



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REGULAR MEETING MINUTES

Marin Local Agency Formation Commission

Thursday, June 11, 2020

CALL TO ORDER

Chair McEntee called the meeting to order at 7:00 P.M.

ROLL CALL BY COMMISSION CLERK

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

Commissioners Present: Sashi McEntee, Chair
Craig K. Murray, Vice-Chair
Lew Kious
Barbara Coler
Damon Connolly
Larry Loder
Judy Arnold

Alternate Commissioners Present: Tod Moody
Chris Skelton
James Campbell

Marin LAFCo Staff Present: Jason Fried, Executive Officer
Jeren Seibel, Policy Analyst

Marin LAFCo Counsel Present: Mala Subramanian

Alternate Member Absent: Dennis Rodoni

AGENDA REVIEW

Executive Officer Fried suggested that item 6 be moved to the front of the public hearing items as there were public members in attendance to speak on that item.

Approved: M/S by Commissioners Coler and Murray to accept the amended agenda.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC OPEN TIME

Chair McEntee opened the public comment period. Hearing no request for comment, Chair closed the public open time.

CONSENT CALENDAR ITEMS

1. Approval of Minutes for April 30, 2020, Regular Meeting
2. Commission Ratification of Payments from April 1, 2019, to May 31, 2020

Approved: M/S by Commissioners Kious and Arnold to accept the consent calendar.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC HEARING ITEMS

3. Approval for Spheres of Influence for Novato Area Jurisdictions

Executive Officer Fried summarized the amendment of 2 of the Spheres of Influence and the reaffirmation of the remainder. He went on to explain that the two amended spheres were simply due to the current sphere being smaller than the jurisdictional boundary.

Chari McEntee asked EO Fried about the timeframe to hear from the State Controllers Office regarding CSA 25 and he informed her that he was expecting sometime around October.

Chair McEntee opened the public hearing. Hearing no additional public comments, Chair closed the public hearing.

Approved: M/S by Commissioners Arnold and Kious to approve the updated Novato Area Spheres of Influence as proposed.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

4. Approval of Municipal Review and Sphere of Influence for Tiburon Peninsula Area

Policy Analyst Seibel summarized for the Commission the public comments that had been received prior to the meeting, and that the only proposed changes to the document were for small clerical errors. He went on to review the 4 additions to the Marin LAFCo work plan resulting from the MSR and outlined the 3 spheres of influence amendments proposed.

Commissioner Murray questioned if given the current social climate if the names of the police officers in the City of Belvedere organizational chart should be redacted.

Commissioner Campbell, a member of the City of Belvedere City Council, offered his opinion that as the organizational chart is publicly posted by the City, that he saw no issue with leaving the organizational chart as it currently stood.

Commissioner Coler offered questions on the boundary of Tiburon Fire Protection District and the process proposed regarding the reorganization of Angel Island. EO Fried explained that the number of agencies involved in the Angel Island reorganization made things a bit more complicated than just simply adjusting boundaries.

Chair McEntee opened the public hearing. Hearing no additional public comments, Chair closed the public hearing.

Approved: M/S by Commissioners Coler and Connolly to approve all of the proposed resolutions as well as the additions to the work plan.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

5. Approving a Final Operating Budget for Fiscal Year 2020-2021

EO Fried deferred to the Budget Committee Chair Kious for opening comments on the item.

Commissioner Kious relayed to the Commission that the Budget Committee was unanimously in support of reducing member agency dues by 10% on a one-time basis for the upcoming fiscal year as a gesture of good faith during COVID-19. He clarified that the assessments should return to normal in the following year. He went on to say that as the Chair of the Budget Committee that he recommended funding the currently unfilled position at a full-time rate as opposed to half-time.

Budget Committee member Coler offered her agreement with Commissioner Kious's recommendations.

EO Fried explained a few line-item adjustments after receiving additional information and suggested the budget that was presented in the packet to have an increase in the Salary, Benefits, and Pension line items to fund the vacant position for a full-time employee in order to maintain the current work plan.

Chair McEntee opened the public hearing. Hearing no additional public comments, Chair closed the public hearing.

Approved: M/S by Commissioners Murray and Coler to approve the budget with the suggested amendments as well as to fund the vacant position at a full-time level and, in addition, authorization for staff to transfer monies from the County of Marin account to the Bank of Marin account.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None
Abstain: None
Motion approved unanimously.

