



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, December 13, 2018

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

7:00 PM – CALL TO ORDER BY CHAIR

ROLL CALL BY COMMISSION CLERK

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.

CLOSED SESSION

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

- PUBLIC EMPLOYMENT – The Commission will meet to discuss the Commission Clerk position pursuant to Government Code section 54957.

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 October 11, 2018 Regular Meeting
2. Commission Ratification of Payments from October 1, 2018 to November 30, 2018

BUSINESS ITEMS (discussion and possible action)

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

3. Hearing on Application #1338 - 610 Calle De La Mesa detachment from City of Novato
4. Informational Hearing on Application #1339 - 516 E. Hospital Drive annexation into Novato Sanitary District (Information Only)
5. Informational Hearing on Application #1340 - 28 Teaberry Lane Annexation into Sanitary District #5 (Information Only)

6. Request for Time Extension on Application #1324 – 1501 Lucas Valley Road to MMWD
7. Approval of Executive Officer Employment Agreement
8. Planwest Partners, Inc. Professional Services Agreement Related to MSR Services
9. Budget and Work Plan Committee Report
 - a. Recommended adjustments to Fiscal Year 2018-2019 Budget Line Items
10. Legislative Committee Report
 - a. Creating a New Marin LAFCo Policy on Legislative Process
11. Policy and Personnel Report
12. Public/Technical Information Committee Report
 - a. Authorization for the Committee to Draft and Issue an RFQ for Potential Work on the Website.
13. Approval of Marin LAFCo meeting schedule for 2019

EXECUTIVE OFFICER REPORT (discussion and possible action)

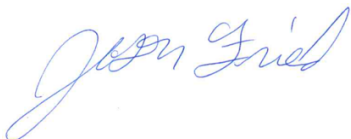
- A. Budget Update FY 2018-2019
- B. Current and Pending Proposals
- C. Update on MSR(s)
- D. Public Seat Application Update
- E. Special Districts Election to LAFCo Seats Update
- F. Central Marin Fire JPA Request
- G. Correspondence and Marin LAFCo News

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

Thursday, February 14, 2019 | 7:00 pm

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



Attest: Jason Fried
Interim 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.

Marin LAFCo

Administrative Office
1401 Los Gamos Drive, Suite 220
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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 1 (Consent)

TO: Local Agency Formation Commissioners

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **Approval of Minutes for October 11, 2018 Regular Meeting**

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies as well as those local legislative bodies created by State law; the latter category applying to LAFCOs. The “Brown Act” requires – and among other items – public agencies to maintain minutes for all meetings.

Discussion

The action minutes for the October 11th meeting accurately reflect the Commission’s actions as recorded by staff. A video recording of the October 11th meeting is also available online for viewing at <http://marinlafco.org/AgendaCenter>

Staff Recommendation for Action

Staff recommendation – Approve the draft minutes prepared for the October 11th meeting with any desired corrections or clarifications.

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 October 11, 2018

Administrative Office
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San Rafael, California 94903
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Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
Town of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kious, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, 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, October 11, 2018

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

CALL TO ORDER BY COMMISSION CHAIR

Chair McEntee called the meeting to order at 7:02 PM

ROLL CALL BY COMMISSION CLERK

Roll was called. A quorum was present of the following commissioners:

Regular Present: Commissioners Sashi McEntee, Chair; Criag Murray, Vice Chair; Sloan Bailey; Damon Connolly; Lew Kious; Dennis Rodoni, Chris Skelton

Alternates Present: Matt Brown **Absent:** Jack Baker **Counsel Present:** Malathy Subramanian

Staff Present: Jason Fried, Interim Executive Officer; Veda Florez, Interim Administrative Associate

AGENDA REVIEW

Chair McEntee asked if there were any requested changes to the agenda. No requests were made.

APPROVED; M/S Commisserieson Murray/Connolly moved to accept the agenda as written.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None **Absent:** None **Abstaining:** None

Motion was approved 7-0, and one absent

PUBLIC OPEN TIME

Chair McEntee asked if there was any public comment on this item. Having none public comment was closed.

CLOSED SESSION (7:10 PM)

PUBLIC EMPLOYEE APPOINTMENT (Gov. Code 54957)

Title: Executive Officer

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Agency Designated Representatives: Chair McEntee and Commissioner Connolly

Unrepresented Employee: Executive Officer

RETURN TO OPEN SESSION (7:20 PM)

There were no actions taken in the closed session therefore the Commission had nothing to report.

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.

The Commission pulled Items 1.

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

APPROVED; M/S Commissioner Bailey and Rodoni moved to accept the Consent Calendar to include Items 2.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

2. Commission Ratification of Payments from August 1, 2018 to September 30, 2018

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

1. Approval of Minutes for August 8, 2018 and September 12th Workshop

Chair McEntee noted minor grammatical changes and outlined the following needed change to the September 12th Workshop minutes. Page 3; Paragraph 5; Line 4: strike "adoption of a countywide sphere of influence update." Change to: "spheres of influence affecting the entire county."

APPROVED; M/S Commissioner Bailey and Connolly moved to accept the changes to the September 12th Workshop minutes.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

BUSINESS ITEMS (discussion and possible action)

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

3. Resolution of Commendation for Retiring Commissioner Jeffry Blanchfield

Chair McEntee read the Resolution of Commendation (18-04) for Jeffry Blanchfield.

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

APPROVED; M/S Commissioner Rodoni and Skelton moved to accept the Resolution.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

4. Review of Application #1338 - 610 Calle De La Mesa regarding detachment from the City of Novato (Information Only)

Staff presented background information on this application.

Commissioner Murray inquired if this will be a simple tax exchange?

Commissioner Bailey inquired if neighboring properties have the same property line issue?

Commissioner Skelton mentioned our opportunity to work with the City of Novato.

Staff will return in December with more information, and has been in communications with staff from the City of Novato.

Chair McEntee asked if there was public comment.

Marcella Tate spoke for the property owners who are her parents. She described the property line issues, and will return to the commission meeting in December.

5. Filling Vacant Public Seat

Commissioner Skelton recused himself from this item.

Chair McEntee asked the public for comment.

Chris Skelton spoke as a member of the public. He asked if it would be possible to fill both seats simultaneously if the person sitting in the alternate public seat was appointed to the regular public seat. Counsel Malathy Subramanian indicated that the Commission could use the pool of applicants to fill the alternate public seat, if both seats were to become vacant.

