



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REGULAR MEETING AND AGENDA

Marin Local Agency Formation Commission

Thursday, June 14, 2018

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

7:00 P.M. – CALL TO ORDER BY CHAIR

ROLL CALL BY CHAIR

AGENDA REVIEW

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

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

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 Meeting Minutes

April 12, 2018 Regular Meeting and May 30, 2018 Special Meeting (discussion and possible action)

Staff has prepared meeting minutes for the last two meetings of the Commission. This includes a regular meeting held on April 12th, and a special meeting held on May 30th. The minutes are being presented for formal approval with any desired corrections or clarifications.

2. Commission Ratification | Reconciled Payments from April 1 to May 31, 2018 (discussion and possible action)

The Commission will consider ratifying payments made by the Executive Officer during the months from April to May. The payments cover all reconciled payroll and non-payroll expenses during the period and total \$62,064. The payments are being presented for formal ratification per adopted policies.

3. Approval of Resolution for SDRMA Governing Body Liability (discussion and possible action)

SDRMA is requesting the Commission to pass a resolution to continue its liability insurance through them.

PUBLIC HEARING ITEMS

Public hearing items require expanded public notification per provisions in State Law or directives of the Commission or Executive Officer.

4. Commission Ratification | Adoption of Operating Budget for 2018-2019 (discussion and possible action)

The Commission will consider adopting a final budget for 2018-2019. The final budget expenses total \$601,875 and represents an increase of \$45,094 or 8.1% with change entirely attributed to funding projected payroll costs and marked by enhancing legal services. Budget revenues total \$591,875 with the remaining shortfall – (\$10,000) – to be covered by reserves.

CLOSED SESSION (discussion and possible action)

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

PUBLIC EMPLOYMENT (Gov. Code 54957)

Title: Executive Officer

PUBLIC EMPLOYEE APPOINTMENT (Gov. Code 54957)

Title: Executive Officer

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Agency Designated Representatives: Chair Jeff Blanchfield

Unrepresented Employee: Executive Officer

RETURN TO OPEN SESSION

The Chair or designee will report as needed on any actions taken in closed session.

BUSINESS ITEMS

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

5. Authorization to Execute New Contract with Planwest Partners, Inc. - Interim Executive Officer (discussion and possible action)

The Commission could authorize the Chair to enter into a new agreement with Planwest Partners to provide for additional time for Interim Executive Officer services in the event an Executive Officer has not been appointed. If so, we would recommend using a model template provided by our firm. The current Agreement is brief and does not contain typical provisions in a professional services agreement.

6. CALAFCo - Conference, Board Elections, and Award Nominations (discussion and possible action)

The California Association of Local Agency Formation Commissions holds its annual conference in October. During the conference CALAFCo holds board elections, and achievement awards are given out.

7. Election of Chair and Vice Chair (discussion and possible action)

The Commission will consider the election of a Chair and Vice Chair. The terms are each one-year and will commence immediately.

8. Review and Approval Contract Extension with Marin Mac Tech (discussion and possible action)

The Commission will review the current contract extension for IT support being provided for FY 18/19.

EXECUTIVE OFFICER REPORT (discussion and possible action)

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

The Commission will review a report comparing budgeted and actual transactions for 2017-2018 through May 31, 2018 and its projection Marin LAFCo is on pace to finish with an operating net of \$191,924 or 36.0%. This projection marks a significant improvement over the budgeted operating net of (\$10,000) and is largely tied to anticipated savings in payroll costs for reasons detailed. The report is being presented to the Commission to accept and file and to provide direction as needed.

B. Progress Report on 2017-2018 Work Plan

The Commission will receive a progress report on accomplishing specific projects established as part of the adopted work plan for 2017-2018. This includes nine projects completed to date while highlighting the dozen-plus activities substantively underway. The report notes ongoing reductions in staffing levels and related matters have slowed agency efficiencies in addressing certain projects, and most notably as it relates to

scheduled municipal services reviews. The report is being presented to the Commission to formally receive and file as well as provide direction to staff as needed.

C. Current and Pending Proposals

The Commission will receive a report identifying active proposals on file with Marin LAFCo as required under statute. The report also identifies pending local agency proposals to help telegraph future workload. The report is being presented to the Commission for information only.

D. Commission Workshop

On September 14th the Commission is scheduled to have a workshop to plan for the upcoming year. Mr. Bill Chait will be facilitating this workshop. This is a chance for the Commission to discuss what they would like to get out of the workshop and instruct staff to work with Mr. Chait to prepare for the workshop. No staff memo was prepared for this item.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

Thursday, August 9, 2018



Attest: Jason Fried
Interim Executive Officer

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 arrangements or accommodations.

Marin LAFCo
Administrative Office
1401 Los Gatos Drive, Suite 220
San Rafael California 94903

T: 415-448-5877
E: staff@marinlafco.org
W: marinlafco.org
