



# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

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### NOTICE OF REGULAR MEETING AND AGENDA

#### Marin Local Agency Formation Commission

**Thursday, August 11, 2022 ▪ 7:00 PM**

**\*\*\* BY VIRTUAL TELECONFERENCE ONLY \*\*\***

Pursuant to the provisions of AB 361, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public will be able to access and participate in the meeting.

#### **PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS**

##### **PUBLIC ACCESS**

Members of the public may access and watch a live stream of the meeting on Zoom at <https://us02web.zoom.us/j/4350473750>. Alternately, the public may listen in to the meeting by **dialing (669) 900-6833** and entering **Meeting ID #** when prompted.

**WRITTEN PUBLIC COMMENTS** may be submitted by email to [staff@marinlafco.org](mailto:staff@marinlafco.org). Written comments will be distributed to the Commission as quickly as possible. Please note that documents will take some time to be posted to the agenda on the LAFCo website because of clerical processing requirements. Any comments received before noon on the day of the meeting will be distributed to the Commission before the meeting. Comments received after noon will still be shared with the Commission but may not be distributed until after the meeting.

**SPOKEN PUBLIC COMMENTS** will be accepted through the teleconference webinar meeting. To address the Commission, click on the link <https://us02web.zoom.us/j/4350473750> to access the Zoom-based meeting.

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click on “raise hand” icon. Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

#### **CALL TO ORDER BY CHAIR**

#### **ROLL CALL BY EXECUTIVE OFFICER**

#### **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.

### CONSENT CALENDAR ITEMS (discussion and possible action)

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 Minutes for June 9, 2022 Regular Meeting
2. Commission Ratification of Payments from June 1, 2022, to July 31, 2022
3. Approval of Resolution 22-27 Allowing for Video and Teleconference Meetings during COVID-19 State of Emergency Under AB 361
4. Approval of Resolution 22-28 on the Biannual Review and Amendment of Marin LAFCo Conflict of Interest Code

### 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.

5. Election of Chair and if necessary, Vice Chair
6. Approval on items Related to CALAFCO Conference in October 2022
  - a) Approval of Voting Delegates to CALAFCO Conference
  - b) Nominations to CALAFCO Board of Directors
  - c) Nominations for CALAFCO Awards
7. Approval of Commendation for Former Commissioner Sashi McEntee

### EXECUTIVE OFFICER REPORT (verbal report only)

- a) Budget Update FY 2021-2022 and FY 2022-2023
- b) Current and Pending Proposals
- c) Survey of Other LAFCo's Chair/Vice Chair Election Process
- d) (Verbal Report) LAFCo Staff Update
- e) (Verbal Report) Update on State Legislation

### ADJOURN TO CLOSED SESSION

The Commission will adjourn to closed session regarding the following item:  
**Conference with Legal Counsel – Anticipated Litigation**

**Initiation of Litigation per Government Code 54956.9(d)(4) - (1 case)**

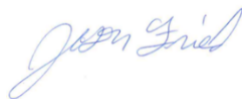
### RETURN TO OPEN SESSION

The Chair or designee will report out of closed session.

### COMMISSIONER ANNOUNCEMENTS AND REQUESTS

### ADJOURNMENT TO NEXT MEETING

October 13th, 2022 | 7:00 P.M.



Attest: Jason Fried  
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.

For those using screenreaders, many documents are headed with the disclaimer that they have been set on Marin LAFCo letterhead. Although headers and footers have been marked as artifacts in order to maintain the flow of the documents it is of note that the footer includes contact information for Staff and information regarding the Commission's membership. That information is listed here to maintain accessibility of all information provided by this packet to members of the public:

LAFCo's Commission currently has 11 Commissioners, 7 are regular seats and 4 are alternates. The County commissioners are Supervisors Dennis Rodoni and Judy Arnold as regular seats and Supervisor Damon Connolly as alternate. The city commissioners Barbara Coler from the Town of Fairfax as regular seat, one regular seat is vacant, and James Campbell from the City of Belvedere as alternate. The special district commissioners are Lew Kious from Almonte Sanitary District (Vice-Chair) and Craig Murray from Las Gallinas Valley Sanitary District as regular seats and Tod Moody from Sanitary District #5 as alternate. The public seat commissioners are Larry Loder as regular seat and Richard Savel as alternate/

Marin LAFCo's Administrative office is managed by Executive Officer Jason Fried our location and contact information are listed below.

**Marin LAFCo**

Administrative Office  
1401 Los Gamos Drive, Suite 220  
San Rafael California 94903

T: 415-448-5877  
E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
W: [marinlafco.org](http://marinlafco.org)

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# Marin Local Agency Formation Commission

## Regional Service Planning | Subdivision of the State of California

### AGENDA REPORT

August 11, 2022

Item No. 1 (Consent Item)

**TO:** Local Agency Formation Commission

**FROM:** Olivia Gingold, Clerk/Junior Analyst

**SUBJECT:** Approval of Minutes for June 9, 2022, Regular Meeting

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### 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 as well as those local legislative bodies created by State law; the latter category applies to LAFCos.

### Discussion

The action minutes for the June 9 regular meeting accurately reflect the Commission's actions as recorded by staff. A video recording of the meeting is also available online for viewing at <https://www.marinlafco.org/meetings>

### Staff Recommendation for Action

1. Staff recommendation – Approve the draft minutes prepared for the June 9, 2022 meeting with any desired corrections or clarifications.
2. Alternative option – Continue consideration of the item to the next regular meeting and provide direction to staff, as needed.

### Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

### Attachment:

- 1) Draft Minutes for June 9, 2022

**Administrative Office**  
Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

**Dennis Rodoni, Regular**  
County of Marin

**Judy Arnold, Regular**  
County of Marin

**Damon Connolly, Alternate**  
County of Marin

**Vacant, Regular**  
City/Town Seat

**Barbara Coler, Regular**  
Town of Fairfax

**James Campbell, Alternate**  
City of Belvedere

**Lew Kiou, Vice Chair**  
Almonte Sanitary District

**Craig K. Murray, Regular**  
Las Gallinas Valley Sanitary

**Tod Moody, Alternate**  
Sanitary District #5

**Larry Loder, Regular**  
Public Member

**Richard Savel, Alternate**  
Public Member



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

**DRAFT**

## NOTICE OF REGULAR MEETING MINUTES

### Marin Local Agency Formation Commission

**Thursday, June 9, 2022, 7:00 P.M.**

#### CALL TO ORDER

Chair McEntee called the meeting to order at 7:04 P.M.

#### ROLL CALL BY COMMISSION CLERK

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

Commissioners Present:	Chair McEntee Vice Chair Kious Commissioner Rodoni Commissioner Arnold Commissioner Coler Commissioner Murray Commissioner Loder
Alternate Commissioners Present:	Alternate Commissioner Campbell Alternate Commissioner Moody Alternate Commissioner Savel
Marin LAFCo Staff Present:	Executive Officer Fried Deputy Executive Officer Seibel Clerk/Jr. Analyst Gingold
Marin LAFCo Counsel Present:	Legal Counsel Subramanian
Commissioners Absent:	None
Alternate Members Absent:	Alternate Commissioner Connolly

#### AGENDA REVIEW

Chair McEntee called for any requests for changes to the agenda from the Commission. Hearing none, she asked for any requests from public. None were heard.

Approved: M/S by Commissioners Coler and Murray to approve the agenda as presented.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

#### PUBLIC OPEN TIME

Chair McEntee 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 April 14, 2022, Regular Meeting
2. Commission Ratification of Payments from April 1, 2022, through May 31, 2022
3. Approval of Resolution 22-12 Allowing for Video and Teleconference Meetings during COVID-19 State of Emergency Under AB 361
4. Approval of Resolution 22-13 Determining Insufficient Protest for LAFCo File 1363 and Ordering the Change of Organization of CSA 18

Chair McEntee called for requests from the Commission to pull any items from Consent. Hearing none, she asked for any requests from public, none were heard. There were no deliberative comments from the Commission.

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

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

### PUBLIC HEARING ITEMS

5. Approval of Resolution 22-14, Annexation of 15 Stirrup Lane (APN 146-020-14) to Novato Sanitary District (LAFCo File #1365)

Clerk/Jr. Analyst gave the staff report, presenting relevant background information on the application as enumerated in the provided staff report.

Chair McEntee called for questions from the Commissioner, none were heard.

Chair McEntee then opened public comment, noting that the applicant and a representative were in attendance and asking if they wanted to say anything in regards to the application. No comments were made.

There were no deliberative comments from the Commission

Approved: M/S by Commissioners Arnold and Kious to approve Resolution 22-15, annexation of 15 Stirrup Lane to Novato Sanitary District

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

6. Approval of the West Marin Marin Region Municipal Service Review

DEO Seibel gave the report, noting that public comment on the report had closed on April 29, 2022. He summarized the comments received between the April meeting and the close of public comment, and gave a summary of those public comments and the edits in the MSR these comments inspired. He also presented which items were added to the work plan as a result of the MSR.

Chair McEntee called for comments from the Commission, none were heard.

Chair McEntee then opened public hearing, no requests to comment were made.

Commissioner Coler made a deliberative comment requesting the addition of certain language to Resolution 22-22, noting that this language addition had been discussed with staff and approved by legal counsel.

Approved: M/S by Commissioners Arnold and Kious to approve Resolutions 22-15 through 22-25, as amended.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

7. Approval of Resolution 22-26, Annexation of 21 & 23 Church Street (APN 102-100-01) to Tomales Village Community Services District (LAFCo File #1366)

Clerk/Jr. Analyst Gingold gave the staff report, highlighting background information on the application and making additional comments on an issue with the submitted map and legal description and a condition of approval in the resolution as a result of this map and legal description issue.

Commissioner Coler asked a question about the legal description.

Vice Chair Kious raised concern with approving in advance.

Commissioner Rodoni made a clarification about septic.

There was a discussion between the applicant and the Commission on the status of the map and legal description and how long to give the applicant to complete the terms. 90 days, 6 months, and 1 year were discussed. 1 year, which is standard, was settled on because the time to complete a map and legal description can be highly variable and is largely outside of the applicant's control.

Approved: M/S by Commissioners Rodoni and Coler to approve Resolution 22-26 with the condition that a satisfactory map and legal description are received within one year of the resolution's approval.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

8. Adoption of Final Operating Budget for Fiscal Year 2022-23

EO deferred to the Budget Chair for initial comments. Budget Chair Kious made comments. EO Fried highlighted the most significant line-item changes from the previous budget hearing and noted the impact this would have on agency contributions for the 22-23 fiscal year. He made some additional qualifying comments on a handful of other line items.

Chair McEntee called for questions from the Commission, none were heard. Chair then opened public hearing, no comments from the public were made and the public hearing was closed.

There were no deliberative comments from the Commission.

Approved: M/S by Commissioners Kious and Loder to adopt the FY 22-23 budget as presented.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

## BUSINESS ITEMS

### 9. Discussion of 2022 LAFCo Workshop and Primer Materials

DEO Seibel gave the report, noting that while CKH outlines what an MSR must accomplish, the approaches can vary and he has shared a handful of examples in advance of the July meeting for the Commission's review. DEO Seibel highlighted the nuances of each example's approach and noted these had been included so the Commissioners can begin to think about comments and input they'd like to bring to the July MSR Workshop. EO Fried made additional comments on expectations with the example MSRs that had been offered and noted that a room had been booked in-person for the workshop in San Rafael COVID willing.

Commissioner Coler and Commissioner McEntee made comments, respectively, on an initial reaction to one of the MSRs included and the intention surrounding MSRs moving forward. Chair McEntee also asked if agencies had been engaged with, which EO Fried Confirmed.

Commissioner Murray concurred with Commissioner Coler's comments, highlighting some pages that he felt were worth specific attention. He emphasized the importance of action items over anything else. DEO Seibel made a follow-up clarifying comment on Commissioner Murray's comments which a follow-up action item arose from.

Chair McEntee asked what the purpose of an MSR is, to which EO Fried replied.

No action or motion was necessary.

### 10. Approval of the Fifth Amendment to the Executive Officer Employment Agreement

Legal Counsel Subramanian gave the report, highlighting the sole revision in the amendment. No questions from commission. Chair McEntee opened

Approved: M/S by Commissioners Coler and Arnold to approve the Fifth Amendment to the EO agreement.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

### 11. Accept and File FY 20-21 Audit and Authorize 21-22 Audit

EO Fried gave the report, noting that LAFCo has successfully reduced its highlighted errors, bringing them from 4 to 1. In addition to approving the FY 20-21 audit, he also asked that the Commission approve staff to enter into an agreement for the FY 22-23 audit. No comments or questions from Commission, no public comment.

Approved: M/S by Commissioners Murray and Kious to accept and file FYE 21 Audit and authorize the Executive Officer to enter into an agreement with Davis Farr for the FYE 22 Audit.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

### 12. Discussion and Possible Approval of Recommendations from the Ad Hoc DUC Committee



DEO Seibel delegated to the Committee Chair, the Chair delegated back to DEO Seibel. DEO Seibel reported the Committee's identification of two DUCs in Marin County and presented the action items approved by the Committee to be presented to the Commission. There was a discussion between Commissioner Rodoni and EO Fried on some of the language in the staff report. Chair McEntee opened public comment. Hearing none, she closed public comment.

Approved: M/S by Commissioners Kious and Coler to approve the Ad Hoc Duc Committee's recommendations.

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

### 13. Election of Chair and Vice Chair

EO Fried informed the Commission that this decision was theirs to make. The election always takes place, per policy handbook, the first meeting in May or the first meeting thereafter. Staff does not take a position. No public comment.

Commissioner Rodoni supported the slate but encouraged creating a policy in the future that mandates rotation or encourages a position term. Commissioner Coler noted that her boards do not rotate.

It was asked that EO Fried look into a future policy amendment that provides for a Chair/Vice Chair term or rotation.

Approved: M/S by Commissioners Kious and Coler to nominate Sashi McEntee as Chair

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

Approved: M/S by Commissioners Coler and Arnold to approve Lew Kious as Vice Chair

Ayes: McEntee, Kious, Arnold, Rodoni, Coler, Murray, Loder

Nays: None

Abstain: None

Absent: None

Motion approved.

### **EXECUTIVE OFFICER REPORT** (discussion and possible action)

- a) Budget Update FY 2021-22
- b) Current and Pending Proposals
- c) CALAFCO Update
- d) (Verbal Report) LAFCo Staff Update

The Executive Officer gave the report, highlighting notable content from each of the four items.

Commissioner Murray asked a question about the CALAFCO Executive Officer's name.

Chair McEntee opened public comment, hearing none, she closed public comment. There were no other comments or questions from the Commission, the Commission adjourned to closed session.

### **CLOSED SESSION**

There were no reportable actions from the closed session.

**COMMISSIONER ANNOUNCEMENTS AND REQUESTS**

There were no Commissioner announcements or requests.

Chair McEntee adjourned the meeting at 8:17 P.M.

**ADJOURNMENT TO NEXT MEETING**

Thursday, August 11, 2022

Zoom

Attest:       Olivia Gingold  
                  Clerk/Junior Analyst

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**Marin LAFCo**

Administrative Office

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W: [marinlafco.org](http://marinlafco.org)

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# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

**AGENDA REPORT**  
August 11, 2022  
Item No. 2 (Consent Item)

**TO:** Local Agency Formation Commission  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Commission Ratification of Payments from June 1, 2022 to July 31, 2022

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## Background

Marin LAFCo adopted a Policy Handbook delegating authority to the Executive Officer to make purchases and related procurements necessary in overseeing the day-to-day business of the agency. The Policy Handbook also directs all payments made by the Executive Officer to be reconciled by LAFCo's contracted bookkeeper. Additionally, all payments are to be reported to the Commission at the next available Commission meeting for formal ratification.

The following item is presented for the Commission to consider the ratification of all payments made by the Executive Officer between June 1, 2022, and July 31, 2022, totaling \$101,910.64. The payments are detailed in the attachment.

## Staff Recommendation for Action

1. Staff Recommendation - Ratify the payments made by the Executive Officer between June 1, 2022, and July 31, 2022, as shown in attachment.
2. Alternate Option - Continue consideration of the item to the next regular meeting and provide direction to staff as needed.

## Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

### Attachment:

- 1) Payments from June 1, 2022, to July 31, 2022

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

## Marin Local Agency Formation Commission Expenses by Vendor Detail June through July 2022

Type	Date	Num	Memo	Account	Amount	Balance
<b>A and P Moving, Inc.</b>						
Check	06/08/2022	20748	Invoice # 406...	65 · Rent - Storage	127.00	127.00
Check	06/15/2022	20751	Invoice # 500...	65 · Rent - Storage	151.90	278.90
Total A and P Moving, Inc.					278.90	278.90
<b>ARNOLD, JUDY</b>						
Check	06/15/2022	20758	June Commis...	05 · Commissioner ...	125.00	125.00
Total ARNOLD, JUDY					125.00	125.00
<b>BEST BEST &amp; KRIEGER LLP</b>						
Check	06/15/2022	20753	Invoice #9373...	25 · Legal Services	1,544.20	1,544.20
Total BEST BEST & KRIEGER LLP					1,544.20	1,544.20
<b>CALAFCO</b>						
Check	07/01/2022	10039	Invoice 2022-20	30 · Memberships &...	4,837.00	4,837.00
Check	07/18/2022	20768	2022 CALAF...	10 · Conferences	1,130.00	5,967.00
Total CALAFCO					5,967.00	5,967.00
<b>Cardmember Services</b>						
Credit Card Charge	06/19/2022		marin ij	35 · Misc Services	10.87	10.87
Credit Card Charge	06/19/2022		neogov: clerk ...	60 · Publications/No...	199.00	209.87
Credit Card Charge	06/19/2022		city clerks ass...	60 · Publications/No...	200.00	409.87
Credit Card Charge	06/19/2022		adobe	20 · IT & Communic...	50.97	460.84
Credit Card Charge	06/19/2022		csda: clerk job	60 · Publications/No...	160.00	620.84
Credit Card Charge	06/19/2022		getstreamline	20 · IT & Communic...	100.00	720.84
Credit Card Charge	06/19/2022		marin mac tech	20 · IT & Communic...	896.30	1,617.14
Credit Card Charge	06/19/2022		zoom	20 · IT & Communic...	14.99	1,632.13
Credit Card Charge	06/19/2022		city of san raf...	35 · Misc Services	508.20	2,140.33
Credit Card Charge	06/19/2022		verizon	20 · IT & Communic...	121.06	2,261.39
Credit Card Charge	06/19/2022		marin mac tech	20 · IT & Communic...	896.30	3,157.69
Credit Card Charge	06/30/2022		adobe creativ...	20 · IT & Communic...	52.99	3,210.68
Credit Card Charge	06/30/2022		marin ij	35 · Misc Services	10.87	3,221.55
Credit Card Charge	06/30/2022		mayacamas ...	50 · Office Supplies ...	69.50	3,291.05
Credit Card Charge	06/30/2022		adobe	20 · IT & Communic...	50.97	3,342.02
Credit Card Charge	07/19/2022		getstreamline	20 · IT & Communic...	100.00	3,442.02
Credit Card Charge	07/19/2022		zoom	20 · IT & Communic...	14.99	3,457.01
Credit Card Charge	07/19/2022		verizon	20 · IT & Communic...	121.06	3,578.07
Credit Card Charge	07/19/2022		best best & kr...	25 · Legal Services	1,160.30	4,738.37
Credit Card Charge	07/19/2022		marin mac tech	20 · IT & Communic...	896.30	5,634.67
Total Cardmember Services					5,634.67	5,634.67
<b>Coler, Barbara</b>						
Check	06/15/2022	20759	April and Jun...	05 · Commissioner ...	250.00	250.00
Total Coler, Barbara					250.00	250.00

## Marin Local Agency Formation Commission Expenses by Vendor Detail June through July 2022

Type	Date	Num	Memo	Account	Amount	Balance
<b>COMCAST</b>						
Check	06/29/2022	20763	Bill Date Jub ...	20 · IT & Communic...	106.65	106.65
Total COMCAST					106.65	106.65
<b>COMMUNITY MEDIA CENTER OF MARIN</b>						
Check	06/29/2022	20766	Vendor Order ...	20 · IT & Communic...	450.00	450.00
Total COMMUNITY MEDIA CENTER OF MARIN					450.00	450.00
<b>CONNECT YOUR CARE</b>						
Check	06/23/2022	eft	COBRA ADMIN	126 · Health Insuran...	1.11	1.11
Check	07/20/2022	eft	COBRA ADMIN	126 · Health Insuran...	1.11	2.22
Total CONNECT YOUR CARE					2.22	2.22
<b>Delta Dental of California</b>						
Check	06/08/2022	eft		122 · Dental Insuran...	72.93	72.93
Check	06/30/2022	eft		122 · Dental Insuran...	72.93	145.86
Total Delta Dental of California					145.86	145.86
<b>FP MAILING SOLUTIONS</b>						
Check	06/15/2022	20752	Invoice # RI 1...	50 · Office Supplies ...	170.33	170.33
Total FP MAILING SOLUTIONS					170.33	170.33
<b>Kaiser Foundation Health Plan</b>						
Check	06/14/2022	eft		126 · Health Insuran...	1,593.02	1,593.02
Total Kaiser Foundation Health Plan					1,593.02	1,593.02
<b>KIOUS, LEWIS</b>						
Check	06/29/2022	20762	April and Jun...	05 · Commissioner ...	500.00	500.00
Total KIOUS, LEWIS					500.00	500.00
<b>LIEBERT CASSIDY WHITMORE</b>						
Check	06/29/2022	20760	Invoice #2200...	25 · Legal Services	1,966.00	1,966.00
Total LIEBERT CASSIDY WHITMORE					1,966.00	1,966.00
<b>LODER, LAWRENCE</b>						
Check	06/08/2022	20750	April 2022 Co...	05 · Commissioner ...	125.00	125.00
Total LODER, LAWRENCE					125.00	125.00
<b>MARIN GENERAL SVCS AUTHORITY</b>						
Check	07/01/2022	10038	FY 2022-2023...	30 · Memberships &...	10,000.00	10,000.00
Total MARIN GENERAL SVCS AUTHORITY					10,000.00	10,000.00

## Marin Local Agency Formation Commission Expenses by Vendor Detail June through July 2022

Type	Date	Num	Memo	Account	Amount	Balance
<b>MARIN INDEPENDENT JOURNAL</b>						
Check	06/08/2022	20747	Invoice # 000...	60 · Publications/No...	87.72	87.72
Total MARIN INDEPENDENT JOURNAL					87.72	87.72
<b>McENTEE, SASHI</b>						
Check	06/15/2022	20755	Budget Com...	05 · Commissioner ...	375.00	375.00
Total McENTEE, SASHI					375.00	375.00
<b>MOODY, TOD</b>						
Check	06/15/2022	20754	March Leg Co...	05 · Commissioner ...	375.00	375.00
Total MOODY, TOD					375.00	375.00
<b>MURRAY, CRAIG K</b>						
Check	06/15/2022	20756	Leg Committe...	05 · Commissioner ...	375.00	375.00
Total MURRAY, CRAIG K					375.00	375.00
<b>PAYCHEX</b>						
Check	06/10/2022	eft		35 · Misc Services	59.19	59.19
Check	06/24/2022	eft		35 · Misc Services	59.19	118.38
Check	07/08/2022	eft		35 · Misc Services	59.19	177.57
Check	07/22/2022	eft		35 · Misc Services	59.19	236.76
Total PAYCHEX					236.76	236.76
<b>PAYROLL</b>						
Check	06/10/2022	eft	5/15-5/28/22	105 · Sal - Regular ...	12,144.02	12,144.02
Check	06/10/2022	eft	5/15-5/28/22	124 · Auto Allowance	350.00	12,494.02
Check	06/10/2022	eft	5/15-5/28/22	125 · Unused Fringe...	100.00	12,594.02
Check	06/10/2022	eft	5/15-5/28/22	121 · Life Insurance	-4.37	12,589.65
Check	06/10/2022	eft	5/15-5/28/22	121 · Life Insurance	-17.40	12,572.25
Check	06/10/2022	eft	5/15-5/28/22	131 · Co Ret Cont Ti...	1,702.61	14,274.86
Check	06/24/2022	eft	5/29-6/11/22	105 · Sal - Regular ...	12,144.21	26,419.07
Check	06/24/2022	eft	5/29-6/11/22	124 · Auto Allowance	0.00	26,419.07
Check	06/24/2022	eft	5/29-6/11/22	125 · Unused Fringe...	100.00	26,519.07
Check	06/24/2022	eft	5/29-6/11/22	121 · Life Insurance	-4.37	26,514.70
Check	06/24/2022	eft	5/29-6/11/22	121 · Life Insurance	-17.40	26,497.30
Check	06/24/2022	eft	5/29-6/11/22	131 · Co Ret Cont Ti...	1,702.61	28,199.91
General Journal	06/30/2022	7/8 P...	6/12-6/25/22	105 · Sal - Regular ...	12,144.21	40,344.12
General Journal	06/30/2022	7/8 P...	6/12-6/25/22	124 · Auto Allowance	350.00	40,694.12
General Journal	06/30/2022	7/8 P...	6/12-6/25/22	125 · Unused Fringe...	100.00	40,794.12
General Journal	06/30/2022	7/8 P...	6/12-6/25/22	130 · MCERA / Pen...	1,702.61	42,496.73
General Journal	06/30/2022	7/8 P...	gingold	106 · VacationPayout	1,155.94	43,652.67
General Journal	06/30/2022	7/8 P...	6/12-6/25/22	111 · Medicare Tax	199.51	43,852.18
General Journal	06/30/2022	7/22 P...	6/26-6/30/22	105 · Sal - Regular ...	3,943.29	47,795.47
General Journal	06/30/2022	7/22 P...	6/26-6/30/22	115 · Social Security...	26.18	47,821.65
General Journal	06/30/2022	7/22 P...	6/26-6/30/22	111 · Medicare Tax	57.38	47,879.03
General Journal	06/30/2022	7/22 P...	6/26-6/30/22	131 · Co Ret Cont Ti...	493.64	48,372.67

## Marin Local Agency Formation Commission Expenses by Vendor Detail June through July 2022

Type	Date	Num	Memo	Account	Amount	Balance
General Journal	07/01/2022	7/8 P...	Reverse of G...	105 · Sal - Regular ...	-12,144.21	36,228.46
General Journal	07/01/2022	7/8 P...	Reverse of G...	124 · Auto Allowance	-350.00	35,878.46
General Journal	07/01/2022	7/8 P...	Reverse of G...	125 · Unused Fringe...	-100.00	35,778.46
General Journal	07/01/2022	7/8 P...	Reverse of G...	131 · Co Ret Cont Ti...	-1,702.61	34,075.85
General Journal	07/01/2022	7/8 P...	gingold	106 · VacationPayout	-1,155.94	32,919.91
General Journal	07/01/2022	7/8 P...	Reverse of G...	111 · Medicare Tax	-199.51	32,720.40
General Journal	07/01/2022	7/22 P...	Reverse of G...	105 · Sal - Regular ...	-3,943.29	28,777.11
General Journal	07/01/2022	7/22 P...	Reverse of G...	115 · Social Security...	-26.18	28,750.93
General Journal	07/01/2022	7/22 P...	Reverse of G...	111 · Medicare Tax	-57.38	28,693.55
General Journal	07/01/2022	7/22 P...	Reverse of G...	131 · Co Ret Cont Ti...	-493.64	28,199.91
Check	07/08/2022	eft	6/12-6/25/22	105 · Sal - Regular ...	12,144.21	40,344.12
Check	07/08/2022	eft	6/12-6/25/22	124 · Auto Allowance	350.00	40,694.12
Check	07/08/2022	eft	6/12-6/25/22	125 · Unused Fringe...	100.00	40,794.12
Check	07/08/2022	eft	6/12-6/25/22	121 · Life Insurance	-4.37	40,789.75
Check	07/08/2022	eft	6/12-6/25/22	121 · Life Insurance	-17.40	40,772.35
Check	07/08/2022	eft	6/12-6/25/22	131 · Co Ret Cont Ti...	1,702.61	42,474.96
Check	07/08/2022	eft	Gingold	106 · VacationPayout	1,155.94	43,630.90
Check	07/22/2022	eft	6/26-7/9/22	105 · Sal - Regular ...	11,041.20	54,672.10
Check	07/22/2022	eft	6/26-7/9/22	124 · Auto Allowance	0.00	54,672.10
Check	07/22/2022	eft	6/26-7/9/22	121 · Life Insurance	-17.40	54,654.70
Check	07/22/2022	eft	6/26-7/9/22	131 · Co Ret Cont Ti...	1,382.20	56,036.90
<b>Total PAYROLL</b>					<b>56,036.90</b>	<b>56,036.90</b>
<b>PAYROLL TAXES</b>						
Check	06/10/2022	eft	5/15-5/28/22	111 · Medicare Tax	182.75	182.75
Check	06/24/2022	eft	5/29-6/11/22	111 · Medicare Tax	177.68	360.43
Check	07/08/2022	eft	6/12-6/25/22	111 · Medicare Tax	199.51	559.94
Check	07/22/2022	eft	6/26-7/9/22	115 · Social Security...	73.31	633.25
Check	07/22/2022	eft	6/26-7/9/22	111 · Medicare Tax	160.66	793.91
<b>Total PAYROLL TAXES</b>					<b>793.91</b>	<b>793.91</b>
<b>RODONI, DENNIS JAMES</b>						
Check	06/15/2022	20757	Budget Com...	05 · Commissioner ...	500.00	500.00
<b>Total RODONI, DENNIS JAMES</b>					<b>500.00</b>	<b>500.00</b>
<b>SCHIFFMANN, ALYSSA</b>						
Check	06/01/2022	20746	Invoice # 172	55 · Professional Se...	966.00	966.00
<b>Total SCHIFFMANN, ALYSSA</b>					<b>966.00</b>	<b>966.00</b>
<b>SECURITY MORTGAGE GROUP 2</b>						
Check	06/01/2022	20744	June 2022 Rent	45 · Office Lease/Rent	2,955.84	2,955.84
Check	06/29/2022	20765	July 2022 Rent	45 · Office Lease/Rent	2,955.84	5,911.68
General Journal	06/30/2022	Prepd	July rent	45 · Office Lease/Rent	-2,955.84	2,955.84
General Journal	07/01/2022	PrepdR	Reverse of G...	45 · Office Lease/Rent	2,955.84	5,911.68
<b>Total SECURITY MORTGAGE GROUP 2</b>					<b>5,911.68</b>	<b>5,911.68</b>



**Marin Local Agency Formation Commission  
Expenses by Vendor Detail  
June through July 2022**

Type	Date	Num	Memo	Account	Amount	Balance
<b>SPECIAL DISTRICT RISK MANAGEMENT AUTHORIT</b>						
Check	07/01/2022	10040	VOID: Invoice...	15 · General Insuran...	0.00	0.00
Check	07/05/2022	10041	Invoice # 721...	15 · General Insuran...	5,327.12	5,327.12
Total SPECIAL DISTRICT RISK MANAGEMENT AUTHORIT					5,327.12	5,327.12
<b>Teamsters Local 856 Health &amp; Welfare</b>						
Check	06/29/2022	20761	Month Ending...	126 · Health Insuran...	860.40	860.40
Check	07/05/2022	20767	Month Ending...	126 · Health Insuran...	860.40	1,720.80
Total Teamsters Local 856 Health & Welfare					1,720.80	1,720.80
<b>The Hartford</b>						
Check	06/01/2022	20745	Invoice #1889...	121 · Life Insurance	157.74	157.74
Check	06/29/2022	20764	Invoice #1889...	121 · Life Insurance	157.74	315.48
Total The Hartford					315.48	315.48
<b>VSP</b>						
Check	06/06/2022	eft		123 · Vision Service ...	15.21	15.21
Check	07/06/2022	eft		123 · Vision Service ...	15.21	30.42
Total VSP					30.42	30.42
<b>TOTAL</b>					<b>101,910.64</b>	<b>101,910.64</b>



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Item No. 3 – (Consent Item)

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer  
Mala Subramanian, Legal Counsel

**SUBJECT:** Approval of Resolution 22-27 Allowing for Video and Teleconference Meetings During COVID-19 State of Emergency Under AB 361

### Background and Discussion

AB 361 was passed by the State Legislature and signed by Governor Newsom. It went into effect immediately. AB 361 continues many of the provisions related to the Brown Act that were in place under Executive Orders, which expired September 30, 2021, that allowed for video and teleconferencing during the state of emergency. Since AB 361 has been signed into law, the Commission can continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and measures to promote social distancing are no longer recommended or could return to in-person meetings sooner if desired.

On September 22, 2021, the Marin County Director of Health & Human Services recommended social distancing to enhance safety at public meetings. On October 19, 2021, February 15, 2022, and March 22, 2022 Marin County's Director of Health & Human Services reaffirmed its recommendation. There has been no change since in the Director's recommendations.

In order to continue to hold video and teleconference meetings, the Commission will need to review and make findings every thirty days or thereafter that the state of emergency continues to directly impact the ability of the members to meet safely in person and that state or local officials continue to impose or recommend measures to promote social distancing. The proposed resolution provides the Commission with the option to continue to hold video and teleconference meetings while the state of emergency is still in effect and social distancing is recommended.