APPROVED; M/S Commissioner Rodoni and Connolly moved to accept staff recommendation to immediately announce both the current public open seat, and the full seat at the same time.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

6. Approval of New Workplan and Vision Statement

Commissioner Murray asked if all special districts in San Rafael and Novato included in the MSR? Staff informed the commission only special districts not part of a MSR in the last 2 years would have a full MSR prepared, and those special districts that fall within the two areas of study that have had a MSR done in the last two years would have information taken from those MSR to ensure a full picture is reviewed for each area.

Commissioner Rodoni asked if all districts are included on the list. Staff will report back at a future meeting on any missing districts.

Commissioner Skelton asked what are the legal requirements. Also noting all MSRs don't have to be fully explored however, he would like all districts mentioned in the report showing our intent to comply with legal requirements.

Chair McEntee asked if Marin LAFCo would be out of compliance?

Counsel commented that as long as we show all districts in a plan of action we will be in good standing.

Commissioner Rodoni mentioned that extending the report timeline would be a good consideration.

Staff agreed with Commissioner Rodoni's request.

Chair McEntee asked if there was any public comment on this item. Having none public comment was closed.

Commissioner Skelton comment that an application subcommittee wasn't needed. Staff is better suited to handle this work in-house, and did not think it was worthwhile. Seeing no interest in the application subcommittee Chair McEntee asked if there were any Commissioners interested in an ad hoc Disadvantaged Unincorporated Community (DUC) committee. Commissioners Rodoni, Skelton and Murray volunteered to take part in the ad hoc committee.

APPROVED M/S Murray/Kious moved to create a DUC ad hoc committee, approve the Vision, and Mission statements, and MRS study schedule workplan for 2018-2019 and 2019-2020, with any amendments the commission wishes to make.

Seeing no amendments, Chair McEntee called for a vote.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

7. Approval of Contract with Planwest Partners, Inc. for MSR work

Chair McEntee asked staff to describe the work Planwest will assume.

Planwest will do the initial research, data collection and report writing. Staff will be the public face during this MSR process and plans to make public presentations at city council meetings, special district board, and general public meetings.

Commissioner Murray reported that he met with Planwest Partners at the CALAFCo meeting and he was happy to have an organization of the statewide callabor working for Marin LAFCo. Commissioner Murray went on to say that thinks it will be a good fit. He would also like the MSR reports to include summary sheets.

Chair McEntee asked Counsel to describe our current contract with Planwest Partners.

Counsel described our existing contract with Planwest Partners to provide for these services. She goes on to say the commission just needs to authorize this aspect of the current contract.

Commissioner Rodoni asked if we plan to postpone filling the analyst position, and what the budget impact would be for taking on these projects.

Staff reports payment to Planwest Partners would come from extra funding from fiscal year 2017-2018. The analyst position would have a target hire date of early 2019. It is estimated that both study area MSRs would cost \$85,000.

Commissioner Skelton asked for a sample of Planwest Partners work quality. Chair McEntee requests a sample of Planwest work to be sent to all members of the commission. Commissioner Skelton expressed concerns with the lack of definition of the project without benchmarks or check in points, and requests these to be built into the agreement.

Commissioner Murray said it would be reasonable to have benchmark payments at each of the 5-points described in the contract outline, and asked staff to monitor and report back to the commission.

Staff reported that plans are in place to have regular project check-ins, and regular reports to the commission.

Commissioner Kious noted that the Executive Officer is responsible for the completion of the project if these MSRs are completed by inhouse staff or if the work is outsourced.

Commissioner Bailey expressed concern about the limitation to the information provided. He objected to the overall mechanics of the contract, and would like a more formal agreement with detailed costs of each task. He also raised concerns about a lack of control over the work, noting a written scope is needed with a not to exceed amount.

Counsel replied that a more comprehensive contract can be written to include a detailed scope of services, not to exceed amounts, and options for multiple drafts and/or if necessary hearings.

Commissioner Skelton asked if both MSRs would be written concurrently or consecutively. Staff responded that it would be the commission's determination.

Chair McEntee resented the motion

Chair McEntee if there was any public comment on this item.

Judy Semriebman ask how JPAs fit into MRSs.

Seeing no other comments Chair McEntee closed public comment.

APPROVED M/S Bailey/Kious moved to begin the San Rafael MSR first, then proceed with the Novato MSR for a not to exceed amount of \$85,000.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

8. Approval of Executive Officer Employment Agreement

9. Termination of Certain Services from Planwest Partners, Inc. Professional Services Agreement Related to Executive Officer Services

Counsel asked Item 8 and 9 be moved to the December 2018 regular commission meeting.

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

APPROVED M/S Connolly/Bailey moved to defer Item 8 and 9 to the December, 2018 regular commission meeting.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

10. Reaffirmation of Personnel Policies

Counsel reported that a comprehensive update will come back to the commission in future meetings.

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

APPROVED M/S Murray/Rodoni moved reaffirm the 2013 personel policies.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

EXECUTIVE OFFICER REPORT (discussion and possible action)

A. Last Budget Update for FY 2017-2018

Chair McEntee asked the figure of the operating reserves.

Staff reported a reserve target is 20% of our operating budget, aproxemently \$120,000.

B. Budget Update FY 2018-2019

Commissioner Murray inquired about the four districts that have not paid their 2018-19 dues.

Staff reports four of the smaller special districts are outstanding, and is comfortable to give these districts more time to pay their dues.

C. Committee Assignments

Staff presented the committee assismentents prepared by Chair McEntee. Staff is currently working to establish the a meeting of each committee.

D. Current and Pending Proposals

Commissioner Murray asked if target completion dates could be added to the list.

Staff reported that it is difficult to project completion dates however, it can be added when available.

E. Report on CALAFCo Conference

Staff reported that Chair McEntee and Vice Chair Murray attended the conference with Interim Executive Officer. He went on to say Planwest Partners won an award for best staff, and Best, Best, and Krieger won an award for best associate member group. He noted that the conference highlighted the topics discussed at the Marin LAFCo September workshop, and thought our work was on target with the expectation discussed at the state level.

Chair McEntee reported on a general session on the aftermath of a natural disaster, and the need for annexation and consolidation that come up after a natural disaster, going on to say that there was much discussion on consolidation of fire protection districts throughout the state.