6. Approval of Resolution 20-22, Reorganization of County Service Area #29, Including Detachment of Six Parcels (APNs" 038-460-08, 038-460-09, 038-460-11, 038-460-12, and 038-460-16) and the Attachment of One Parcel (APN: 038-460-03) (LAFCo File #1348)

Executive Officer Fried gave an overview of the 6 parcels to be removed from the District and the 1 parcel to be added and encouraged the commission to pass the resolution as presented.

County staff was available for questions and took time to address Commissioner Murray's question on the general process of this type of jurisdictional amendment from the County's standpoint.

Chair McEntee opened the public hearing. Hearing no additional public comments, Chair closed the public hearing.

Approved: M/S by Commissioners Arnold and Murray to approve Resolution 20-22, approving the requested reorganization as described.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously.

BUSINESS ITEMS

7. Election of Chair and Vice-Chair

Executive Officer Fried explained that LAFCo policy is to elect a Chair and Vice-Chair for a 1-year term at the closest available meeting to May, which is the current meeting.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Kious and Murray to elect Commissioner McEntee as Chair.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously

Approved: M/S by Commissioners Coler and Connolly to elect Commissioner Murray as Vice-Chair.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold
Nays: None
Abstain: None
Motion approved unanimously

8. Discussion and Possible Amendment of the LAFCo Workplan

EO Fried explained that this item was added as a contingency for discussion if the Commission approved a half-time employee in the current vacancy as opposed to a full-time employee. As the Commission approved the vacancy at the full-time rate, EO Fried suggested tabling the item as it was no longer necessary.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Coler and Kious to maintain the current work plan.
Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold
Nays: None
Abstain: None
Motion approved unanimously

9. Discussion and Approval of Temporary Policy for Remote Working Condition for COVID-19 planning purposes

EO Fried outlined the request on a temporary basis for staff to have the option to work remotely when feasible to maintain the office being open but also to accommodate special care during COVID-19.

Commissioner Coler asked about the possibility of information technology security working offsite, to which EO Fried explained that staff has a private VPN system through Marin MacTech ensuring that our data is secure both onsite and offsite.

Chair McEntee questioned EO Fried on whether language should be added to this policy regarding it being temporary only during shelter in place for COVID-19. EO Fried responded that he would like to ultimately take the temporary policy before the Policy Committee for consideration of permanent adoption at a later date.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Coler and Kious to approve the proposed policy.
Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold
Nays: None
Abstain: None
Motion approved unanimously

10. Authorizing the Executive Officer to Investigate Payroll Service Options

EO Fried outlined difficulties that have been experienced with the current payroll system after being removed from the County payroll system on January 1.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Coler and Arnold to explore other payroll service options.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously

11. Approval of Third Amendment to Executive Officer's Employment Agreement

Legal Counsel presented the amendment of the current contract to the Commission on behalf of the Executive Officer.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Murray and Coler to approve the third amendment to the Executive Officers agreement.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, and Connolly.

Absent: Commissioner Arnold.

Nays: None

Abstain: None

Motion approved 6-0-1

12. Approval of Update to Current Reserve Fund and the Creation of Two New Funds

EO Fried outlined the current reserve fund policy and the proposal to amend it from 20% to 25%, as well as the proposal for the two new funds to be created for technology replacement and consultants for special studies.

Chair McEntee opened the public comment, and hearing none, closed public comment.

Approved: M/S by Commissioners Kious and Coler to approve the items as presented.

Ayes: Commissioners McEntee, Murray, Kious, Coler, Loder, Connolly, and Arnold

Nays: None

Abstain: None

Motion approved unanimously

EXECUTIVE OFFICER REPORT (discussion and possible action)

- a) Budget Update FY 2019-2020
Staff stated the budget was on track.
- b) Current and Pending Proposals
There are no current or pending proposals.
- c) Update on MSR(s) [Verbal Report Only]
Research and analysis for Ross Valley MSR is progressing.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Commissioner Murray discussed his efforts with the Marin Chapter of the California Special Districts Association.

Commissioner Murray requested that the Commission do a review of legal services, similar to the Executive Officer Review.

Hearing no additional requests or announcements, the Chair called for adjournment.

Chair McEntee adjourned the meeting at 8:49 P.M.

ADJOURNMENT TO NEXT MEETING

Thursday, August 13th, 2020

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

Attest: Jeren Seibel
Policy Analyst

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

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Marin LAFCo

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

T: 415-448-5877

E: staff@marinlafco.org

W: marinlafco.org