### Recommendation

1. Approval of Resolution 22-27 allowing for video and teleconference meetings during the COVID-19 state of emergency under AB 361.

### Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

### Attachment:

1. Resolution 22-27 Allowing for Video and Teleconference Meetings during the COVID-19 State of Emergency Under AB 361
2. Most Recent Decisions by Marin County Director of Health & Human Services

#### Administrative Office

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1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION**

RESOLUTION 22-27

**RESOLUTION ALLOWING FOR VIDEO AND TELECONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY UNDER AB 361**

**WHEREAS**, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency for COVID-19; and

**WHEREAS**, AB 361 was recently passed by the State Legislature and signed by Governor Newsom and went into effect immediately and allows the Commission to continue to meet virtually until such time as the Governor declares the State of Emergency due to COVID-19 over and measures to promote social distancing are no longer recommended; and

**WHEREAS**, the Marin County Director of Health & Human Services has recommended social distancing to enhance safety at public meetings; and

**WHEREAS**, in light of this recommendation, the Commission desires for itself and for all other Commission legislative bodies that are subject to the Brown Act to continue to meet via video and/or teleconference; and

**WHEREAS**, pursuant to AB 361 the Commission will review the findings required to be made every 30 days or thereafter and shall not meet without making those continued findings.

**NOW THEREFORE**, the Marin Local Agency Formation **DOES HEREBY RESOLVE** finds on behalf of itself and all other Commission legislative bodies: (1) a state of emergency has been proclaimed by the Governor; (2) the state of emergency continues to directly impact the ability of the Commission's legislative bodies to meet safely in person; and (3) local officials continue to recommend measures to promote social distancing.

**PASSED AND ADOPTED** by the Marin Local Agency Formation Commission on August 11, 2022 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

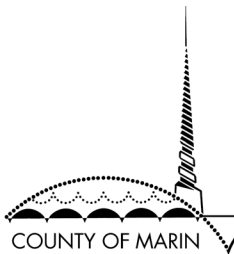
\_\_\_\_\_  
Lew Kious, Vice-Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jason Fried, Executive Officer

\_\_\_\_\_  
Malathy Subramanian, LAFCo Counsel



OFFICE OF THE  
COUNTY ADMINISTRATOR

March 22, 2022

Matthew H. Hymel  
COUNTY ADMINISTRATOR

Daniel Eilerman  
ASSISTANT COUNTY  
ADMINISTRATOR

Angela Nicholson  
ASSISTANT COUNTY  
ADMINISTRATOR

Marin County Civic Center  
3501 Civic Center Drive  
Suite 325  
San Rafael, CA 94903  
415 473 6358 T  
415 473 4104 F  
CRS Dial 711  
[www.marincounty.org/cao](http://www.marincounty.org/cao)

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Resolution Regarding Tele/Video-Conference Meetings During the COVID-19 State of Emergency

Dear Supervisors:

**RECOMMENDATION:** Adopt a resolution allowing continued use of Tele/Video-conferencing for County public meetings.

**SUMMARY:** In September of 2021, Governor Newsom signed [AB-361](#). The legislation provides that local government bodies subject to the Brown Act can continue to use video and/or teleconferencing through December 31, 2023 in the manner that Governor Newsom's executive orders authorized during the COVID-19 pandemic. A public entity can use AB 361's provisions under certain conditions, including when state or local officials have recommended social distancing during a proclaimed state of emergency.

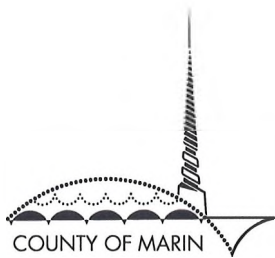
The Director of Health & Human Services has recommended that the County continue to employ social distancing to enhance safety at public meetings. Updated March 1, 2022 CDPH guidance continues to strongly recommend face coverings for all individuals in most indoor settings. Given unpredictable new COVID-19 variants, staff recommends that any anticipated large gatherings that may exceed indoor room capacity remain remote, necessitating consideration of the attached resolution to preserve the option of remote meetings in such instances.

The proposed resolution would provide the Board of Supervisors, and all subsidiary County boards and commissions, with the option to continue to use video- and/or teleconferencing when appropriate while the state proclamation of emergency remains in place. The proposed resolution does not require that Your Board (or any other County board/commission) continue holding teleconference meetings.

Respectfully submitted,

Matthew Hymel  
County Administrator

cc: Brian E. Washington, County Counsel  
Benita McLarin, Director, Health & Human Services



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE  
DIRECTOR

20 North San Pedro Road  
Suite 2002  
San Rafael, CA 94903  
415 473 6924 T  
415 473 3344 TTY  
[www.marincounty.org/hhs](http://www.marincounty.org/hhs)

March 22, 2022

Kathryn Rice  
President, Board of Supervisors  
3501 Civic Center Drive, 3<sup>rd</sup> Floor  
San Rafael, CA 94903

Re: Public Meetings/Social Distancing

Dear President Rice:

I am writing to confirm that my recommendations in the attached February 15, 2022 letter will remain in place.

Respectfully,

Benita McLarin  
Director, Health & Human Services

cc: Matthew H. Hymel, CAO  
Brian E. Washington, County Counsel



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Item No. 4 (Consent Calendar)

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Approval of Resolution 22-28 on the Biannual Review and Amendment of Marin LAFCo Conflict of Interest Code

### Background

Every two years State Government Code requires each governing body to review and update, if needed, its Conflict of Interest Code (CIC). In consultation with Best Best and Krieger (BBK) an amendment is being recommended given the creation of the Deputy Executive Officer position in 2021. Given the DEO fills in for the Executive Officer as needed BBK is suggesting that the DEO position should follow the same conflict reporting as the EO. While no reporting changes are needed the job titles for other positions are updated to fit the titles created by the Commission with LAFCo job classification process last year. Finally, there are some minor updates to CIC to get us better in line with the current State Government code.

Attached is Resolution 22-28 and the supporting document provided by BBK for the suggested update.

### Recommendation for Action

Staff Recommendation – Approve Resolution 22-28 as is or with any desired amendments.

Alternate Option – Not approve this item today and give staff instructions.

### Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Attachment:

- 1) Resolution 22-28
- 2) Legislative (redline) of amended code showing changes made
- 3) Notice of Intention of amendment
- 4) Amended Conflict of Interest Code – Clean final version
- 5) Regulation 18730

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION**

RESOLUTION 22-28

**RESOLUTION OF THE MEMBERS OF THE COMMISSION OF THE LOCAL AGENCY FORMATION COMMISSION - MARIN COUNTY AMENDING THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Local Agency Formation Commission – Marin County ("LAFCO") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Members of the Commission adopted a Conflict of Interest Code (the "Code") in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within LAFCO have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update LAFCO's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in LAFCO being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Members of the Commission of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of LAFCO; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Members of the Commission on August 11, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW THEREFORE**, the Marin Local Agency Formation **DOES HEREBY RESOLVE** that the Members of the Commission do hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Commission Clerk and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of Marin for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

**PASSED AND ADOPTED** by the Marin Local Agency Formation Commission on August 11, 2022 by the following vote:

\_\_\_\_\_  
Lew Kious, Vice Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jason Fried, Executive Officer

\_\_\_\_\_  
Malathy Subramanian, LAFCo Counsel

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**

**OF THE**

**MARIN LOCAL AGENCY FORMATION**  
**COMMISSION**



# CONFLICT OF INTEREST CODE OF THE MARIN LOCAL AGENCY FORMATION COMMISSION

~~(Adopted October 13, 2016~~ Amended August 11, 2022)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Marin Local Agency Formation Commission ("LAFCO")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Commission Clerk** as LAFCO's Filing Officer. The **Commission Clerk** shall make and retain a copy of all statements filed by Members of the Commission and the Executive Officer and shall forward the originals of such statements to the Board of Supervisors, County of Marin. The **Commission Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**MARIN LOCAL AGENCY FORMATION COMMISSION**

**(Adopted October 13, 2016 Amended August 11, 2022)**

**PART “A”**

LAFCO Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to LAFCO's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

Members of the Commission and their Alternates

Investment Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## **DESIGNATED POSITIONS**

### **GOVERNED BY THE CONFLICT OF INTEREST CODE**

<u>Designated Position' Title or Function</u>	<u>Disclosure Categories Assigned</u>
<del>Administrative</del> Analyst	2, 5
Commission Clerk/ <u>Jr. Analyst</u>	4
Commission Counsel	1, 2
<u>Deputy Executive Officer</u>	<u>1, 2</u>
Executive Officer	1, 2

#### Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **PART "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~he or~~ she the designated is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of LAFCO.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of LAFCO, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of LAFCO.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by LAFCO.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

## **NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE MARIN LOCAL AGENCY FORMATION COMMISSION**

NOTICE IS HEREBY GIVEN that the Members of the Commission of Marin Local Agency Formation Commission (“LAFCo”) intend to amend LAFCo’s Conflict of Interest Code (the “Code”) pursuant to Government Code Section 87306.

The Code designates those employees, members, officers, and consultants who make or participate in the making of decisions and are subject to the disclosure requirements of LAFCo’s Code. LAFCo’s proposed amendment includes a new position that must be designated, revises the titles of existing positions and revises disclosure categories.

The proposed amended Code will be considered by the Commission of Marin Local Agency Formation Commission on August 11, 2022, at 7:00 p.m. virtually. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment.

Any comments or inquiries should be directed to the attention of Jason Fried, Executive Officer, 1401 Los Gamos Drive, Suite 220, San Rafael, California 94903; (415) 448-5877. Written comments must be submitted no later than August 11, 2022, at noon.

**CONFLICT OF INTEREST CODE**

**OF THE**

**MARIN LOCAL AGENCY FORMATION**  
**COMMISSION**

# **CONFLICT OF INTEREST CODE OF THE MARIN LOCAL AGENCY FORMATION COMMISSION**

**(Amended August 11, 2022)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Marin Local Agency Formation Commission ("LAFCO")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Commission Clerk** as LAFCO's Filing Officer. The **Commission Clerk** shall make and retain a copy of all statements filed by Members of the Commission and the Executive Officer and shall forward the originals of such statements to the Board of Supervisors, County of Marin. The **Commission Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**MARIN LOCAL AGENCY FORMATION COMMISSION**

(Amended August 11, 2022)

**PART “A”**

LAFCO Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to LAFCO’s Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

Members of the Commission and their Alternates

Investment Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.



## **DESIGNATED POSITIONS**

### **GOVERNED BY THE CONFLICT OF INTEREST CODE**

<u>Designated Position' Title or Function</u>	<u>Disclosure Categories Assigned</u>
Analyst	2, 5
Commission Clerk/Jr. Analyst	4
Commission Counsel	1, 2
Deputy Executive Officer	1, 2
Executive Officer	1, 2

#### Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **PART "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of LAFCO.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of LAFCO, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of LAFCO.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by LAFCO.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

1 Amend 2 Cal. Code Regs., Section 18730 to read:

2 **§ 18730. Provisions of Conflict of Interest Codes.**

3 (a) Incorporation by reference of the terms of this regulation along with the designation  
4 of employees and the formulation of disclosure categories in the Appendix referred to below  
5 constitute the adoption and promulgation of a conflict of interest code within the meaning of  
6 Section 87300 or the amendment of a conflict of interest code within the meaning of Section  
7 87306 if the terms of this regulation are substituted for terms of a conflict of interest code  
8 already in effect. A code so amended or adopted and promulgated requires the reporting of  
9 reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7  
10 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest  
11 code are in addition to other requirements of the Political Reform Act, such as the general  
12 prohibition against conflicts of interest contained in Section 87100, and to other state or local  
13 laws pertaining to conflicts of interest.

14 (b) The terms of a conflict of interest code amended or adopted and promulgated pursuant  
15 to this regulation are as follows:

16 (1) Section 1. Definitions.

17 The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political  
18 Practices Commission (Regulations 18110, *et seq.*), and any amendments to the Act or  
19 regulations, are incorporated by reference into this conflict of interest code.

20 (2) Section 2. Designated Employees.

21 The persons holding positions listed in the Appendix are designated employees. It has  
22 been determined that these persons make or participate in the making of decisions which may  
23 foreseeably have a material effect on economic interests.

1 (3) Section 3. Disclosure Categories.

2 This code does not establish any disclosure obligation for those designated employees  
3 who are also specified in Section 87200 if they are designated in this code in that same capacity  
4 or if the geographical jurisdiction of this agency is the same as or is wholly included within the  
5 jurisdiction in which those persons must report their economic interests pursuant to article 2 of  
6 chapter 7 of the Political Reform Act, Sections 87200, et seq.

7 In addition, this code does not establish any disclosure obligation for any designated employees  
8 who are designated in a conflict of interest code for another agency, if all of the following apply:

9 (A) The geographical jurisdiction of this agency is the same as or is wholly included  
10 within the jurisdiction of the other agency;

11 (B) The disclosure assigned in the code of the other agency is the same as that required  
12 under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

13 (C) The filing officer is the same for both agencies. <sup>1</sup>

14 Such persons are covered by this code for disqualification purposes only. With respect to  
15 all other designated employees, the disclosure categories set forth in the Appendix specify which  
16 kinds of economic interests are reportable. Such a designated employee shall disclose in ~~his or~~  
17 ~~her~~ the employee's statement of economic interests those economic interests ~~he or she~~ the  
18 employee has which are of the kind described in the disclosure categories to which ~~he or she~~ the  
19 employee is assigned in the Appendix. It has been determined that the economic interests set  
20 forth in a designated employee's disclosure categories are the kinds of economic interests which  
21 ~~he or she~~ the employee foreseeably can affect materially through the conduct of ~~his or her~~ the  
22 employee's office.

23 (4) Section 4. Statements of Economic Interests: Place of Filing.

1 The code reviewing body shall instruct all designated employees within its code to file  
2 statements of economic interests with the agency or with the code reviewing body, as provided  
3 by the code reviewing body in the agency's conflict of interest code. <sup>2</sup>

4 (5) Section 5. Statements of Economic Interests: Time of Filing.

5 (A) Initial Statements. All designated employees employed by the agency on the effective  
6 date of this code, as originally adopted, promulgated and approved by the code reviewing body,  
7 shall file statements within 30 days after the effective date of this code. Thereafter, each person  
8 already in a position when it is designated by an amendment to this code shall file an initial  
9 statement within 30 days after the effective date of the amendment.

10 (B) Assuming Office Statements. All persons assuming designated positions after the  
11 effective date of this code shall file statements within 30 days after assuming the designated  
12 positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

13 (C) Annual Statements. All designated employees shall file statements no later than April

14 1. If a person reports for military service as defined in the Servicemember's Civil Relief  
15 Act, the deadline for the annual statement of economic interests is 30 days following ~~his or her~~  
16 the person's return to office, provided the person, or someone authorized to represent the  
17 person's interests, notifies the filing officer in writing prior to the applicable filing deadline that  
18 ~~he or she~~ the person is subject to that federal statute and is unable to meet the applicable  
19 deadline, and provides the filing officer verification of ~~his or her~~ the person's military status.

20 (D) Leaving Office Statements. All persons who leave designated positions shall file  
21 statements within 30 days after leaving office.

22 (5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

1 Any person who resigns within 12 months of initial appointment, or within 30 days of the date of  
2 notice provided by the filing officer to file an assuming office statement, is not deemed to have  
3 assumed office or left office, provided ~~he or she~~ the person did not make or participate in the  
4 making of, or use ~~his or her~~ the person's position to influence any decision and did not receive or  
5 become entitled to receive any form of payment as a result of ~~his or her~~ the person's  
6 appointment. Such persons shall not file either an assuming or leaving office statement.

7 (A) Any person who resigns a position within 30 days of the date of a notice from the  
8 filing officer shall do both of the following:

9 (1) File a written resignation with the appointing power; and

10 (2) File a written statement with the filing officer declaring under penalty of perjury that  
11 during the period between appointment and resignation ~~he or she~~ the person did not make,  
12 participate in the making, or use the position to influence any decision of the agency or receive,  
13 or become entitled to receive, any form of payment by virtue of being appointed to the position.

14 (6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

15 (A) Contents of Initial Statements.

16 Initial statements shall disclose any reportable investments, interests in real property and  
17 business positions held on the effective date of the code and income received during the 12  
18 months prior to the effective date of the code.

19 (B) Contents of Assuming Office Statements.

20 Assuming office statements shall disclose any reportable investments, interests in real  
21 property and business positions held on the date of assuming office or, if subject to State Senate  
22 confirmation or appointment, on the date of nomination, and income received during the 12

1 months prior to the date of assuming office or the date of being appointed or nominated,  
2 respectively.