Chair McEntee noted work being done between CALAFCo and the Special District Association to create greater alignment. She also described each LAFCo is very different and work has to be customized policies according to our needs

Vice Chair Murray reported on recent legislation which was on the Governors desk before being vetoed and was hopeful of additional funding for LAFCos across the state. He also noted urban boundaries that each county encounters.

Chair McEntee asked if there was any public comment on this item. Having none, public comment was closed.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

APPROVED M/S Connolly/Rodoni moved to adjourn the meeting.

Ayes: Commissioners McEntee, Murray, Bailey, Connolly, Kious, Rodoni, Skelton

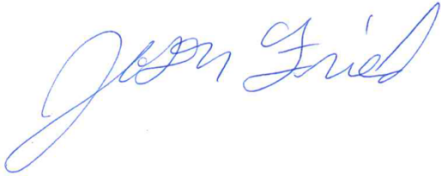
Noes: None Absent: None Abstaining: None

Motion was approved 7-0, and one absent

ADJOURNMENT TO NEXT MEETING

Thursday, December 13, 2018 | 7:00 pm

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



Attest: Jason Fried
Interim Executive Officer

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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 2 (Consent)

TO: Local Agency Formation Commissioners

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **Commission Ratification of Payments from October 1, 2018 to November 30, 2018**

Background

Marin LAFCO's (LAFCo) adopted a Policy Handbook delegating 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. Further, all payments are to be reported to the Commission at the next available Commission meeting for formal ratification.

This following item is presented for the Commission to consider ratification of all payments made by the Interim Executive Officer between October 1, 2018 and November 30, 2018, totaling \$78,052.71. The payments are detailed in attachment.

Staff Recommendation for Action

Staff Recommendation - Ratify the payments made by the Interim Executive Officer between October 1st – November 30th as shown in Attachment One.

Alternative Option 1- 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 October 1st to November 30th

Administrative Office
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T: 415-448-5877 E: staff@marinlafco.org
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Damon Connolly, Regular
County of Marin

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Sloan Bailey, Regular
Town of Corte Madera

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Town of San Anselmo

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Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member

Marin Local Agency Formation Commission
Expenses by Vendor Detail
October through November 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
ALHAMBRA & SIERRA SPRINGS								
Check	10/01/2018	20037	Invoice # 159...	5220110 · Office Su...		1111300 · 403...	73.05	73.05
Check	10/29/2018	20058	Invoice # 159...	5220110 · Office Su...		1111300 · 403...	42.61	115.66
Total ALHAMBRA & SIERRA SPRINGS							115.66	115.66
ALTA MESA GROUP LLC								
Check	10/22/2018	20048	Invoice # AM...	5210110 · Professio...		1111300 · 403...	1,542.80	1,542.80
Total ALTA MESA GROUP LLC							1,542.80	1,542.80
Alyssa Schiffmann								
Check	10/10/2018	20043	Invoice # 61	5210110 · Professio...		1111300 · 403...	1,007.50	1,007.50
Total Alyssa Schiffmann							1,007.50	1,007.50
Bailey, Sloan								
Check	10/22/2018	20051	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total Bailey, Sloan							125.00	125.00
BARBIER SECURITY GROUP								
Check	11/08/2018	20068	Invoice #14280	5210110 · Professio...		1111300 · 403...	160.00	160.00
Total BARBIER SECURITY GROUP							160.00	160.00
BEST BEST & KRIEGER LLP								
Check	10/29/2018	10002	Invoice - #833...	5210131 · Legal Ser...		1111200 · 401...	5,019.14	5,019.14
Check	11/27/2018	10004	Invoice - #835...	5210131 · Legal Ser...		1111200 · 401...	4,872.00	9,891.14
Total BEST BEST & KRIEGER LLP							9,891.14	9,891.14
Chris Skelton								
Check	10/22/2018	20056	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total Chris Skelton							125.00	125.00
COMCAST								
Check	10/22/2018	20045	Bill Date Oct 12	5210710 · Communi...		1111300 · 403...	219.85	219.85
Check	11/27/2018	20073	Bill Date Nov 12	5210710 · Communi...		1111300 · 403...	219.85	439.70
Total COMCAST							439.70	439.70
COMMUNITY MEDIA CENTER OF MARIN								
Check	10/10/2018	20041	Vender Order ...	5210710 · Communi...		1111300 · 403...	900.00	900.00
Total COMMUNITY MEDIA CENTER OF MARIN							900.00	900.00

Marin Local Agency Formation Commission
Expenses by Vendor Detail
October through November 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
CONNOLLY, DAMON								
Check	10/22/2018	20053	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total CONNOLLY, DAMON							125.00	125.00
COUNTY OF MARIN - DOF PAYROLL								
Check	10/29/2018	20059	Sept - 18 invo...	5111000 · Salary an...		1111300 · 403...	461.29	461.29
Check	11/30/2018	20077	Sept - 18 invo...	5111000 · Salary an...		1111300 · 403...	461.29	922.58
Total COUNTY OF MARIN - DOF PAYROLL							922.58	922.58
GRAF VAN & STORAGE INC								
Check	10/01/2018	20036	Invoice # 101...	5211215 · Rent - St...		1111300 · 403...	35.19	35.19
Check	11/01/2018	20063	Invoice # 111...	5211215 · Rent - St...		1111300 · 403...	35.19	70.38
Total GRAF VAN & STORAGE INC							70.38	70.38
Indoff Incorporated								
Check	10/10/2018	20040	Invoice #3141...	5220110 · Office Su...		1111300 · 403...	63.01	63.01
Check	11/27/2018	20075	Invoice #3175...	5220110 · Office Su...		1111300 · 403...	89.18	152.19
Total Indoff Incorporated							152.19	152.19
KIOUS, LEWIS								
Check	10/22/2018	20054	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total KIOUS, LEWIS							125.00	125.00
LIEBERT CASSIDY WHITMORE								
Check	10/29/2018	20061	Invoice #1467...	5210131 · Legal Ser...		1111300 · 403...	1,579.80	1,579.80
Check	11/27/2018	20072	Invoice #1468...	5210131 · Legal Ser...		1111300 · 403...	1,281.00	2,860.80
Total LIEBERT CASSIDY WHITMORE							2,860.80	2,860.80
MARIN MAC TECH								
Check	10/01/2018	20038	Invoice # 236	5210710 · Communi...		1111300 · 403...	56.00	56.00
Check	10/22/2018	20047	Invoice # 284 ...	5210710 · Communi...		1111300 · 403...	736.04	792.04
Check	11/01/2018	20062	Invoice # 338	5210710 · Communi...		1111300 · 403...	56.00	848.04
Check	11/15/2018	20070	Invoice # 379	5210710 · Communi...		1111300 · 403...	595.00	1,443.04
Total MARIN MAC TECH							1,443.04	1,443.04
Matt Brown								
Check	10/22/2018	20052	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total Matt Brown							125.00	125.00
McENTEE, SASHI								
Check	10/22/2018	20049	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total McENTEE, SASHI							125.00	125.00

