hours are at the partner level, where County has just a flat fee no matter who does that work.

Given the differences, our former EO did a high-level review to see what the difference in cost would be between the two. This review was done back in April 2026, so staff used the hours and rates we used from BBK from April 2025 to March 2026 to see what we would pay just for hours if County counsel did the work in the same amount of time. Over that 12-month period, we had 50.7 hours of work done by BBK. That cost us \$15,935.10 for BBK plus an additional \$86.61 to cover mileage and bridge toll for the one meeting Mala attends in person, or \$16,021.71 in total. Using the numbers we got from the County, that same number of hours would be about \$14,003.70. That is a difference of \$2,018.01 between the two costs.

During this review period, the average salary for the County legal services was approximately \$276 per hour. While staff believes the County could do the work we need, the above analysis assumes that the County would be as efficient with its time as BBK. BBK has several other LAFCo's as clients, so get more natural experience in its work. Staff knows they are very quick to respond, sometimes being able to answer the question while we are on the phone with them. The question is, would the County be as efficient, and if not, how much more time would they charge us for reviewing LAFCo-specific questions? Under the above analysis, that \$2,000 difference is just over 7 hours of work a year. Any presumed savings we may think we are getting may go to pay for additional research hours, whereas BBK can likely answer LAFCo-related questions in less time, so the actual cost savings to be realized is fairly ambiguous.

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Town of Fairfax

Steve Burdo, Regular
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Stephen Burke, Alternate
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Staff views legal services as a policy decision for the Commission to make, so has no formal recommendation on whether the Commission should stay with BBK or move to the County for its legal services.

For next steps on this matter, should the committee wish to recommend a change in services or that the full Commission have a discussion on the matter, staff will work with the Chair to have a closed session scheduled at an upcoming meeting to have this discussion. Should the committee decide that BBK is our best option, then staff can simply report out that the Committee met and decided to keep legal services as is.

Staff Recommendation for Action

1. Staff Recommendation – Staff views this as a Committee decision. When the Committee completes its review, it should make a recommendation to the Full Commission for approval at our August meeting.
2. Alternate Option – Continue this item to a future Committee meeting for further review and consideration.