3 (C) Contents of Annual Statements. Annual statements shall disclose any reportable  
4 investments, interests in real property, income and business positions held or received during the  
5 previous calendar year provided, however, that the period covered by an employee's first annual  
6 statement shall begin on the effective date of the code or the date of assuming office whichever  
7 is later, or for a board or commission member subject to Section 87302.6, the day after the  
8 closing date of the most recent statement filed by the member pursuant to Regulation 18754.

9 (D) Contents of Leaving Office Statements.  
10 Leaving office statements shall disclose reportable investments, interests in real property, income  
11 and business positions held or received during the period between the closing date of the last  
12 statement filed and the date of leaving office.

13 (7) Section 7. Manner of Reporting.  
14 Statements of economic interests shall be made on forms prescribed by the Fair Political  
15 Practices Commission and supplied by the agency, and shall contain the following information:

16 (A) Investment and Real Property Disclosure.  
17 When an investment or an interest in real property <sup>3</sup> is required to be reported, <sup>4</sup> the statement  
18 shall contain the following:

- 19 1. A statement of the nature of the investment or interest;
- 20 2. The name of the business entity in which each investment is held, and a general  
21 description of the business activity in which the business entity is engaged;
- 22 3. The address or other precise location of the real property;

1           4. A statement whether the fair market value of the investment or interest in real property  
2 equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

3           (B) Personal Income Disclosure. When personal income is required to be reported, <sup>5</sup> the  
4 statement shall contain:

5           1. The name and address of each source of income aggregating \$500 or more in value, or  
6 \$50 or more in value if the income was a gift, and a general description of the business activity,  
7 if any, of each source;

8           2. A statement whether the aggregate value of income from each source, or in the case of  
9 a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater  
10 than \$10,000, or greater than \$100,000;

11           3. A description of the consideration, if any, for which the income was received;

12           4. In the case of a gift, the name, address and business activity of the donor and any  
13 intermediary through which the gift was made; a description of the gift; the amount or value of  
14 the gift; and the date on which the gift was received;

15           5. In the case of a loan, the annual interest rate and the security, if any, given for the loan  
16 and the term of the loan.

17           (C) Business Entity Income Disclosure. When income of a business entity, including  
18 income of a sole proprietorship, is required to be reported, <sup>6</sup> the statement shall contain:

19           1. The name, address, and a general description of the business activity of the business  
20 entity;

21           2. The name of every person from whom the business entity received payments if the  
22 filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.



1 (D) Business Position Disclosure. When business positions are required to be reported, a  
2 designated employee shall list the name and address of each business entity in which ~~he or she~~  
3 the employee is a director, officer, partner, trustee, employee, or in which ~~he or she~~ the employee  
4 holds any position of management, a description of the business activity in which the business  
5 entity is engaged, and the designated employee's position with the business entity.

6 (E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving  
7 office statement, if an investment or an interest in real property was partially or wholly acquired  
8 or disposed of during the period covered by the statement, the statement shall contain the date of  
9 acquisition or disposal.

10 (8) Section 8. Prohibition on Receipt of Honoraria.

11 (A) No member of a state board or commission, and no designated employee of a state or  
12 local government agency, shall accept any honorarium from any source, if the member or  
13 employee would be required to report the receipt of income or gifts from that source on ~~his or her~~  
14 the member's or employee's statement of economic interests.

15 (B) This section shall not apply to any part-time member of the governing board of any  
16 public institution of higher education, unless the member is also an elected official.

17 (C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this  
18 section.

19 (D) This section shall not limit or prohibit payments, advances, or reimbursements for  
20 travel and related lodging and subsistence authorized by Section 89506.

21 (8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$520.

22 (A) No member of a state board or commission, and no designated employee of a state or  
23 local government agency, shall accept gifts with a total value of more than \$520 in a calendar

1 year from any single source, if the member or employee would be required to report the receipt  
2 of income or gifts from that source on ~~his or her~~ the member's or employee's statement of  
3 economic interests.

4 (B) This section shall not apply to any part-time member of the governing board of any  
5 public institution of higher education, unless the member is also an elected official.

6 (C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this  
7 section.

8 (8.2) Section 8.2. Loans to Public Officials.

9 (A) No elected officer of a state or local government agency shall, from the date of ~~his or~~  
10 ~~her~~ the election to office through the date that ~~he or she~~ the officer vacates office, receive a  
11 personal loan from any officer, employee, member, or consultant of the state or local government  
12 agency in which the elected officer holds office or over which the elected officer's agency has  
13 direction and control.

14 (B) No public official who is exempt from the state civil service system pursuant to  
15 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he  
16 or she holds office, receive a personal loan from any officer, employee, member, or consultant of  
17 the state or local government agency in which the public official holds office or over which the  
18 public official's agency has direction and control. This subdivision shall not apply to loans made  
19 to a public official whose duties are solely secretarial, clerical, or manual.

20 (C) No elected officer of a state or local government agency shall, from the date of ~~his or~~  
21 ~~her~~ the election to office through the date that ~~he or she~~ the officer vacates office, receive a  
22 personal loan from any person who has a contract with the state or local government agency to  
23 which that elected officer has been elected or over which that elected officer's agency has

1 direction and control. This subdivision shall not apply to loans made by banks or other financial  
2 institutions or to any indebtedness created as part of a retail installment or credit card transaction,  
3 if the loan is made or the indebtedness created in the lender's regular course of business on terms  
4 available to members of the public without regard to the elected officer's official status.

5 (D) No public official who is exempt from the state civil service system pursuant to  
6 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while  
7 ~~he or she~~ the official holds office, receive a personal loan from any person who has a contract  
8 with the state or local government agency to which that elected officer has been elected or over  
9 which that elected officer's agency has direction and control. This subdivision shall not apply to  
10 loans made by banks or other financial institutions or to any indebtedness created as part of a  
11 retail installment or credit card transaction, if the loan is made or the indebtedness created in the  
12 lender's regular course of business on terms available to members of the public without regard to  
13 the elected officer's official status. This subdivision shall not apply to loans made to a public  
14 official whose duties are solely secretarial, clerical, or manual.

15 (E) This section shall not apply to the following:

16 1. Loans made to the campaign committee of an elected officer or candidate for elective  
17 office.

18 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild,  
19 brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first  
20 cousin, or the spouse of any such persons, provided that the person making the loan is not acting  
21 as an agent or intermediary for any person not otherwise exempted under this section.

22 3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

23 4. Loans made, or offered in writing, before January 1, 1998.

1 (8.3) Section 8.3. Loan Terms.

2 (A) Except as set forth in subdivision (B), no elected officer of a state or local  
3 government agency shall, from the date of ~~his or her~~ the officer's election to office through the  
4 date ~~he or she~~ the officer vacates office, receive a personal loan of \$500 or more, except when  
5 the loan is in writing and clearly states the terms of the loan, including the parties to the loan  
6 agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments  
7 shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

8 (B) This section shall not apply to the following types of loans:

9 1. Loans made to the campaign committee of the elected officer.

10 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent,  
11 grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt,  
12 uncle, or first cousin, or the spouse of any such person, provided that the person making the loan  
13 is not acting as an agent or intermediary for any person not otherwise exempted under this  
14 section.

15 3. Loans made, or offered in writing, before January 1, 1998.

16 (C) Nothing in this section shall exempt any person from any other provision of Title 9 of  
17 the Government Code.

18 (8.4) Section 8.4. Personal Loans.

19 (A) Except as set forth in subdivision (B), a personal loan received by any designated  
20 employee shall become a gift to the designated employee for the purposes of this section in the  
21 following circumstances:

22 1. If the loan has a defined date or dates for repayment, when the statute of limitations for  
23 filing an action for default has expired.

1           2. If the loan has no defined date or dates for repayment, when one year has elapsed from  
2 the later of the following:

- 3           a. The date the loan was made.
- 4           b. The date the last payment of \$100 or more was made on the loan.
- 5           c. The date upon which the debtor has made payments on the loan aggregating to less  
6 than \$250 during the previous 12 months.

7           (B) This section shall not apply to the following types of loans:

- 8           1. A loan made to the campaign committee of an elected officer or a candidate for  
9 elective office.
- 10          2. A loan that would otherwise not be a gift as defined in this title.
- 11          3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which  
12 the creditor has taken reasonable action to collect the balance due.
- 13          4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which  
14 the creditor, based on reasonable business considerations, has not undertaken collection action.  
15 Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this  
16 paragraph has the burden of proving that the decision for not taking collection action was based  
17 on reasonable business considerations.
- 18          5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately  
19 discharged in bankruptcy.

20           (C) Nothing in this section shall exempt any person from any other provisions of Title 9  
21 of the Government Code.

22           (9) Section 9. Disqualification.

1 No designated employee shall make, participate in making, or in any way attempt to use  
2 ~~his or her~~ the employee's official position to influence the making of any governmental decision  
3 which ~~he or she~~ the employee knows or has reason to know will have a reasonably foreseeable  
4 material financial effect, distinguishable from its effect on the public generally, on the official or  
5 a member of ~~his or her~~ the official's immediate family or on:

6 (A) Any business entity in which the designated employee has a direct or indirect  
7 investment worth \$2,000 or more;

8 (B) Any real property in which the designated employee has a direct or indirect interest  
9 worth \$2,000 or more;

10 (C) Any source of income, other than gifts and other than loans by a commercial lending  
11 institution in the regular course of business on terms available to the public without regard to  
12 official status, aggregating \$500 or more in value provided to, received by or promised to the  
13 designated employee within 12 months prior to the time when the decision is made;

14 (D) Any business entity in which the designated employee is a director, officer, partner,  
15 trustee, employee, or holds any position of management; or

16 (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating  
17 \$500 or more provided to, received by, or promised to the designated employee within 12  
18 months prior to the time when the decision is made.

19 (9.3) Section 9.3. Legally Required Participation.

20 No designated employee shall be prevented from making or participating in the making  
21 of any decision to the extent ~~his or her~~ the employee's participation is legally required for the  
22 decision to be made. The fact that the vote of a designated employee who is on a voting body is

1 needed to break a tie does not make ~~his or her~~ the employees' participation legally required for  
2 purposes of this section.

3 (9.5) Section 9.5. Disqualification of State Officers and Employees.

4 In addition to the general disqualification provisions of section 9, no state administrative  
5 official shall make, participate in making, or use ~~his or her~~ the official's official position to  
6 influence any governmental decision directly relating to any contract where the state  
7 administrative official knows or has reason to know that any party to the contract is a person  
8 with whom the state administrative official, or any member of ~~his or her~~ the official's immediate  
9 family has, within 12 months prior to the time when the official action is to be taken:

10 (A) Engaged in a business transaction or transactions on terms not available to members  
11 of the public, regarding any investment or interest in real property; or

12 (B) Engaged in a business transaction or transactions on terms not available to members  
13 of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

14 (10) Section 10. Disclosure of Disqualifying Interest.

15 When a designated employee determines that ~~he or she~~ the employee should not make a  
16 governmental decision because ~~he or she~~ the employee has a disqualifying interest in it, the  
17 determination not to act may be accompanied by disclosure of the disqualifying interest.

18 (11) Section 11. Assistance of the Commission and Counsel.

19 Any designated employee who is unsure of ~~his or her~~ the duties under this code may request  
20 assistance from the Fair Political Practices Commission pursuant to Section 83114 and  
21 Regulations 18329 and 18329.5 or from the attorney for ~~his or her~~ the employee's agency,  
22 provided that nothing in this section requires the attorney for the agency to issue any formal or  
23 informal opinion.

1 (12) Section 12. Violations.

2 This code has the force and effect of law. Designated employees violating any provision  
3 of this code are subject to the administrative, criminal and civil sanctions provided in the  
4 Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a  
5 violation of the disqualification provisions of this code or of Section 87100 or 87450 has  
6 occurred may be set aside as void pursuant to Section 91003.

7 \_\_\_\_\_

8 <sup>1</sup> Designated employees who are required to file statements of economic interests under  
9 any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may  
10 expand their statement of economic interests to cover reportable interests in both jurisdictions,  
11 and file copies of this expanded statement with both entities in lieu of filing separate and distinct  
12 statements, provided that each copy of such expanded statement filed in place of an original is  
13 signed and verified by the designated employee as if it were an original. See Section 81004.

14 <sup>2</sup> See Section 81010 and Regulation 18115 for the duties of filing officers and persons in  
15 agencies who make and retain copies of statements and forward the originals to the filing officer.

16 <sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property  
17 does not include the principal residence of the filer.

18 <sup>4</sup> Investments and interests in real property which have a fair market value of less than  
19 \$2,000 are not investments and interests in real property within the meaning of the Political  
20 Reform Act. However, investments or interests in real property of an individual include those  
21 held by the individual's spouse and dependent children as well as a pro rata share of any  
22 investment or interest in real property of any business entity or trust in which the individual,



1 spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10  
2 percent or greater.

3 <sup>5</sup> A designated employee's income includes ~~his or her~~ the employee's community  
4 property interest in the income of ~~his or her~~ the employee's spouse but does not include salary or  
5 reimbursement for expenses received from a state, local or federal government agency.

6 <sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of  
7 the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In  
8 addition, the disclosure of persons who are clients or customers of a business entity is required  
9 only if the clients or customers are within one of the disclosure categories of the filer.

10 Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-  
11 87302, 89501, 89502 and 89503, Government Code.



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

**AGENDA REPORT**  
August 11, 2022  
Item No. 5 (Business)

**TO:** Local Agency Formation Commission  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Election of Chair and if necessary, Vice-Chair

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## Background

On August 1, 2022, LAFCo Chair Sashi McEntee resigned her seat on the Mill Valley City Council. With her resignation from the council she automatically vacated her seat on LAFCo. Based on Marin LAFCo policy the Vice-Chair takes on the responsibility of the Chair until the Chair is able to take on such responsibilities. Given that the Chair seat is currently empty that means the Vice Chair will act as Chair until the Commission takes action to fill the vacancy caused by the resignation.

The Chair shall serve as the immediate supervisor to the Executive Officer and is responsible for making committee appointments. Both the Chair and Vice-Chair can sign checks on behalf of LAFCo.

The voting members retain full discretion in proceeding with the selection process as collectively deemed appropriate, and compliant with the Brown Act.

Staff does not take a position on this subject matter and leaves it to the discretion of the Commission as a whole to decide.

While not making presumptions staff has arranged this item in a way so should the Commission wish to elect the Vice Chair to become Chair for the remainder of this term then the Commission can elect a new Vice Chair at this meeting if it wishes.

## Staff Recommendation for Action

1. Option 1 – Elect by a majority of voting members (a) Chair and (b) Vice-Chair to one-year terms commencing immediately and extending to May 2023, and/or until successors are elected.
2. Alternate Option – Continue consideration of this item to a future meeting and give staff any needed instructions or further action.

### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Item No. 6 (Business Item)

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Approval on Items Related to CALAFCO Conference in October 2022

### Background

The California Association of Local Agency Formation Commissions (CALAFCO) is holding its annual conference from October 19-21 in Newport Beach at the Hyatt Regency. Each year CALAFCO holds the elections for half of the seats on its Board of Directors. The Board is broken into 4 regions with each region having 4 seats, one representing each type of LAFCo member (County, City/Town, Special District, and Public Member), with 2 of the seats up for election in any given year. Marin LAFCo is part of the Coastal Region which this cycle will be electing members who serve as County and Special District members. CALAFCO has sent out the nomination forms for its board members. Staff has forwarded that information to our County and Special District members to let them know. As of the writing of this staff memo, no Marin LAFCo Commissioners that are eligible for these seats have told staff they want to run for the CALAFCO Executive Board. The Commission can nominate a candidate to serve in one of these seats (see attachment 1 for full details). In order to be included in the "Nomination of Candidates" packet that is sent prior to the conference, the nomination must be submitted by September 19. This will be our only meeting prior to that deadline, so if the Commission wants to make a nomination, the August 11 meeting is the one chance as a group to do so. Nominations can also be made at the conference during the regional breakout session but will not be included in the printed ballots.

As part of the CALAFCO annual conference, they host an awards banquet dinner. They released the awards nomination process too late for us to include it in the June meeting so we are reviewing it today (see attachment). Nominations are due tomorrow Friday, August 13. The Commission should review all categories and determine if it wishes to make any nominations this year. Last year we made 2 nominations but did not get either award. Staff views this in the end as a decision for the Commission to make.

In addition, Marin LAFCo will need to designate who our voting delegate and alternate delegate at the conference will be. The voting delegate needs to be present at the regional and business meeting to vote. So far, only Commissioner Barbara Coler has let staff know she will be attending the conference and no other Commissioners have indicated they will be attending this year's conference. In recent history, Marin LAFCo has used the following order: Chair, Vice-Chair, Regular Member, Alternate Member, Staff, to determine voting delegate and alternate voting delegate status. The Commission in the past has also given authority to the Chair to make any needed adjustments to the voting and alternate delegate based on changes on who will be able to attend.