Marin Local Agency Formation Commission
Expenses by Vendor Detail
October through November 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
MURRAY, CRAIG K								
Check	10/22/2018	20050	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total MURRAY, CRAIG K							125.00	125.00
Nelson HR								
Check	10/10/2018	20042	Invoice #6249...	5210110 · Professio...		1111300 · 403...	1,005.00	1,005.00
Check	10/11/2018	20044	Invoice #6250...	5210110 · Professio...		1111300 · 403...	1,005.00	2,010.00
Check	10/22/2018	20046	Invoice #6251...	5210110 · Professio...		1111300 · 403...	1,095.45	3,105.45
Check	10/29/2018	20060	Invoice #6252...	5210110 · Professio...		1111300 · 403...	1,019.65	4,125.10
Check	11/01/2018	20064	Invoice #6253...	5210110 · Professio...		1111300 · 403...	1,005.00	5,130.10
Check	11/08/2018	20066	Invoice #6254...	5210110 · Professio...		1111300 · 403...	1,005.00	6,135.10
Check	11/15/2018	20069	Invoice #6255...	5210110 · Professio...		1111300 · 403...	642.20	6,777.30
Check	11/27/2018	20074	Invoice #6256...	5210110 · Professio...		1111300 · 403...	713.55	7,490.85
Check	11/30/2018	20078	Invoice #6257...	5210110 · Professio...		1111300 · 403...	914.55	8,405.40
Total Nelson HR							8,405.40	8,405.40
Planwest Partners, Inc.								
Check	10/11/2018	10001	Invoice #18-2...	5210110 · Professio...		1111200 · 401...	17,149.21	17,149.21
Check	11/05/2018	10003	Invoice #18-2...	5210110 · Professio...		1111200 · 401...	24,142.03	41,291.24
Total Planwest Partners, Inc.							41,291.24	41,291.24
POINT REYES LIGHT PUBLISHING CO, LL								
Check	11/08/2018	20067	Invoice #47805	5211520 · Publicatio...		1111300 · 403...	159.00	159.00
Total POINT REYES LIGHT PUBLISHING CO, LL							159.00	159.00
RICOH USA INC								
Check	11/15/2018	20071	Copier Costs ...	5211520 · Publicatio...		1111300 · 403...	276.18	276.18
Total RICOH USA INC							276.18	276.18
RODONI, DENNIS JAMES								
Check	10/22/2018	20055	October Meeti...	5211533 · Commissi...		1111300 · 403...	125.00	125.00
Total RODONI, DENNIS JAMES							125.00	125.00
SECURITY MORTGAGE GROUP 2								
Check	10/01/2018	20039	Oct. rent	5211270 · Office Le...		1111300 · 403...	2,638.82	2,638.82
Check	11/01/2018	20065	Nov. rent	5211270 · Office Le...		1111300 · 403...	2,638.82	5,277.64
Check	11/30/2018	20076	Dec. Rent	5211270 · Office Le...		1111300 · 403...	2,638.82	7,916.46
Total SECURITY MORTGAGE GROUP 2							7,916.46	7,916.46

9:35 AM

12/03/18

Accrual Basis

Marin Local Agency Formation Commission
Expenses by Vendor Detail
October through November 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
SPECIAL DISTRICT RISK MNGMT - ACH Deposit	10/02/2018		refund	5140115 · Workers ...		1111200 · 401...	-501.36	-501.36
Total SPECIAL DISTRICT RISK MNGMT - ACH							-501.36	-501.36
TOTAL							78,052.71	78,052.71



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 3 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Hearing on Application #1338 – 610 Calle De La Mesa detachment from the City of Novato

Background

At the October 11th meeting Marin Local Agency Formation Commission (LAFCo) held an informational hearing on a proposal from landowner Janice Tate (applicant) requesting approval to detach part of one incorporated lot totaling .03 acres to from the City of Novato to the County of Marin. The affected territory has been developed to date with a detached single-family residence with a situs address of 610 Calle De La Mesa (160-171-15.) The proposal, as stated by the applicant, is to create continuity within the property. Currently, most of the property is in an unincorporated part of Marin County, and just the vary back portion of the property is within the jurisdiction of the City of Novato. The property line discrepancies were discovered when the applicant proposed a fix to the back fence which runs along the back-propriety line. The applicant has since obtained a Lot Line Adjustment (LLA) as part of a settlement agreement with the Marin County Flood Control and Water Conservation District. The LLA has the bulk of the property within unincorporated Marin County along with street access to the property. However, the .03 arc along the back-fence line is within the City of Novato boundary. Since the means to arrival to the property is within unincorporated Marin County the applicant is seeking to have the entire parcel located within unincorporated Marin County.

This type of application falls under government code section 56751 which gives the City of Novato the ability to deny the detachment. The City of Novato did not take any official action on this matter. The City of Novato staff informed LAFCo staff that the City of Novato was “not opposed” to the proposed detachment. All other interested agencies were either supportive or neutral on this application.

Staff Recommendation for Action

Staff recommendation – Approve the requested detachment as described.

Alternative Option 1 – Deny the requested detachment.

Alternative Option 2 - Continue consideration of the item to the next regular meeting, and provide direction to staff, as needed.

Attachment:

1. Resolution
2. Marin LAFCo Application Questionnaire

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 18-05

RESOLUTION APPROVING THE DETACHMENT OF CERTAIN PROPERTY FROM THE CITY OF NOVATO TO UNINCORPORATED MARIN COUNTY

WHEREAS, a proposal for detachment from City of Novato to unincorporated Marin County of approximately .03 acres (Assessor Parcel Numbers 160-171-15) located at 6110 Calle De La Mesa, was heretofore filed with the Marin Local Agency Formation Commission (LAFCo); and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including his analysis and recommendations, the proposal and report having been presented to and considered by LAFCo; and

WHEREAS, LAFCo has complied with the California Environmental Quality Act (CEQA) incident to its consideration of this request, as described below; and

WHEREAS, it has been determined to the satisfaction of LAFCo that all owners of the land included in this proposal consent to the proposal; and

WHEREAS, the Novato City Council did not exercise its right under Government Code section 56751 to object to this detachment; and

WHEREAS, LAFCo has not received a request from any affected local agency for notice, hearing or protest proceeding on the proposal; and

NOW, THEREFORE, LAFCo, does hereby resolve, determine and order as follows:

SECTION 1:

As Lead Agency under CEQA for the proposed detachment of APN: 160-171-15 from City of Novato to unincorporated Marin County, LAFCo finds that the Project is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15319 (a).