#### Administrative Office

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1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
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City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

Finally, each Commissioner will need to decide if they wish to attend. Should any Commissioner plan to attend, please let staff know so proper reservations can be made on your behalf.

**Recommendation for Action**

Staff Recommendation – Staff views these matters as a decision for the Commission. Should the Commission wish to make nominations for the CALAFCO Board of Directors or Awards nominations they should do so tonight. In addition, the Commission should decide on who the voting and alternate delegate(s) will be for the Conference and give the Chair the authority to change voting delegates if needed.

Attachment:

- 1) CALAFCO Board of Directors Nomination packet
- 2) Awards Nomination packet

June 1, 2022

**To:** Local Agency Formation Commission  
Members and Alternate Members

**From:** Jo MacKenzie, Committee Chair  
CALAFCO Board Election Committee  
CALAFCO Board of Directors



**RE: Nominations for 2022/2023 CALAFCO Board of Directors**

Nominations are now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	SOUTHERN REGION	NORTHERN REGION	COASTAL REGION
County Member District Member	City Member Public Member	City Member Public Member	County Member District Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

**MONDAY, SEPTEMBER 19, 2022 at 5:00 PM**

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal, and operational issues that affect us all. The Board meets four to five times each year, with half of the meetings currently being held virtually and the rest being held at alternate sites around the state.

Board seats are for a two-year term, with no term limits, and any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat. The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 20, 2022 at the Hyatt Regency John Wayne Airport in Newport Beach, California.

*Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Résumé Form or provide the specified information in another format other than a résumé.*



**Please note that completed nomination forms and all materials must be RECEIVED by the CALAFCO Executive Director no later than Monday, September 19, 2022 at 5:00 p.m.**

Returning the nomination form prior to that deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Forms and materials may either be emailed to [info@calafco.org](mailto:info@calafco.org) or mailed to:

CALAFCO Election Committee c/o Executive Director  
California Association of Local Agency Formation Commissions  
1020 12<sup>th</sup> Street, Suite 222  
Sacramento, California 95814

Nominations received by the September 19th deadline will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 4, 2022, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than 5:00 pm on Monday, September 19, 2022, with completed absentee ballots returned by 5:00 p.m. on Friday, October 14, 2022.**

#### NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **June 1** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 19** – Completed Nomination packet due
- **September 19** – Request for an absentee/electronic ballot due
- **September 19** – Voting delegate name due to CALAFCO
- **October 4** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 4** – Distribution of requested absentee/electronic ballots.
- **October 14** – Absentee ballots due to CALAFCO
- **October 20** - Elections

If you have any questions about the election process, please contact me at [jmackenzie@calafco.org](mailto:jmackenzie@calafco.org) or by calling 760-743-7969. You may also contact CALAFCO Executive Director René LaRoche at [rlaroche@calafco.org](mailto:rlaroche@calafco.org) or by calling 916-442-6536.

Members of the 2022/2023 CALAFCO Election Committee are:

Jo MacKenzie, Chair  
[jmackenzie@calafco.org](mailto:jmackenzie@calafco.org)

San Diego LAFCo (Southern Region)  
760-743-7969

Bill Connelly  
[bconnelly@calafco.org](mailto:bconnelly@calafco.org)

Butte LAFCo (Northern Region)  
530-538-6834

Margie Mohler  
[mmohler@calafco.org](mailto:mmohler@calafco.org)

Napa LAFCo (Coastal Region)  
707-287-6911

Daniel Parra  
[dparra@calafco.org](mailto:dparra@calafco.org)

Fresno LAFCo (Central Region)  
559-834-3113

Additionally, you will also find attached for your reference a copy of the CALAFCO Board of Directors Nomination and Election Procedures, as well as the current listing of Board Members and corresponding terms of office.

*I sincerely hope that you will consider joining us!*

## **Board of Directors Nomination and Election Procedures and Forms**

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

### **1. APPOINTMENT OF AN ELECTION COMMITTEE:**

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a CALAFCO regional officer to serve as staff in cooperation with the Executive Director.
- c. Each regional officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

### **2. ANNOUNCEMENT TO ALL MEMBER LAFCoS:**

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
  - i. A statement clearly indicating which offices are subject to the election.
  - ii. A regional map including LAFCoS listed by region.
  - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."
  - iv. The names of the Election Committee members and the name of their LAFCo, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.
  - v. The email address and physical address to send the nominations forms.
  - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
  - vii. The specific date by which all voting delegate names are due.
  - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will

**Key Timeframes for  
Nominations Process**

Days*	
120	Nomination announcement
30	Nomination deadline
14	Committee report released

\*Days prior to annual membership meeting

distribute the absentee ballots, and the date by which they must be received by the Executive Director.

- b. A copy of these procedures shall be posted on the web site.

### **3. THE ELECTION COMMITTEE:**

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned regional officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the regional officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a regional officer from a region other than their own, as assigned by the Executive Director
- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

### **4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING**

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.



- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

**5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:**

- a. The Presiding Officer shall:
  - i. Review the election procedure with the membership of their region.
  - ii. Present the Election Committee Report (previously distributed).
  - iii. Call for nominations from the floor by category for those seats subject to this election:
    - 1. For city member.
    - 2. For county member.
    - 3. For public member.
    - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a “Candidates Forum”. Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:
  - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
    - 1. Name the nominees and offices for which they are nominated.
    - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
  - ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
    - 1. Poll the LAFCos in good standing by written ballot.
    - 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.

3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
  4. With assistance from the regional officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. A majority of the total number of LAFCos in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
  2. The nominee receiving the majority of votes cast is elected.
  3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
  4. In case of tie votes:
    - a. A second run-off election shall be held with the same two nominees.
    - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

## **6. ADDITIONAL PROCEDURES**

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

## **7. LOSS OF ELECTION IN HOME LAFCO**

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

## **8. FILLING BOARD VACANCIES**

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

# CALAFCO's Four Regions



The counties in each of the four regions consist of the following:

**Northern Region**

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Nevada  
Plumas  
Shasta  
Sierra  
Siskiyou  
Sutter  
Tehama  
Trinity  
Yuba

**CONTACT:** Steve Lucas  
Butte LAFCo  
slucas@buttecounty.net

**Southern Region**

Orange  
Los Angeles  
Imperial  
Riverside  
San Bernardino  
San Diego

**CONTACT:** Gary Thompson  
Riverside LAFCo  
gthompson@lafco.org

**Coastal Region**

Alameda  
Contra Costa  
Marin  
Monterey  
Napa  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz  
Solano  
Sonoma  
Ventura

**CONTACT:** Dawn Longoria  
Napa LAFCo  
dlongori@napa.lafco.ca.gov

**Central Region**

Alpine  
Amador  
Calaveras  
El Dorado  
Fresno  
Inyo  
Kings  
Madera  
Mariposa  
Merced  
Mono  
Placer  
Sacramento  
San Joaquin  
Stanislaus  
Tulare  
Tuolumne  
Yolo

**CONTACT:** José Henriquez  
Sacramento LAFCo  
henriquez@saccounty.net

## CURRENT BOARD MEMBERS AND TERMS

<b>NAME</b>	<b>REGION</b>	<b>TYPE &amp; TERM</b>
Bill Connelly, <b>Vice Chair</b>	Butte <i>Northern</i>	County (2023)
Blake Inscore	Del Norte <i>North</i>	City (2022)
Gay Jones	Sacramento <i>Central</i>	District (2022)
Michael Kelley	Imperial <i>Southern</i>	County (2023)
Debra Lake	Humboldt <i>Northern</i>	District (2023)
Chris Lopez	Monterey <i>Coastal</i>	County (2022)
Daron McDaniel	Merced <i>Central</i>	County (2022)
Michael McGill	Contra Costa <i>Coastal</i>	District (2022)
Derek McGregor	Orange <i>Southern</i>	Public (2022)
Jo MacKenzie	San Diego <i>Southern</i>	District (2023)
Margie Mohler, <b>Treasurer</b>	Napa <i>Coastal</i>	City (2023)
<b>Anita Paque, Chair</b>	Calaveras <i>Central</i>	Public (2023)
Daniel Parra	Fresno <i>Central</i>	City (2023)
Shane Stark	Santa Barbara <i>Coastal</i>	Public (2023)
Josh Susman	Nevada <i>Northern</i>	Public (2022)
Acquanetta Warren, <b>Secretary</b>	San Bernardino <i>Southern</i>	City (2022)

**Board of Directors**

**2022/2023 Nominations Form**

***Nomination to the CALAFCO Board of Directors***

In accordance with the Nominations and Election Procedures of CALAFCO,

\_\_\_\_\_ LAFCo of the \_\_\_\_\_ Region

Nominates \_\_\_\_\_

for the (check one)     City     County     Special District     Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual  
Membership Meeting of the Association.

\_\_\_\_\_ LAFCo Chair

\_\_\_\_\_ Date

**NOTICE OF DEADLINE**

Nominations must be received by **September 19, 2022 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to:

CALAFCO Election Committee  
CALAFCO  
1020 12<sup>th</sup> Street, Suite 222  
Sacramento, CA 95814

Or email to: [info@calafco.org](mailto:info@calafco.org)

Date Received

CALIFORNIA ASSOCIATION OF  
LOCAL AGENCY FORMATION  
COMMISSIONS



**Board of Directors**  
**2022/2023 Candidate Résumé Form**  
**(Complete both pages)**

Nominated By: \_\_\_\_\_ LAFCo Date: \_\_\_\_\_

Region (please check one):  Northern  Coastal  Central  Southern

Category (please check one):  City  County  Special District  Public

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Office \_\_\_\_\_ Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

**NOTICE OF DEADLINE**

Nominations must be received by **September 19, 2022 at 5:00 p.m.** to be considered by the Election Committee.

Send completed nominations to:

CALAFCO Election Committee  
CALAFCO  
1020 12<sup>th</sup> Street, Suite 222  
Sacramento, CA 95814

Or email to: [info@calafco.org](mailto:info@calafco.org)



**Date:** June 8, 2022

**To:** CALAFCO Members  
LAFCo Commissioners and Staff  
Other Interested Organizations

**From:** Blake Inscore, Committee Chair  
CALAFCO Achievement Awards Committee  
CALAFCO Board of Directors



**Subject: 2022 CALAFCO Achievement Award Nominations Period Open**

**Deadline: 5:00 p.m., Friday, August 12, 2022**

On behalf of the Association, I am pleased to announce that the nomination period for the 2022 CALAFCO Achievement Awards is now open!

Each year, CALAFCO is honored to recognize outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at its Annual Conference Achievement Awards Ceremony. This year's ceremony will be held on October 20 at the Hyatt Regency Newport Beach John Wayne Airport, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who have gone *above and beyond* over the last year to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition based on the criteria outlined.

Before submitting a nomination, *please carefully review the nomination instructions and the criteria for each award as incomplete nominations, and nominations that do not adhere to the submission guidelines, will not be considered by the Committee.*

#### ACHIEVEMENT AWARDS NOMINATION PROCEDURE:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization.
2. Each nomination must meet the specific award category criteria for consideration. The Committee will not consider any nomination for an award for any category other than the one for which it was submitted. Duplicate nominations *will not be considered by the Committee.*
3. Nominations *must be submitted with a completed nomination form.* Please use a separate form for each nomination. The form is your opportunity to highlight the most important points of your nomination.
4. Nomination *Executive Summaries* must be *limited to no more than 250 words in length.* Nomination *Summaries* must be *limited to no more than 1,000 words or 2 pages in length maximum.* You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*

5. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. ***Limit supporting documentation to no more than 3 pages.*** If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount ***will not be considered by the Committee.***
6. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
7. **Nominations and supporting materials must be received no later than 5:00 p.m., Friday, August 12, 2022.** Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer  
[slucas@buttecounty.net](mailto:slucas@buttecounty.net)

*You may contact Steve Lucas, CALAFCO Executive Officer, at [slucas@buttecounty.net](mailto:slucas@buttecounty.net) or (530) 538-7784 with any questions.*

### Members of the 2022 CALAFCO Board of Directors Awards Committee

**Board Members:**

<i>Blake Inscore, Committee Chair (Del Norte LAFCo, North Region)</i>	<a href="mailto:binscore@calafco.org">binscore@calafco.org</a>
<i>Debra Lake (Humboldt LAFCo, Northern Region)</i>	<a href="mailto:dlake@calafco.org">dlake@calafco.org</a>
<i>Daniel Parra (Fresno LAFCo, Central Region)</i>	<a href="mailto:dparra@calafco.org">dparra@calafco.org</a>
<i>Shane Stark (Santa Barbara LAFCo, Coastal Region)</i>	<a href="mailto:mmohler@calafco.org">mmohler@calafco.org</a>
<i>Acquanetta Warren (San Bernardino LAFCo, Southern Region)</i>	<a href="mailto:awarren@calafco.org">awarren@calafco.org</a>

**Regional Officer Members:**

<i>José Henriquez, CALAFCO Deputy Executive Officer (Central Region)</i>	<a href="mailto:henriquezj@saccounty.net">henriquezj@saccounty.net</a>
<i>Steve Lucas, CALAFCO Executive Officer (Northern Region)</i>	<a href="mailto:slucas@buttecounty.net">slucas@buttecounty.net</a>
<i>Dawn Longoria, CALAFCO Deputy Executive Officer (Coastal Region)</i>	<a href="mailto:dlongori@napa.lafco.ca.gov">dlongori@napa.lafco.ca.gov</a>
<i>Gary Thompson, CALAFCO Deputy Executive Officer (Southern Region)</i>	<a href="mailto:gthompson@lafco.org">gthompson@lafco.org</a>

**Included as attachments:**

- 2022 Achievement Award nomination form
- Achievement Award categories, nomination and selection criteria
- Listing of prior Achievement Award recipients





## **Achievement Award Nomination Form**

**NOMINEE - Person or Agency Being Nominated**

Name:

Organization:

Address:

Phone:

E-mail:

**NOMINATION CATEGORY** (check one – see category criteria on attached sheet)

- Outstanding CALAFCO Volunteer
- Outstanding CALAFCO Associate Member
- Outstanding Commissioner
- Outstanding LAFCo Professional
- Mike Gotch Excellence in Public Service (choose one category below)
  - Protection of agricultural and open space lands and prevention of sprawl*
  - Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*
- Legislator of the Year (must be approved by the full CALAFCO Board)
- Lifetime Achievement Award

**NOMINATION SUBMITTED BY:**

Name:

Organization:

Address:

Phone:

E-mail:



**2022 Achievement Award Nominations  
Due by Friday, August 12, 2022 at 5:00 p.m.**

**EXECUTIVE SUMMARY**

In no more than 250 words, summarize why this recipient is the most deserving of this award.



**2022 Achievement Award Nominations**  
**Due by Friday, August 12, 2022 at 5:00 p.m.**

**NOMINATION SUMMARY**

Please indicate the reasons why this person or agency deserves to be recognized (this section must be no more than 1,000 words or 2 pages maximum).



## **CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA**

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are now open and being accepted until **5:00 p.m., Friday, August 12, 2022** in the following categories:

### **OUTSTANDING CALAFCO VOLUNTEER**

#### Award Summary:

Recognizes a CALAFCO volunteer who has provided exemplary service during the past year. Exemplary service is service which clearly goes above and beyond that which is asked or expected in the charge of their responsibilities. This category may include a CALAFCO Board member, regional officer, program volunteer, or any other requested volunteer.

#### Nomination criteria:

1. Nominee must have volunteered for the Association during the year in which the nomination is being made.
2. Nominee does not have to be a CALAFCO member.
3. Volunteer efforts must have demonstrated the individual going above and beyond what was asked/expected with positive and effective results.
4. Nominee can be a CALAFCO Board member, regional officer, program volunteer or any other volunteer.

#### Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee, regardless of their position or role as a volunteer. Only the contributions and outcomes shall be considered, not the individual's position.
3. The extent of the volunteerism and the overall impact to the statewide Association and membership based on that volunteerism shall be considered.
4. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

### **OUTSTANDING CALAFCO ASSOCIATE MEMBER**

#### Award Summary:

Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos and has helped elevate the role and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement. Further, the individual or firm has a proven commitment to the Association membership through volunteering time and resources to further the cause of LAFCo and CALAFCO.

#### Nomination criteria:

1. Nominee must be a CALAFCO Associate Member in good standing with the Association.
2. Nominee shall be an Associate Member for the full year in which the nomination is being made.
3. The Associate Member nominated shall have been an Associate Member in good standing with the Association for at least one year prior to the year for which the nomination is being made.
4. As an Associate Member, the nominee may be an individual, firm or agency.
5. The nominee may be an individual within an Associate Member firm or agency.
6. Nominee shall demonstrate that through their work as an Associate Member, the role and mission of LAFCo has been upheld and furthered.
7. Nominee must have proven cooperative and collaborative approaches to situations and

solutions that affect LAFCo statewide as an Associate Member.