SECTION 2:

LAFCo hereby approves the proposed detachment of approximately .03 acres from the City of Novato to the County of Marin, as described and depicted in Exhibits "A" and incorporated herein by reference.

SECTION 3:

LAFCo hereby waives protest proceedings pursuant to Government Code Section 56662(a).

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on December 13, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCO Interim Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 18-05

1. Exhibit "A" – Legal Description and Map

EXHIBIT "A"
ANNEXATION TO COUNTY OF MARIN
LAFCO MAPPING #XXXX/MARIN MAPPING #XXXX

Beginning at a point in the Rancho San Jose, said point being on the existing jurisdictional boundary between the City of Novato and the County of Marin, said point also being the most Northerly corner of Lot 471 as shown upon that certain Map entitled, "Map of Loma Verde No. 3A, in the County of Marin, California", filed for record on May 2, 1956, in Volume 9 of Maps, at Page 23, Marin County Records; thence from said Point of Beginning continue the following courses and distances:

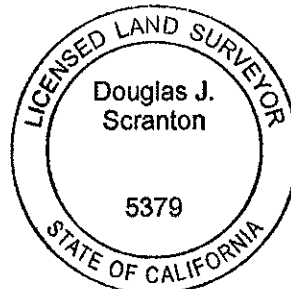
- Course 1 - Thence along the said existing jurisdictional boundary between the City of Novato and the County of Marin and also being the Northwesterly line of said Lot 471, South 43°48'20" West, 75.00 feet to the Southwesterly corner of said Lot 471 of said map;
- Course 2 - Thence leaving said existing jurisdictional boundary between the City of Novato and the County of Marin and also the Northwesterly line of said Lot 471, North 46°11'40" West, 24.00 feet;
- Course 3 - Thence North 43°33'21" East, 34.88 feet;
- Course 4- Thence North 74°51'16" East, 46.83 feet to the Point of Beginning.

Said description containing 1,324 square feet, more or less

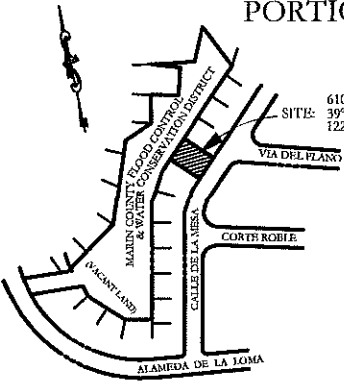
The legal description contained herein is for annexation purposes only, and does not describe real property for the purpose of creating a legal parcel, or for the purpose of any legal transfer or sale.



Prepared for LAFCO Mapping #xxxx
Douglas J. Scranton
California Licensed Land Surveyor No. 5379

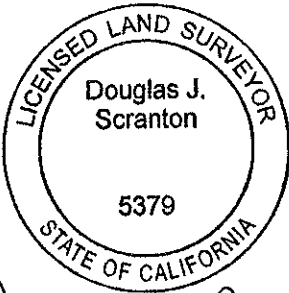


PORTION OF THE RANCHO SAN JOSE

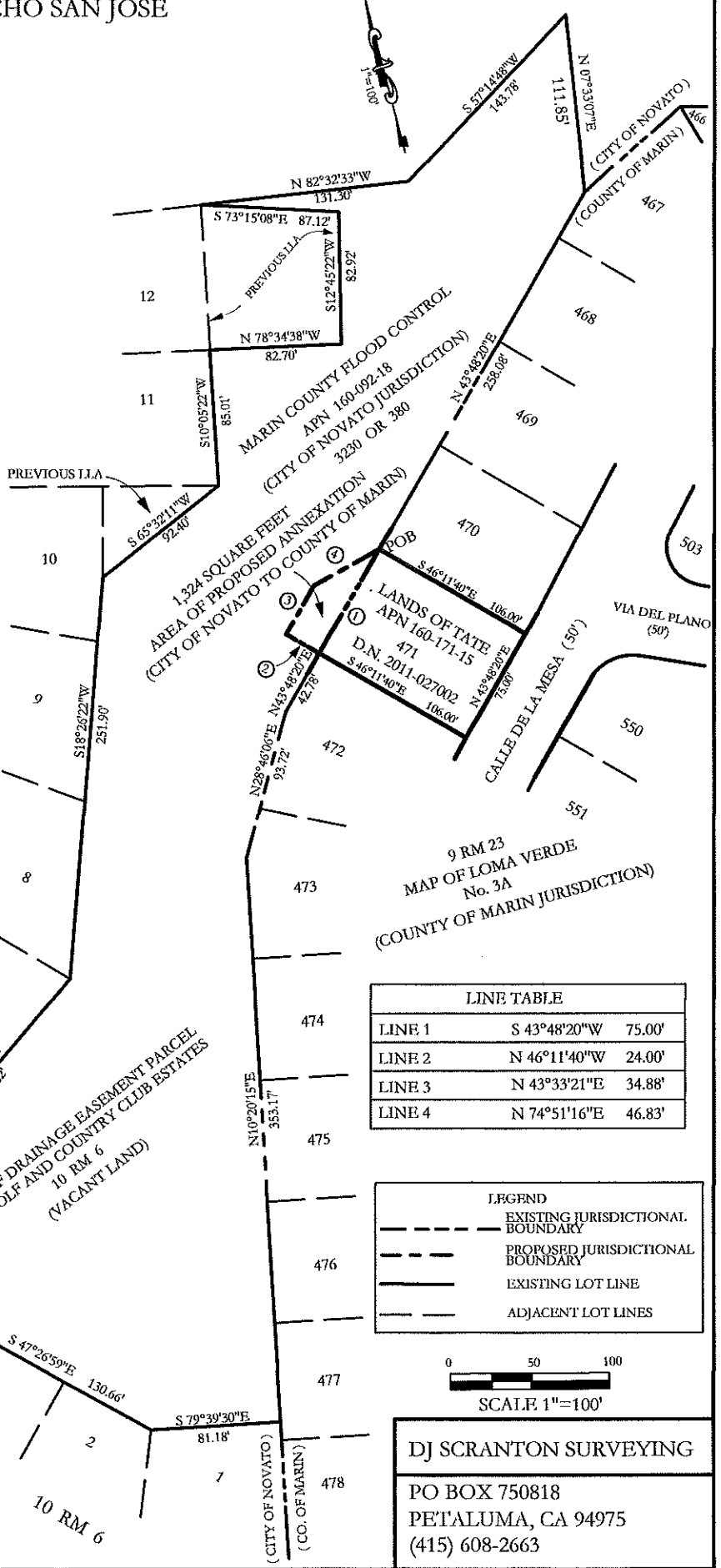


610 CALLE DE LA MESA, NOVATO, CA
 SITE: 39°04'03.4" NORTH LATITUDE
 122°33'08.1" WEST LATITUDE

VICINITY MAP
 NOT TO SCALE



Douglas J. Scranton



MARIN COUNTY FLOOD CONTROL
 APN 160-092-18
 (CITY OF NOVATO JURISDICTION)
 3230 OR 380

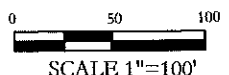
1,324 SQUARE FEET
 AREA OF PROPOSED ANNEXATION
 (CITY OF NOVATO TO COUNTY OF MARIN)

LANDS OF STATE
 APN 160-171-15
 D.N. 2011-027002

9 RM 23
 MAP OF LOMA VERDE
 No. 3A
 (COUNTY OF MARIN JURISDICTION)

LINE TABLE		
LINE 1	S 43°48'20"W	75.00'
LINE 2	N 46°11'40"W	24.00'
LINE 3	N 43°33'21"E	34.88'
LINE 4	N 74°51'16"E	46.83'

LEGEND	
	EXISTING JURISDICTIONAL BOUNDARY
	PROPOSED JURISDICTIONAL BOUNDARY
	EXISTING LOT LINE
	ADJACENT LOT LINES



LAFCO MAPPING NO. XXXX

ANNEXATION TO COUNTY OF MARIN
 LANDS OF MARIN COUNTY FLOOD CONTROL TO
 610 CALLE DE LA MESA NOVATO, CA
 MARIN COUNTY MAPPING NO. XXXX

DJ SCRANTON SURVEYING
 PO BOX 750818
 PEALUMA, CA 94975
 (415) 608-2663

MARIN LAFCO
APPLICATION QUESTIONNAIRE

Save Form

Print

Reset Form

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

1. Please check the method by which this application was initiated:

- Resolution of Application
 Petition

2. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

3. A. Application is submitted for the following boundary change:
(BE SPECIFIC; i.e., "annexation," "reorganization".)

Reorganization. To detach area from the city of Novato and attach it to the County of Marin.

B. The reason the proposed action(s) has been requested:

(BE SPECIFIC; i.e., "annexation to sewer district for construction of three homes")

See Exhibit 3 B, attached hereto and incorporated by reference.

4. State general location of proposal:

610 Calle de la Mesa, Novato

5. Is the proposal within a city's boundaries?

Yes . Which city? Novato (partially)

No . If the proposal is adjacent to a city, provide city name: _____

6. Is the subject territory located within an island of unincorporated territory? Yes No
Indicate city, if applicable: _____

7. Would this proposal create an island of unincorporated territory? Yes No . If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation:
(Attach list if necessary.)

A. Assessor's Parcel Number(s)	Site Address(es)
<u>160-092-18</u>	<u>City of Novato</u>
<u>160-171-15</u>	<u>County of Marin - 610 Calle de la Mesa</u>

B. Total number of parcels: 2

9. Total land area: 1,324 sq ft.

II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns: _____
None

2. Indicate current land use:
(i.e., number of dwellings, permits currently held, etc.)
610 Calle de la Mesa is developed with a single family residence and pool. The area to be detached has a portion of the pool, a hot tub and landscaping.

3. Indicate the current zoning (either city or county) title and densities permitted:
Planned District (city of Novato)

4. Has the area been rezoned? No N/A Yes
What is the rezoning classification, title and densities permitted? _____

5. Describe the specific development potential of the property:
(Number of units allowed in zoning.)
None. The property is fully developed.

III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes No

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes No

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

A. This site?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A <input type="radio"/>
B. Adjacent sites?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A <input type="radio"/>
C. Unincorporated?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
D. Incorporated?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

4. State general description of site topography: _____

Flat

5. Indicated Lead Agency for this project: _____

LAFCO

6. Indicate Environmental Determination by Lead Agency: _____

with respect to (indicate project) _____

dated _____

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)

Please provide the names and addresses of persons who are to be furnished copies of the Agenda, Executive Officer's Report, and Notice of Hearing:

<u>Name</u>	<u>Address</u>
Janice Tate	610 Calle de la Mesa, Novato, CA 94949
Marin Flood Control District	c/o Ed Kiernan, Marin County Counsel's Office 3501 Civic Center Drive, Suite 275 San Rafael, CA 94903
Neil Sorensen	950 Northgate Drive, Suite 200 San Rafael, CA 94903

Name and Address of Applicant: Janice Tate, 610 Calle de la Mesa, Novato, CA 94949

Telephone Number: H (415) 883-1826 W() _____

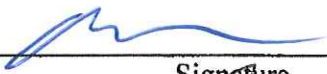
	<u>2/14/18</u>
Signature	Date
<u>Janice Tate</u>	<u>3-13-18</u>
Signature	Date

Exhibit "3B"

The reorganization is requested as part of the implementation of a Settlement Agreement between Janice Tate ("Tate") and the Marin County Flood Control District ("District"). Tate and the District have agreed to a lot line adjustment ("LLA") to resolve the existing encroachment of a swimming pool onto District property. As part of the LLA approximately 1,324 square feet of District land (A.P. 160-092-18) will be transferred to Tate, who owns a residence at 610 Calle de la Mesa (A.P. 160-171-15). The City boundary and the property line between A.P. 160-092-18 and 160-171-15 currently passes through the pool. The LLA and reorganization will move the property line and the City boundary about 24 feet to accommodate the pool.