8. Proven commitment to the Association's membership as an Associate Member by volunteering resources to the Association during the year in which the nomination is made.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. The level of volunteering time and resources to the Association shall be a consideration with all other nomination criteria.

## **OUTSTANDING COMMISSIONER**

Award Summary:

Presented to an individual Commissioner for extraordinary service to his or her Commission. Extraordinary service is considered actions above and beyond those required in the course of fulfilling their statutory responsibilities as a Commissioner. It requires consistently demonstrating independent judgment on behalf of the interest of the entire county, developing innovative and collaborative solutions to local issues, and leading the commission and community by example.

Nomination criteria:

1. Nominee must be a Commissioner of a LAFCo in good standing with the Association.
2. Nominee shall be a Commissioner for the full year in which the nomination is being made.
3. Proven demonstration of consistently exercising independent judgment for the greater good of the County is required.
4. Proven leadership of the commission and the community through collaborative, innovative and creative solutions to local issues is required.
5. Proven effective results and outcomes shall be demonstrated in the nomination.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Representation type (city-county-district-public) shall not be a consideration nor shall be the size or geographic area of the LAFCo on which the Commissioner serves.
4. The overall impact of the leadership of the Commissioner shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

## **OUTSTANDING LAFCo PROFESSIONAL**

Award Summary:

Recognizes an Executive Officer, Staff Analyst, Clerk, Legal Counsel or any other LAFCo staff person for exemplary service during the past year. Exemplary service is considered actions which clearly go above and beyond that which is asked, expected, or required in the charge of their LAFCo responsibilities.

Nomination criteria:

1. Nominee must be a staff person of a LAFCo in good standing with the Association.
2. Nominee shall be a staff person for the full year in which the nomination is being made.
3. As a staff person, the nominee can be either an employee of the LAFCo or a contractor providing employee-type services to the LAFCo.
4. Efforts must be demonstrated that the individual has consistently gone above and beyond or outside the scope of their role or job responsibilities, with proven results that otherwise would not have occurred.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Position within a LAFCo shall not be a consideration, nor shall be the size or geographic area of the LAFCo.

4. The overall impact of the LAFCo professional to their LAFCo and the greater community shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

## **LIFETIME ACHIEVEMENT AWARD**

### Award Summary:

Recognizes any individual who has made extraordinary contributions to the statewide LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least twenty (20) years.

### Nomination criteria:

1. Nomination must be received from a member LAFCo or Associate Member in good standing with the Association.
2. A minimum of 20 years direct involvement with the LAFCo community is required for consideration.
3. During that time, nominee shall have a proven positive impact and effect on the support and evolution of LAFCos statewide.
4. This includes advocacy of LAFCos statewide through legislation, developing creative and innovative solutions to LAFCo issues that serve beyond their LAFCo to the greater good, and collaborative stakeholder approaches to issues and opportunities to further the cause and mission of LAFCo.

### Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Preference may be given to nominees who also have proven experience volunteering for CALAFCO through a regional officer role, serving on committees, serving on the CALAFCO Board, or any other method of volunteering for the Association that serves to promote and support the mission and work of LAFCos throughout the state.

## **LEGISLATOR OF THE YEAR**

### Award Summary:

Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals that have a statewide effect. The recipient shall have demonstrated clear support and effort to further the cause and ability of LAFCos to fulfill their statutory mission. Selected by CALAFCO Board by super majority.

### Nomination criteria:

1. Nominee shall be a California State legislator during the full year in which the nomination was made.
2. Nominee must have demonstrated extraordinary leadership in the Legislature on behalf of LAFCos statewide, with efforts resulting in a positive impact for all LAFCos.

### Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. All Legislator of the Year nominations shall be forwarded by the Achievement Awards Committee to the Board for consideration.
3. Selection of the recipient of this award shall be done with a super majority approval of the Board (present at the time of the vote).



## **MIKE GOTCH EXCELLENCE IN PUBLIC SERVICE AWARD**

### Award Summary:

Awarded to an individual, group or agency for actions that rise above expected or common functions or actions that are LAFCo-related; *and* reduce or eliminate common institutional roadblocks; *and* result in a truly extraordinary public service outcome. Individuals, a LAFCo, or collaborative effort among multiple LAFCos or a LAFCo with other entities are eligible. Other entities shall be decision-making bodies at the local, regional or state level. This award has the following two distinct categories, each focusing on specific areas of the LAFCo mission:

1. *Protection of agricultural and open space lands and prevention of sprawl*
2. *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*

### Award categories:

#### **Protection of agricultural and open space lands and prevention of sprawl**

Includes the development and implementation of programs or other actions associated with agriculture, water, flood control, parks and recreation, habitat conservation plans and public lands. Demonstrates the recipient has identified, encouraged and ensured the preservation of agricultural and open space lands. Proven actions that encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands. Includes demonstrated consideration given in decisions to Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, and sustainable communities.

#### **Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services**

Includes the development and implementation of innovate support and systems within internal LAFCo operations in the support of local agencies. Actions produce systemic and sustainable improvements and innovation of local government. Proven facilitation of constructive discussions with local and regional agencies and proactive outreach to local and regional agencies as well as local stakeholders and communities to identify issues and solutions and demonstrated action as a coordinating agency in offering and supporting unique local solutions to meet local challenges. Successful demonstration of development of capacities and abilities of local agencies. Provide tools and resources to local agencies to address aging infrastructure, fiscal challenges and the maintenance of existing services. Demonstrated action to streamline the provision of local services with proven results that services are consistent or have been improved as a result, with little to no increased cost to the consumer. Focused efforts and proven results to ensure delivery of services to all communities, especially disadvantaged communities.

### Nomination criteria:

1. Clear demonstration that the actions rise above expected or common functions or actions.
2. The actions reduced or eliminated common institutional roadblocks.
3. The actions clearly proven a truly extraordinary public service outcome that is systemic and sustainable.
4. Identified unique circumstances and factors leading to the solution/project.
5. The innovative steps taken by the LAFCo or entity/entities/individual to solve the problem, overcome the situation, or to take action.
6. Clear description of the results/outcomes of the work and the short- and long-term effects.
7. How this work can be promoted as a LAFCo best practice.
8. Clear demonstration how this nomination meets all criteria.

### Selection Criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee within each category. The size or geographic area of the LAFCo within a given category shall not be a consideration.
3. The overall impact of the actions and outcomes to the greater community being served shall be considered.
4. The level of impact based on the required nomination criteria shall be considered.



## **PREVIOUS CALAFCO ACHIEVEMENT AWARD RECIPIENTS**

### **2020 – 2021** (2 year period due to the pandemic)

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Outstanding Associate Member	<b>Planwest Partners</b>
Outstanding Commissioner	<b>Olin Woods</b> , Yolo LAFCo
Outstanding LAFCo Professional	<b>Crystal Craig</b> , Riverside LAFCo
Mike Gotch Protection of Ag and Open Space Lands & Prevention of Urban Sprawl	<b>Napa LAFCo</b>
Mike Gotch Courage & Innovation in Local Government Leadership Award	<b>Yolo LAFCo</b>
Lifetime Achievement Award	<b>Jerry Glabach</b> , Los Angeles LAFCo

### **2019**

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Distinguished Service Award	<b>Charley Wilson</b> , Orange LAFCo
Most Effective Commission	<b>Contra Costa LAFCo</b>
Outstanding Commissioner	<b>Jim DeMartini</b> , Stanislaus LAFCo
Outstanding LAFCo Professional	<b>David Church</b> , San Luis Obispo LAFCo
Project of the Year	<b>Orange LAFCo</b> , for <i>San Juan Capistrano Utilities MSR</i>
Government Leadership Award	<b>CA State Water Resources Control Board, Los Angeles County and Los Angeles LAFCo</b> , for <i>Sativa Water District Butte LAFCo</i>
Mike Gotch Courage & Innovation in Local Government Leadership Award	
Legislator of the Year	<b>Assembly Member Mike Gipson</b>
Lifetime Achievement Award	<b>John Benoit</b> , various LAFCos, <b>Jurg Heuberger</b> , Imperial LAFCo

### **2018**

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Distinguished Service Award	<b>John Withers</b> , Orange LAFCo
Most Effective Commission	<b>Santa Clara LAFCo</b>
Outstanding Commissioner	<b>Margie Mohler</b> , Napa LAFCo
Outstanding LAFCo Professional	<b>George Williamson</b> , Del Norte LAFCo
Outstanding LAFCo Clerk	<b>Elizabeth Valdez</b> , Riverside LAFCo
Outstanding CALAFCO Associate Member	<b>Best Best &amp; Krieger</b>
Project of the Year	<b>Lake LAFCo</b> , water services consolidation
Government Leadership Award	<b>City of Porterville, County of Tulare, Dept. of Water Resources, State Water Resources Control Board, Governor's Office of Emergency Services, Self Help Enterprises, Community Water Center</b> for East Porterville water supply project
Mike Gotch Courage & Innovation in Local Government Leadership Award	<b>Mike Ott</b> , San Diego LAFCo
Legislator of the Year	<b>Assembly Member Anna Caballero</b>
Lifetime Achievement Award	<b>Pat McCormick</b> , Santa Cruz LAFCo, <b>George Spiliotis</b> , Riverside LAFCo

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**2017**

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Most Effective Commission	<b>Los Angeles LAFCo</b>
Outstanding CALAFCo Member	<b>Sblend Sblendorio</b> , Alameda LAFCo
Outstanding Commissioner	<b>John Marchand</b> , Alameda LAFCo
Outstanding LAFCo Professional	<b>Paul Novak</b> , Los Angeles LAFCo
Outstanding LAFCo Clerk	<b>Richelle Beltran</b> , Ventura LAFCo
Outstanding CALAFCo Associate Member Project of the Year	<b>Policy Consulting Associates</b> <b>County Services MSR</b> , Butte LAFCo, and <b>Santa Rosa Annexation</b> , Sonoma LAFCo
Government Leadership Award Lifetime Achievement Award	<b>San Luis Obispo County Public Works Dept.</b> <b>Kathy Rollings McDonald</b> (San Bernardino)

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**2016**

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Distinguished Service Award	<b>Peter Brundage</b> , Sacramento LAFCo
Most Effective Commission	<b>San Luis Obispo LAFCo</b>
Outstanding CALAFCo Member	<b>John Leopold</b> , Santa Cruz LAFCo
Outstanding Commissioner	<b>Don Tatzin</b> , Contra Costa LAFCo
Outstanding LAFCo Professional	<b>Steve Lucas</b> , Butte LAFCo
Outstanding LAFCo Clerk	<b>Cheryl Carter-Benjamin</b> , Orange LAFCo
Project of the Year	<b>Countywide Water Study</b> , (Marin LAFCo)
Government Leadership Award Lifetime Achievement Award	<b>Southern Region of CALAFCo</b> <b>Bob Braitman</b> (retired Executive Officer)

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**2015**

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Mike Gotch Courage & Innovation in Local Government Leadership Award	<b>Yuba County Water Agency</b>
Distinguished Service Award	<b>Mary Jane Griego</b> , Yuba LAFCo
Most Effective Commission	<b>Butte LAFCo</b>
Outstanding CALAFCo Member	<b>Marjorie Blom</b> , formerly of Stanislaus LAFCo
Outstanding Commissioner	<b>Matthew Beekman</b> , formerly of Stanislaus LAFCo
Outstanding LAFCo Professional	<b>Sam Martinez</b> , San Bernardino LAFCo
Outstanding LAFCo Clerk	<b>Terri Tuck</b> , Yolo LAFCo
Project of the Year	<b>Formation of the Ventura County Waterworks District No. 38</b> (Ventura LAFCo) and <b>2015 San Diego County Health Care Services five-year sphere of influence and service review report</b> (San Diego LAFCo)
Government Leadership Award	<b>The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency</b>
CALAFCo Associate Member of the Year Legislators of the Year Award Lifetime Achievement Award	<b>Michael Colantuono</b> of Colantuono, Highsmith & Whatley <b>Assembly member Chad Mayes</b> <b>Jim Chapman</b> (Lassen LAFCo) and <b>Chris Tooker</b> (formerly of Sacramento LAFCo)

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**2014**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award  
Most Effective Commission  
Outstanding CALAFCO Member  
Outstanding Commissioner  
Outstanding LAFCo Professional  
Outstanding LAFCo Clerk  
Project of the Year

**David Church**, San Luis Obispo LAFCo  
**Kate McKenna**, Monterey LAFCo  
**Santa Clara LAFCo**  
**Stephen Lucas**, Butte LAFCo  
**Paul Norsell**, Nevada LAFCo  
**Kate McKenna**, Monterey LAFCo  
**Paige Hensley**, Yuba LAFCo  
**LAFCo Procedures Guide: 50<sup>th</sup> Year Special Edition**,  
San Diego LAFCo

Government Leadership Award  
  
Legislators of the Year Award  
Lifetime Achievement Award

**Orange County Water District, City of Anaheim, Irvine Ranch  
Water District, and Yorba Linda Water District**  
**Assembly member Katcho Achadjian**  
**Susan Wilson**, Orange LAFCo

### **2013**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award  
Most Effective Commission  
Outstanding CALAFCO Member  
Outstanding Commissioner  
Outstanding LAFCo Professional  
LAFCo Outstanding LAFCo Clerk  
Project of the Year

**Simón Salinas**, Commissioner, Monterey LAFCo  
**Roseanne Chamberlain**, Amador LAFCo  
**Stanislaus LAFCo**  
**Harry Ehrlich**, San Diego LAFCo  
**Jerry Gladbach**, Los Angeles LAFCo  
**Lou Ann Texeira**, Contra Costa  
**Kate Sibley**, Contra Costa LAFCo  
**Plan for Agricultural Preservation**, Stanislaus LAFCo

Government Leadership Award  
  
Legislators of the Year Award  
Lifetime Achievement Award

**Orange County LAFCo Community Islands Taskforce**,  
Orange LAFCo  
**Senators Bill Emmerson and Richard Roth**  
**H. Peter Faye**, Yolo LAFCo; **Henry Pellissier**, Los Angeles  
LAFCo; **Carl Leverenz**, Butte LAFCo; **Susan Vicklund-Wilson**,  
Santa Clara LAFCo.

### **2012**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award  
Most Effective Commission  
Outstanding CALAFCO Member  
  
Outstanding Commissioner  
LAFCo Outstanding LAFCo Professional  
Outstanding LAFCo Clerk  
Project of the Year

**Bill Chiat**, CALAFCO Executive Director  
**Marty McClelland**, Commissioner, Humboldt LAFCo  
**Sonoma LAFCo**  
**Stephen A. Souza**, Commissioner, Yolo LAFCo and  
CALAFCO Board of Directors  
**Sherwood Darington**, Monterey  
**Carole Cooper**, Sonoma LAFCo  
**Gwenna MacDonald**, Lassen LAFCo  
**Countywide Service Review & SOI Update**, Santa Clara  
LAFCo  
**North Orange County Coalition of Cities**, Orange LAFCo  
**P. Scott Browne**, Legal Counsel LAFCos

Government Leadership Award  
Lifetime Achievement Award

**2011**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award  
LAFCo Most Effective Commission  
Outstanding CALAFCO Member  
Outstanding Commissioner  
Outstanding LAFCo Professional  
Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

**Martin Tuttle**, Deputy Director for Planning, Caltrans  
**Mike McKeever**, Executive Director, SACOG  
**Carl Leverenz**, Commissioner and Chair, Butte  
**San Bernardino LAFCo**  
**Keene Simonds**, Executive Officer, Napa LAFCo  
**Louis R. Calcagno**, Monterey LAFCo  
**June Savala**, Deputy Executive Officer, Los Angeles LAFCo  
**Debbie Shubert**, Ventura LAFCo

**Cortese-Knox-Hertzberg Definitions Revision**  
Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper,  
and George Spiliotis

**Contra Costa Sanitary District**  
**Elsinore Water District and Elsinore Valley Municipal Water  
District**

**2010**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award

Most Effective Commission  
Outstanding CALAFCO Member  
Outstanding Commissioner  
Outstanding LAFCo Professional

Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

Special Achievement

**Helen Thompson**, Commissioner, Yolo LAFCo

**Kathleen Rollings-McDonald**, Executive Officer, San  
Bernardino LAFCo  
**Bob Braitman**, Executive Officer, Santa Barbara LAFCo

**Tulare LAFCo**

**Roger Anderson, Ph.D.**, CALAFCO Chair, Santa Cruz LAFCo

**George Lange**, Ventura LAFCo

**Harry Ehrlich**, Government Consultant, San Diego LAFCo

**Candie Fleming**, Fresno LAFCo

**Butte LAFCo**

Sewer Commission - Oroville Region Municipal Service  
Review

**Nipomo Community Services District** and the **County of San  
Luis Obispo**

**Chris Tooker**, Sacramento LAFCo and CALAFCO Board of  
Directors

**2009**

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Mike Gotch Courage & Innovation in  
Local Government Leadership Award  
Distinguished Service Award  
Most Effective Commission  
Outstanding CALAFCO Member

Outstanding Commissioner  
Outstanding LAFCo Professional  
Outstanding LAFCo Clerk

Project of the Year

Government Leadership Award

**Paul Hood**, Executive Officer, San Luis Obispo LAFCo

**William Zumwalt**, Executive Officer, Kings LAFCo  
**Napa LAFCo**

**Susan Vicklund Wilson**, CALAFCO Vice Chair  
**Jerry Gladbach**, CALAFCO Treasurer

**Larry M. Fortune**, Fresno LAFCo

**Pat McCormick**, Santa Cruz LAFCo Executive Officer

**Emmanuel Abello**, Santa Clara LAFCo

**Orange LAFCo** Boundary Report

**Cities of Amador City, Jackson, Ione, Plymouth & Sutter**

**Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project**

**Assembly Member Jim Silva**

Legislator of the Year Award

**2008**

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Distinguished Service Award

**Peter M. Detwiler**, Senate Local Government Committee  
Chief Consultant

Most Effective Commission

**Yuba LAFCo**

Outstanding Commissioner

**Dennis Hansberger**, San Bernardino LAFCo

Outstanding LAFCo Professional

**Michael Ott**, San Diego LAFCo Executive Officer  
**Martha Poyatos**, San Mateo Executive Officer

Outstanding LAFCo Clerk

**Wilda Turner**, Los Angeles LAFCo

Project of the Year

**Kings LAFCo**  
City and Community District MSR and SOI Update

Government Leadership Award

**San Bernardino Board of Supervisors**

Legislator of the Year Award

**Assembly Member Anna M. Caballero**

**2007**

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Outstanding CALAFCo Member

**Kathy Long**, Board Chair, Ventura LAFCo

Distinguished Service Award

**William D. Smith**, San Diego Legal

Counsel Most Effective Commission

**Santa Clara LAFCo**

Outstanding Commissioner

**Gayle Uilkema**, Contra Costa LAFCo

Outstanding LAFCo Professional

**Joyce Crosthwaite**, Orange LAFCo Executive Officer

Outstanding LAFCo Clerk

**Debby Chamberlin**, San Bernardino LAFCo

Project of the Year

**San Bernardino LAFCo and City of Fontana**  
Islands Annexation Program

Government Leadership Award

**City of Fontana - Islands Annexation Program**

Lifetime Achievement

**John T. "Jack" Knox**

**2006**

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Outstanding CALAFCo Member

**Everett Millais**, CALAFCo Executive Officer and Executive  
Officer of Ventura LAFCo

Distinguished Service Award

**Clark Alsop**, CALAFCo Legal Counsel

Most Effective Commission Award

**Alameda LAFCo**

Outstanding Commissioner Award

**Ted Grandsen**, Ventura LAFCo  
**Chris Tooker**, Sacramento LAFCo

Outstanding LAFCo Professional Award

**Larry Calemine**, Los Angeles LAFCo Executive Officer

Outstanding LAFCo Clerk Award

**Janice Bryson**, San Diego LAFCo  
**Marilyn Flemmer**, Sacramento LAFCo

Project of the Year Award

**Sacramento Municipal Utility District** Sphere of Influence  
Amendment and Annexation; **Sacramento LAFCo**

Outstanding Government Leadership Award

**Cities of Porterville, Tulare, and Visalia and Tulare LAFCo**  
Island Annexation Program

Legislator of the Year Award

**Senator Christine Kehoe**

**2005**

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Outstanding CALAFCo Member

**Peter Herzog**, CALAFCo Board, Orange LAFCo

Distinguished Service Award

**Elizabeth Castro Kemper**, Yolo LAFCo

Most Effective Commission Award

**Ventura LAFCo**

Outstanding Commissioner Award	<b>Art Aseltine</b> , Yuba LAFCo <b>Henri Pellissier</b> , Los Angeles LAFCo
Outstanding LAFCo Professional Award	<b>Bruce Baracco</b> , San Joaquin LAFCo
Outstanding LAFCo Clerk Award	<b>Danielle Ball</b> , Orange LAFCo
Project of the Year Award	<b>San Diego LAFCo</b> MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	<b>Sacramento Area Council of Governments (SACOG)</b>

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## 2004

Outstanding CALAFCO Member	<b>Scott Harvey</b> , CALAFCO Executive Director
Distinguished Service Award	<b>Julie Howard</b> , Shasta LAFCo
Most Effective Commission Award	<b>San Diego LAFCo</b>
Outstanding Commissioner Award	<b>Edith Johnsen</b> , Monterey LAFCo
Outstanding LAFCo Professional Award	<b>David Kindig</b> , Santa Cruz LAFCo
Project of the Year Award	<b>San Luis Obispo LAFCo</b> Nipomo CSD SOI Update, MSR, and EIR

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## 2003

Outstanding CALAFCO Member	<b>Michael P. Ryan</b> , CALAFCO Board Member
Distinguished Service Award	<b>Henri F. Pellissier</b> , Los Angeles LAFCo
Most Effective Commission Award	<b>San Luis Obispo LAFCo</b>
Outstanding Commissioner Award	<b>Bob Salazar</b> , El Dorado LAFCo
Outstanding LAFCo Professional Award	<b>Shirley Anderson</b> , San Diego LAFCo
Outstanding LAFCo Clerk Award	<b>Lori Fleck</b> , Siskiyou LAFCo
Project of the Year Award	<b>Napa LAFCo</b> Comprehensive Water Service Study
Special Achievement Award	<b>James M. Roddy</b>

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## 2002

Outstanding CALAFCO Member	<b>Ken Lee</b> , CALAFCo Legislative Committee Chair
Most Effective Commission Award	<b>San Diego LAFCo</b> Outstanding
Commissioner Award	<b>Ed Snively</b> , Imperial LAFCo
Outstanding LAFCo Professional Award	<b>Paul Hood</b> , San Luis Obispo LAFCo
Outstanding LAFCo Clerk Award	<b>Danielle Ball</b> , Orange LAFCo
Project of the Year Award	<b>San Luis Obispo LAFCo</b>
Outstanding Government Leadership Award	<b>Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins</b>

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## 2001

Outstanding CALAFCO Member	<b>SR Jones</b> , CALAFCO Executive Officer
Distinguished Service Award	<b>David Martin</b> , Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	<b>H. Peter Faye</b> , Yolo LAFCo
Outstanding LAFCo Professional Award	<b>Ingrid Hansen</b> , San Diego LAFCo
Project of the Year Award	<b>Santa Barbara LAFCo</b>
Outstanding Government Leadership Award	<b>Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council</b>
Legislator of the Year Award	<b>Senator Jack O'Connell</b>

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## 2000

Outstanding CALAFCO Member  
Distinguished Service Award

**Ron Wootton**, CALAFCO Board Chair  
**Ben Williams**, Commission on Local Governance for the  
21st Century

Most Effective Commission Award  
Outstanding Commissioner  
Outstanding LAFCo Professional Award  
Outstanding LAFCo Clerk Award  
Project of the Year Award  
Legislator of the Year Award

**Yolo LAFCo**  
**Rich Gordon**, San Mateo LAFCo  
**Annamaria Perrella**, Contra Costa LAFCo  
**Susan Stahmann**, El Dorado LAFCo  
**San Diego LAFCo**  
**Robert Hertzberg**, Assembly Member

### **1999**

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Distinguished Service Award  
Most Effective Commission Award  
Outstanding Executive Officer Award  
Outstanding LAFCo Clerk Award  
Most Creative Solution to a Multi-  
Jurisdictional Problem  
Outstanding Government Leadership Award  
Legislator of the Year Award

**Marilyn Ann Flemmer-Rodgers**, Sacramento LAFCo  
**Orange LAFCo**  
**Don Graff**, Alameda LAFCo  
**Dory Adams**, Marin LAFCo  
**San Diego LAFCo**  
**Assembly Member John Longville**  
**Assembly Member Robert Hertzberg**

### **1998**

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Outstanding CALAFCO Member  
Distinguished Service Award  
Most Effective Commission Award  
Outstanding Executive Officer Award  
Outstanding Staff Analysis  
  
Outstanding Government Leadership Award

**Dana Smith**, Orange LAFCo  
**Marvin Panter**, Fresno LAFCo  
**San Diego LAFCo**  
**George Spiliotis**, Riverside LAFCo  
**Joe Convery**, San Diego LAFCo  
**Joyce Crosthwaite**, Orange LAFCo  
**Santa Clara County Planning Department**

### **1997**

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Most Effective Commission Award  
Outstanding Executive Officer Award  
Outstanding Staff Analysis  
Outstanding Government Leadership Award  
Most Creative Solution to a Multi-  
Jurisdictional Problem  
Legislator of the Year Award

**Orange LAFCo**  
**George Finney**, Tulare LAFCo  
**Annamaria Perrella**, Contra Costa LAFCo  
**South County Issues Discussion Group**  
**Alameda LAFCo and Contra Costa LAFCo**  
  
**Assembly Member Tom Torlakson**







# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Item No. 7 (Business Item)

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Approval of Proclamation for Former Commissioner Sashi Sabaratnam

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### Background

The Commission will recognize the contributions of Commissioner Sashi Sabaratnam whose service began in October 2016 as the City Member.

Ms. Sabaratnam dedicated much of her time and effort to furthering the goals of Marin LAFCo and she will surely be missed.

### Staff Recommendation for Action

- 1) Staff recommendation – Approve and present Commissioner Sabaratnam with the attached proclamation.

#### Attachment:

1. Proclamation

#### Administrative Office

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www.marinlafco.org

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County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
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Barbara Coler, Regular  
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James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION  
PROCLAMATION IN HONOR OF  
SASHI SABARATNAM MCENTEE  
LAFCO COMMISSION MEMBER: OCTOBER 2016 - JULY 2022**



WHEREAS, Sashi McEntee has served as a Commissioner for the Marin Local Agency Formation Commission since October 2016, and as the Marin LAFCo Chair since June 2018 and has been voted Chair annually for four years; and

WHEREAS, Sashi is a City Member on LAFCo appointed by the Marin County Council of Mayors and Councilmembers (MCCMC) and she has served on the Mill Valley City Council for nearly seven years; and

WHEREAS, Sashi led the recruitment and hiring of Jason Fried as LAFCo's Executive Officer, worked to stabilize the staffing and budget, and ensured that the Commission got "on track" with its five-year Municipal Services Review study schedule; and

WHEREAS, she initiated the first-ever special study of countywide fire services and with staff developed a Shared Services Workshop held in April 2021; and

WHEREAS, Sashi was nominated by the Commission for the 2021 CALAFCO Outstanding LAFCo Commissioner award; and

WHEREAS, Sashi is a single mom of two wonderful young women, Ava and Sabrina, and their dog, Kyon—yet somehow also manages to work full time, serve on the Mill Valley Council, serve on several Boards/Committees, *AND* pursue a Master's degree—all at the same time, always excelling at all; and

WHEREAS, Sashi has clearly demonstrated her commitment and unwavering support to Marin LAFCo through her tireless efforts to overhaul the Marin LAFCo Policy Handbook, creation of LAFCo's first ever Personnel Handbook along with numerous changes to Commission protocols; and

WHEREAS, Sashi has moved her family to Sonoma County and thus sadly must leave the Mill Valley Council, LAFCo, and other associated Boards/Commissions she serves on for the City and MCCMC; and

WHEREAS, Sashi is respected by all she serves with on Marin LAFCo, due to her thoughtfulness, commitment, dedication, and conscientiousness; she has truly served the public with integrity and intelligence; and

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED**, that, in acknowledgment of her exemplary service and many contributions, Marin LAFCo sincerely thanks **Sashi Sabaratnam McEntee** and wishes her success in her future endeavors.

Signed this eleventh day of August 2022,

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Lew Kious, Marin LAFCo Vice Chair



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Executive Officer Report – Section A

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Budget Update for FY 2021-2022 and FY 2022-2023

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### Background

This budget report covers two different fiscal years, FY 21-22 and FY 22-23.

Marin Local Agency Formation Commission (LAFCo) adopted a budget for FY 2021-2022 totaling \$577,048.17. From July 1, 2021, through June 31, 2022, LAFCo has spent \$542,369.97. Our bookkeeper still needs to correct for when bills are paid and for other items that will need to be closed out so this may not be the final amount spent for FY 21-22. When completed we should still come in under budget having only spent about 94% of our budget for the year although, as mentioned, this is not the final report for the year.

There are two line-items that are over 100% for the year. Misc. Services (35) is over by \$231.68 but staff noticed one charge in this section is for costs associated with the workshop which occurred in FY 22-23 so will talk with the bookkeeper about whether that should be charged to FY 22-23 instead of FY 21-22 as it currently is. Salaries (100) is also just over the budgeted amount. Staff has noticed that in FY 22-23 the salary line item is lower than what staff would expect so staff needs to check with LAFCo's bookkeeper to make sure each payroll is properly entered into the system for the FY 21-22 fiscal year. Staff will report out at the Commission meeting on any updates regarding these items. All other line items came in at or under budget and as mentioned above, overall, we came in under budget for the year.

LAFCo adopted a budget for FY 2022-2023 totaling \$593,909.08. From July 1, 2022, through July 31, 2022, LAFCo has spent \$35,635.42. This report covers 1 month, which is about 8% of the year. We have already spent 6% of our budget this year. You will note three line-items are higher than the expected amount for where we are for being one month into the new FY. Two line-items, Membership and Dues (30) and General Insurance (15), consist of bills that have large sums that get paid in full at the start of the fiscal year in the case of line item 15 and are mostly paid for in the case of line item 30. The third item is Conferences (10) which covers two registrations for the CALAFCO Conference in October.

Finally for FY 22-23 we normally get our first report from the County in the middle of August on who has already paid their dues so that section has yet to be filled in since we have not received that report at the time of writing this memo.

#### Attachment:

- 1) FY 2021-2022 and FY 2022-2023 Budget Reports

#### Administrative Office

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Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

**Marin Local Agency Formation Commission**  
**21/22 BUDGET REPORT**  
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410 - Prior Year Carryover	13,119.81	70,500.00	-57,380.19	18.6%
400 - Agency Contributions	506,548.18	506,548.17	0.01	100.0%
<b>Total Income</b>	519,667.99	577,048.17	-57,380.18	90.1%
<b>Expense</b>				
<b>Services and Supplies</b>				
05 - Commissioner Per Diems	6,375.00	10,000.00	-3,625.00	63.8%
10 - Conferences	0.00	5,000.00	-5,000.00	0.0%
15 - General Insurance	5,452.65	6,500.00	-1,047.35	83.9%
20 - IT & Communications Services	16,023.04	17,000.00	-976.96	94.3%
25 - Legal Services	30,936.03	37,500.00	-6,563.97	82.5%
30 - Memberships & Dues	6,167.00	7,000.00	-833.00	88.1%
35 - Misc Services	2,231.68	2,000.00	231.68	111.6%
40 - Office Equipment Purchases	2,138.95	4,139.00	-2,000.05	51.7%
45 - Office Lease/Rent	34,559.17	34,559.17	0.00	100.0%
50 - Office Supplies & Postage	1,916.99	4,000.00	-2,083.01	47.9%
55 - Professional Services	37,323.65	39,000.00	-1,676.35	95.7%
60 - Publications/Notices	939.40	2,000.00	-1,060.60	47.0%
65 - Rent - Storage	1,032.90	1,150.00	-117.10	89.8%
70 - Training	204.00	1,700.00	-1,496.00	12.0%
75 - Travel - Mileage	21.88	3,500.00	-3,478.12	0.6%
<b>Total Services and Supplies</b>	145,322.34	175,048.17	-29,725.83	83.0%
<b>Salary and Benefit Costs</b>				
100 - Salaries	322,410.50	317,000.00	5,410.50	101.7%
120 - County of Marin - Group Health	30,556.61	34,000.00	-3,443.39	89.9%
130 - MCERA / Pension	44,080.52	45,000.00	-919.48	98.0%
140 - Retiree Health	0.00	6,000.00	-6,000.00	0.0%
<b>Total Salary and Benefit Costs</b>	397,047.63	402,000.00	-4,952.37	98.8%
<b>Total Expense</b>	542,369.97	577,048.17	-34,678.20	94.0%
<b>Net Ordinary Income</b>	-22,701.98	0.00	-22,701.98	100.0%