**PETITION FOR PROCEEDING
PURSUANT TO
THE CORTESE-KNOX-HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

Save File **Print**
Reset Form

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change of organization or reorganization and stipulate(s) as follows:

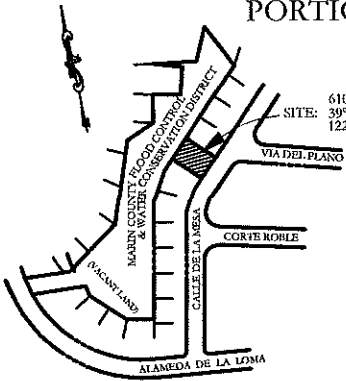
1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are: _____
Reorganization Detach area from the City of Novato and add to the unincorporated Marin County
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) "A" _____ attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 inhabited (12 or more registered voters) or
 uninhabited.
5. This proposal is is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed reorganization (annexation, detachment, reorganization, etc.) is/are: _____
An existing structure (pool) crosses over the city limit line (city of Novato) The change in boundaries will allow a Lot Line Adjustment and place the pool and the parcel within the County
7. The proposal is requested to be made subject to the following terms and conditions: None
8. The persons signing this petition have signed as:
 Registered voters or
 Owners of the land.

Chief Petitioners (not to exceed three):

	<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u>
1.		JANICE TATE	<i>Janice Tate</i>	610 Calle de la Loma, Novato, CA
2.		Marin Flood Control District	<i>[Signature]</i>	
3.				

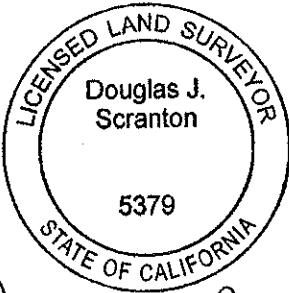
2-14-18

PORTION OF THE RANCHO SAN JOSE

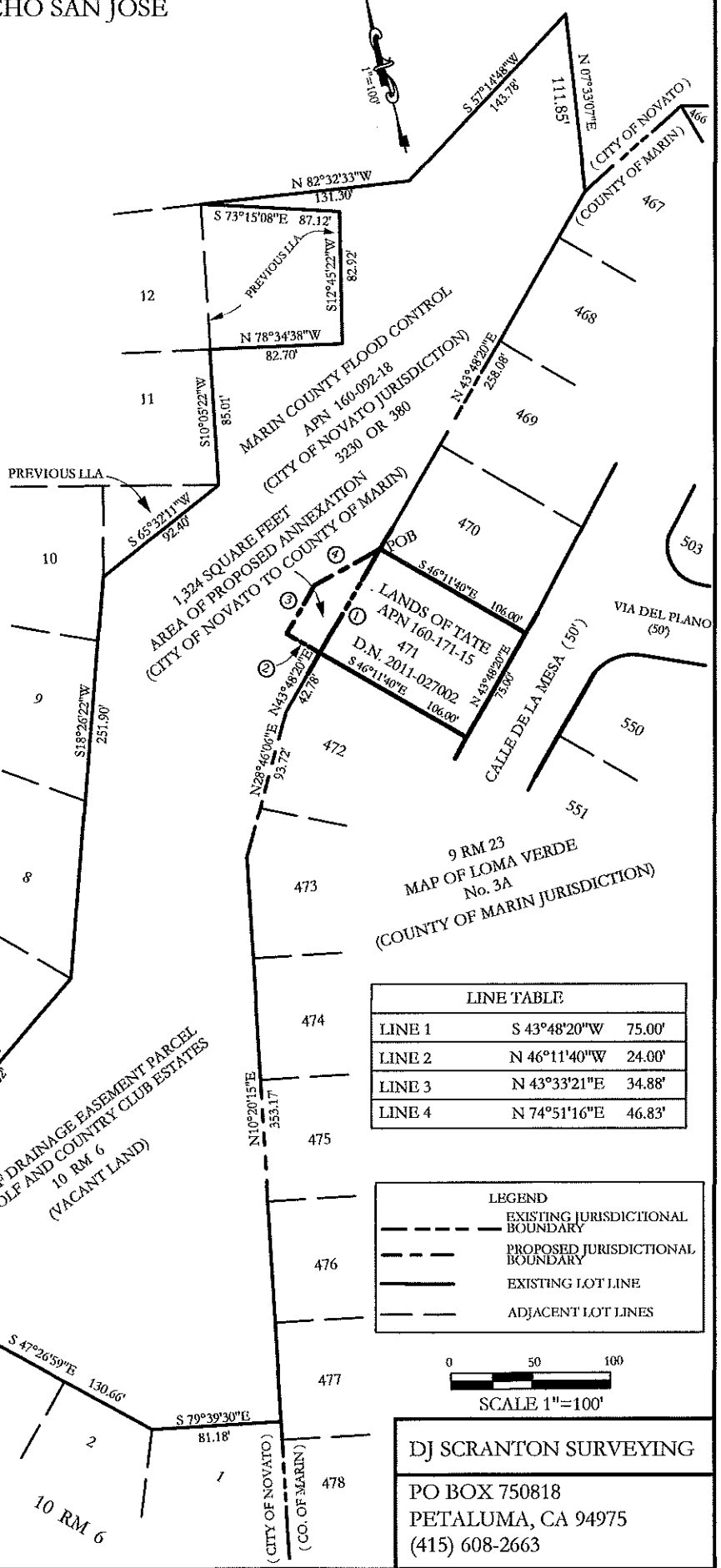


VICINITY MAP
NOT TO SCALE

610 CALLE DE LA MESA, NOVATO, CA
SITE: 39°04'03.4" NORTH LATITUDE
122°33'08.1" WEST LATITUDE

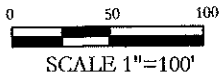


Douglas J. Scranton



LINE TABLE	
LINE 1	S 43°48'20"W 75.00'
LINE 2	N 46°11'40"W 24.00'
LINE 3	N 43°33'21"E 34.88'
LINE 4	N 74°51'16"E 46.83'

LEGEND	
	EXISTING JURISDICTIONAL BOUNDARY
	PROPOSED JURISDICTIONAL BOUNDARY
	EXISTING LOT LINE
	ADJACENT LOT LINES



LAFCO MAPPING NO. XXXX
ANNEXATION TO COUNTY OF MARIN
LANDS OF MARIN COUNTY FLOOD CONTROL TO
610 CALLE DE LA MESA NOVATO, CA
MARIN COUNTY MAPPING NO. XXXX