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Accrual Basis

**Marin Local Agency Formation Commission**  
**21/22 BUDGET REPORT**  
July 2021 through June 2022

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	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
900 - Interest Earnings	215.16			
910 - Fees for Services	22,486.82			
<b>Total Other Income</b>	<u>22,701.98</u>			
<b>Net Other Income</b>	<u>22,701.98</u>			
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**Marin Local Agency Formation Commission**  
**FY23 BUDGET REPORT**  
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410 · Prior Year Carryover	0.00	87,361.00	-87,361.00	0.0%
400 · Agency Contributions	0.00	506,548.00	-506,548.00	0.0%
<b>Total Income</b>	0.00	593,909.00	-593,909.00	0.0%
<b>Expense</b>				
<b>Services and Supplies</b>				
05 · Commissioner Per Diems	0.00	10,000.00	-10,000.00	0.0%
10 · Conferences	1,130.00	5,000.00	-3,870.00	22.6%
15 · General Insurance	5,327.12	6,500.00	-1,172.88	82.0%
20 · IT & Communications Services	1,132.35	18,000.00	-16,867.65	6.3%
25 · Legal Services	1,160.30	37,500.00	-36,339.70	3.1%
30 · Memberships & Dues	14,837.00	17,500.00	-2,663.00	84.8%
35 · Misc Services	118.38	2,000.00	-1,881.62	5.9%
40 · Office Equipment Purchases	0.00	4,139.00	-4,139.00	0.0%
45 · Office Lease/Rent	2,955.84	35,670.08	-32,714.24	8.3%
50 · Office Supplies & Postage	0.00	4,000.00	-4,000.00	0.0%
55 · Professional Services	0.00	24,000.00	-24,000.00	0.0%
60 · Publications/Notices	0.00	2,000.00	-2,000.00	0.0%
65 · Rent - Storage	0.00	650.00	-650.00	0.0%
70 · Training	0.00	1,700.00	-1,700.00	0.0%
75 · Travel - Mileage	0.00	3,500.00	-3,500.00	0.0%
<b>Total Services and Supplies</b>	26,660.99	172,159.08	-145,498.09	15.5%
<b>Salary and Benefit Costs</b>				
100 · Salaries	7,248.32	340,000.00	-332,751.68	2.1%
120 · County of Marin - Group Health	837.55	35,500.00	-34,662.45	2.4%
130 · MCERA / Pension	888.56	40,250.00	-39,361.44	2.2%
140 · Retiree Health	0.00	6,000.00	-6,000.00	0.0%
<b>Total Salary and Benefit Costs</b>	8,974.43	421,750.00	-412,775.57	2.1%
<b>Total Expense</b>	35,635.42	593,909.08	-558,273.66	6.0%
<b>Net Ordinary Income</b>	-35,635.42	-0.08	-35,635.34	44,544,275.0%
<b>Net Income</b>	<b>-35,635.42</b>	<b>-0.08</b>	<b>-35,635.34</b>	<b>44,544,275.0%</b>



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Executive Officer Report – Section B

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** **Current and Pending Proposals**

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### Background

The Commission is invited to discuss the item and provide direction to staff on any related matter as needed for future discussion and/or action.

LAFCo has received no new applications since the last Commission meeting in June. As is the custom of this report this will be the last report that shows all the completed items from FY 21-22. The report at the next Commission meeting will remove all those applications and only those items still needing Staff/Commission attention will remain in the chart.

Attachment:

1) Chart of Current and Pending Proposals

#### Administrative Office

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Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member



Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government Agency	Latest Update
1362	Waiting on Conditions for Approval	Outside Service Agreement with City of Mill Valley	Landowner Jon Grabham requests an Outside Service Agreement with the City of Mill Valley's sewer district for 11 Brighton Blvd., a parcel in unincorporated area adjacent to the City of Mill Valley. The property has a failing septic, which County EHS has determined is a public safety hazard. The City of Mill Valley has taken board action in favor of this OSA, and has no interest in annexing the property at this time.	City of Mill Valley	Approved by Commission on 2/11/22 waiting for conditions of approval to be completed
1366	Waiting on Conditions for Approval	Annexation of 21 & 23 Church Street	Landowners Benjamin Hodges, Melissa Omand, and Sarah Hodges (applicants) submitted an application requesting the annexation of 21 & 23 Church Street to Tomales Village Community Services District for sewer service to support development on the approx. 13.25 acre lot.	Tomales Village Community Services District	Approved by Commission on 6/9/22 waiting for conditions of approval to be completed
1346	Completed	Annexation of 4576 Paradise Drive	Sierra Pines Group LLC ("applicant") requests approval to annex one lot totaling 9.575 acres to the Town of Tiburon. The affected territory is near the Town of Tiburon with a situs address of 4576 Paradise Drive (038-142-02).	Town of Tiburon	Item has been completed
1354	Completed	Annexation of 345 Highland Ave.	Landowners Jennifer and Robert Andrews (applicants) submitted an application for the annexation of 345 Highland Avenue to SRSD. The parcel is approx. .98 acres and has a failing septic that necessitates their annexation to SRSD.	San Rafael Sanitation District	Item has been completed
1355	Completed	Annexation of 666 Sequoia Valley Road	Landowner Matthew Farnsworth requests annexation approval of 666 Sequoia Valley Road to Homestead Valley Sanitary District. The parcel is approx. .47 acres and has a failing septic that necessitates their annexation to HVSD.	Homestead Valley Sanitary District	Item has been completed
1356	Completed	Annexation of 105 Roblar Drive	Sonoma Marin Area Rail Transit (S.M.A.R.T.) requests annexation approval of 105 Roblar Drive to Novato Sanitary District. The parcel is approx. .82 acres, and annexing to the district may induce growth in the parcel in the form of industrial office buildings. Novato Sanitary District has submitted some terms for connection which S.M.A.R.T. has agreed to.	Novato Sanitary District	Item has been completed
1357	Completed	Annexation of 2090 Vineyard Road	Landowner requests annexation approval of 2090 Vineyard Road to Novato Sanitary District. The parcel is approx. .40 acres.	Novato Sanitary District	Item has been completed
1358	Completed	Annexation of 32 Fairway Drive	32 Fairway Dr, San Rafael, had a failed septic tank which needed an OSA to connect into San Rafael Sanitary District. This is the applicant's application to annex permanently into SRSD. The parcel is approx. 1.02 acres and has been receiving service from SRSD.	San Rafael Sanitary District	Item has been completed
1359	Completed	Annexation of 1996 Novato Blvd.	Landowner Leonardo Del Toro requests annexation approval of 1996 Novato Blvd to Novato Sanitary District. The parcel is approx. 1.10 acres and applied for annexation to connect to the sewer district and move off of septic as the owner plans to construct two additional dwelling units on the existing parcel.	Novato Sanitary District	Item has been completed
1360	Completed	Annexation of 4916 Ranch Road	Landowners Jacqui Bos and Eric McCrath request annexation approval of 4916 Ranch Road to Sanitary District 2 and the Town of Tiburon. The parcel is approx. 10.45 acres and is looking to move off of septic as the landowners remodel the existing single-family home. The annexation to Town of Tiburon was initiated because of the dual annexation policy.	Sanitary District 2, Town of Tiburon	Item has been completed.
1361	Completed	Annexation of portion of parcel for addition to 800 Corte Madera.	Marin County Open Space District requests that a portion of APN 033-200-01 measuring .50 acres in size be detached from the City of Mill Valley and annexed into Sanitary District #2 and the Town of Corte Madera. The intention is to include this .50 acre portion in the boundaries for the situs address 800 Corte Madera Ave. The land is currently being utilized by 800 Corte Madera Ave hence the reason for this application.	Sanitary District 2, Town of Corte Madera, City of Mill Valley.	Item has been completed.

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government Agency	Latest Update
1363	Completed	Reorganization of CSA 18	Max Korten representing Marin County #18 and his authorized agent Jim Chayka submitted an application initiated by BOS resolution for the reorganization of CSA 18 including detachment of parcels from the service area, and the divestment of a power that permitted CSA 18 to work with Marin County Parks and Rec on the acquisition of land. The parcels being detached are being removed from the CSA's boundaries because they are not currently paying into the CSA fund. This action was recommended by Marin LAFCo's 2019 San Rafael Area MSR.	County Service Area #18	Item has been completed
1365	Completed	Annexation of 15 Stirrup Lane	Landowners Kory and Dan Pittelkow (applicants) submitted an application for the annexation of 15 Stirrup Lane to Novato Sanitary District to support a move off of septic. The parcel proposed for annexation is approx. .55 acres.	Novato Sanitary District	items has been completed
1328	Deemed Terminated	Annexation of 255 Margarita Drive	Landowner (Paul Thompson) requesting annexation approval of 255 Margarita Drive (016-011-29) in the unincorporated island community of Country Club to the San Rafael Sanitation District. The affected territory is approximately 1.1 acres in size and currently developed with a single-family residence. It has also established service with the SRSD as part of a LAFCo approved outside service extension due to evidence of a failing septic system. The outside service extension was conditioned – among other items – on the applicant applying to LAFCo to annex the affected territory to the San Rafael Sanitation District as a permanent means to public wastewater service. The application remains incomplete at this time and awaits consent determination by SRSD.	San Rafael Sanitation District	Application is now deemed terminated and staff is working to get SRSD to disconnect or get the applicant to resubmit application.



# Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## AGENDA REPORT

August 11, 2022

Executive Officer Report – Section C

**TO:** Local Agency Formation Commission

**FROM:** Jason Fried, Executive Officer

**SUBJECT:** Survey of Other LAFCo's Chair/Vice Chair Election Process

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### Background

The Commission at its June Commission meeting asked the staff chair to survey the process that other LAFCos use in the selection process for the Chair and Vice Chair. Staff sent out a basic survey asking each LAFCo if they have any sort of term limits on the position, use some sort of rotating process of the seats, or similar to us have no limits or rotating process for the two positions. Not including us, we had 22 LAFCos reply to the question.

The response was evenly divided. 11 other LAFCos are similar to us with no limitations on how long a person can be Chair or Vice Chair. The other 11 LAFCos had 2 who had one year term on being Chair but no other rules with the remaining 9 LAFCos having a predetermined rotation of the positions.

Attached are all the policies we received from LAFCos that rotate or have term limits that the other LAFCos shared with us. I did not include policies shared with us from the 11 LAFCos who have a similar process to us with no limits on how the chair/vice chair is elected.

### Possible Action (staff views this as a Commission level discussion so is taking no formal position on it)

Option 1 – Request the Policy Committee to meet and present a policy that changes the Chair and Vice Chair Election Process to be presented at a future meeting of the Commission for discussion and possible approval.

Option 2 – Decide to take no action and leave the current policy as is.

#### Attachment:

1. Sample policies on the election of chair and vice chair

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gatos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Dennis Rodoni, Regular  
County of Marin

Judy Arnold, Regular  
County of Marin

Damon Connolly, Alternate  
County of Marin

Vacant, Regular  
City/Town Seat

Barbara Coler, Regular  
Town of Fairfax

James Campbell, Alternate  
City of Belvedere

Lew Kious, Vice Chair  
Almonte Sanitary District

Craig K. Murray, Regular  
Las Gallinas Valley Sanitary

Tod Moody, Alternate  
Sanitary District #5

Larry Loder, Regular  
Public Member

Richard Savel, Alternate  
Public Member

Ventura LAFCo

#### SECTION 1.1.4 OFFICERS

1.1.4.1 Chair: The Chair shall be selected by the members. The Chair shall serve for one year or until his/her successor is selected at the first meeting of each calendar year or at the next regular meeting following the appointment and qualification of the requisite member to fill any expired and/or vacant terms.

The office of Chair shall be rotated so that a member of each of the four represented groups of LAFCo serves one full year in every four-year period. Commencing January of 2002, the rotation of the chair shall be in the following sequence: County, Public, City, and Special District member.

1.1.4.2 Vice-Chair: The Vice-Chair shall be selected by the members. The Vice Chair shall serve for one year or until his/her successor is selected at the first meeting of each calendar year or at the next regular meeting following the appointment and qualification of the requisite member to fill any expired and/or vacant terms. In the absence of the Chair, the Vice-Chair shall serve in place of the Chair.

The office of Vice-Chair shall be rotated so that a member of each of the four represented groups of LAFCo serves one full year in every four-year period. In January 2002, the rotation of the vice-chair shall be in the following sequence: Public, City, Special District, and County member.

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Santa Clara

#### 7.APPOINTMENT OF OFFICERS

a. The Commission shall annually appoint a Chairperson and Vice Chairperson for the next calendar year at the December meeting. The Chairperson and Vice Chairperson shall be appointed based on the following rotation schedule unless otherwise determined by the Commission:

- Cities member
- County member
- San Jose member
- Special Districts member
- County member
- Public member
- Special Districts member

b. The Chairperson shall preside at all meetings of the Commission and the Vice Chairperson shall preside at meetings in the absence of the Chairperson.

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Santa Barbara

## RULES AND PROCEDURES

### B. Officers

Selection of Officers -- The members of the Commission shall elect a Chair and Vice Chair at the first meeting of the Commission of each year or as soon thereafter as practicable. The Chair and Vice Chair shall serve for one-year terms, It is intended and presumed that the Vice Chair will be appointed by the Commission as the Chair at the end of the term. Officers shall be selected from the categories of members in the following order: Public, County, Special District and City.

(Emphasis on intent, an alternate selection could occur. Generally, the Chair & Vice-Chair have rotated per the order listed.) – EO added this to comment

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Fresno

Policy Language:

502 Chair

502.01 Election

The Chair of the Commission shall be elected by the members thereof by a majority vote of all the members.

502.02 Term

The term of office of the Chair shall be one calendar year beginning each May and shall be succeeded annually by the chair pro tempore.

502.03 Eligibility

All members of the commission are eligible to serve as chair.

503 Chair pro tempore

503.01 Term and Duties

There shall be a Chair Pro Tempore, whose term of office shall coincide with that of the Chair and who shall, in the absence of the Chair, perform all of the functions and duties of the Chair.

503.02 Election

The Chair Pro Tempore of the Commission shall be elected by the members thereof by a majority vote of all the members.

503.03 Eligibility

All members not representing the appointing authority of the chair may be nominated and serve as chair pro tempore.

NAPA

V. Appointment of Chair and Vice Chair

A) Term of Office: Beginning in 2024, the terms of office of the Chair and Vice Chair shall be for one year, beginning on January 1.

B) Rotation: The Chair and Vice Chair shall be appointed by the Commission according to the following annual rotational system, effective January 1, 2024, unless a temporary change is made pursuant to Section V(C):

<u>Chair Designations</u>	<u>Vice Chair Designations</u>
County Member II	Public Member
Public Member	City Member I
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants, and to annually inform the Commission prior to the rotation.

C) The Commission may create temporary changes to the rotation as part of an action item placed on a meeting agenda. If the Chair and Vice Chair offices are both vacant, and in the event the procedures set forth in Section VI "Vacancy," below, are not feasible, the Executive Officer may call a meeting to order until the Chair and Vice Chair are appointed.

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Placer

(No formal policy but passed a resolution in 2008 that shows order of seats and that the order continues to repeat itself indefinitely.)

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Tulare

4.6 Officers

A. The officers of the Commission shall be a chair and vice-chair, and the vice-chair shall serve in the absence of the chairman. In the absence of both the chair and the vice-chair, the members present at such a meeting may elect a chair pro tem.

B. The Executive Officer shall be selected by the Commission in accordance with the Staff Services Agreement with the County (Policy D-3) and GC §56384.

C. The terms of office for chair and vice-chair shall be one year from January 1 to December 31: for chairman pro tem, for the meeting only at which he or she is appointed.

D. It is the policy of this Commission to annually rotate the membership of its officers so that all members of the Commission will have an equal opportunity to serve as an officer of the Commission.

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Contra Costa

Selection of Officers – The members of the Commission will elect a Chair and Vice Chair at the first meeting of the Commission held in January of each year or as soon thereafter as practicable. The Chair and Vice Chair serve for one-year terms, or until their successors are elected, whichever occurs later. Officers will be selected from the categories of members in the following order:

County Member 1

Public Member

Special District Member 1

City Member 1

County Member 2

Special District Member 2

City Member 2

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Monterey

Section 12. CHAIR AND CHAIR PRO TEMPORE

At its first meeting in the month of May, the Commission shall by majority vote, select from its regular members one to serve as Chair and one to serve as Chair Pro Tempore of the Commission until the following May. Any Chair or Chair Pro Tempore selected under the provisions of this section shall continue to act as Chair or Chair Pro Tempore until the selection of their successors.

Beginning in May 2020, the positions of Chair and Chair Pro Tempore will be rotated among Commissioners according to the following schedule, and then repeated:

Chair Chair/Pro Tempore

Year 1 City Member/County Member

Year 2 County Member/Special District Member

Year 3 Special District Member/Public Member

Year 4 Public Member/City Member