DJ SCRANTON SURVEYING
PO BOX 750818
PETALUMA, CA 94975
(415) 608-2663

EXHIBIT "A"
ANNEXATION TO COUNTY OF MARIN
LAFCO MAPPING #XXXX/MARIN MAPPING #XXXX

Beginning at a point in the Rancho San Jose, said point being on the existing jurisdictional boundary between the City of Novato and the County of Marin, said point also being the most Northerly corner of Lot 471 as shown upon that certain Map entitled, "Map of Loma Verde No. 3A, in the County of Marin, California", filed for record on May 2, 1956, in Volume 9 of Maps, at Page 23, Marin County Records; thence from said Point of Beginning continue the following courses and distances:

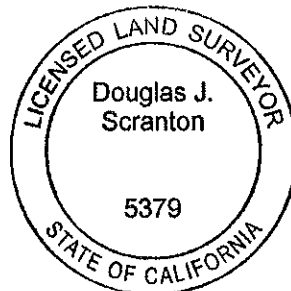
- Course 1 - Thence along the said existing jurisdictional boundary between the City of Novato and the County of Marin and also being the Northwesterly line of said Lot 471, South 43°48'20" West, 75.00 feet to the Southwesterly corner of said Lot 471 of said map;
- Course 2 - Thence leaving said existing jurisdictional boundary between the City of Novato and the County of Marin and also the Northwesterly line of said Lot 471, North 46°11'40" West, 24.00 feet;
- Course 3 - Thence North 43°33'21" East, 34.88 feet;
- Course 4- Thence North 74°51'16" East, 46.83 feet to the Point of Beginning.

Said description containing 1,324 square feet, more or less

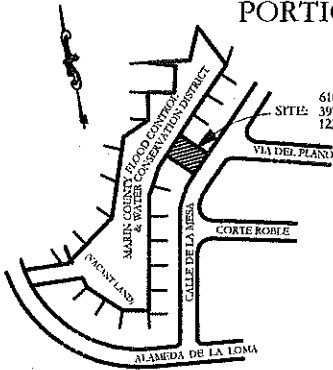
The legal description contained herein is for annexation purposes only, and does not describe real property for the purpose of creating a legal parcel, or for the purpose of any legal transfer or sale.



Prepared for LAFCO Mapping #xxxx
Douglas J. Scranton
California Licensed Land Surveyor No. 5379

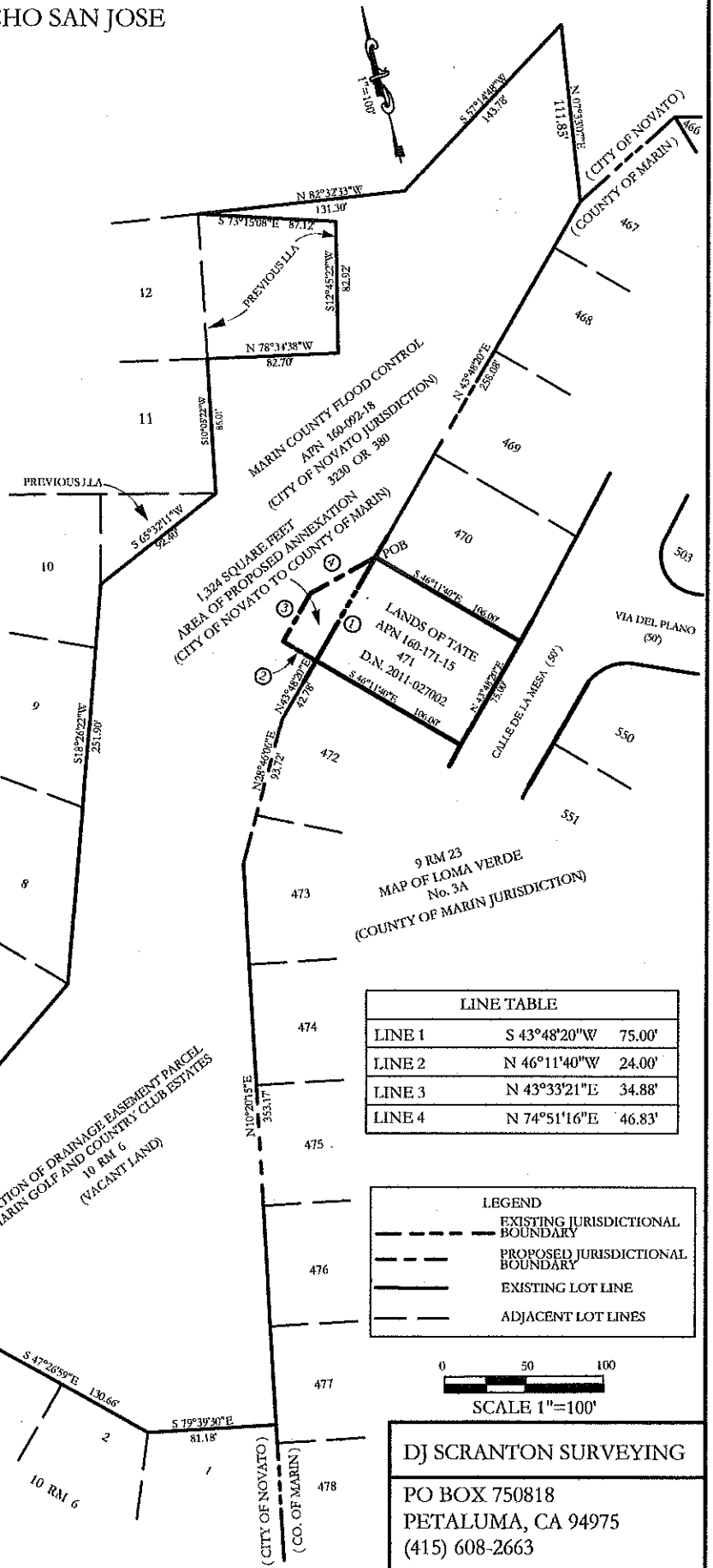


PORTION OF THE RANCHO SAN JOSE



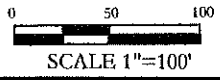
VICINITY MAP
NOT TO SCALE

610 CALLE DE LA MESA, NOVATO, CA
SITE: 39°04'03.4" NORTH LATITUDE
122°53'08.1" WEST LATITUDE



LINE TABLE	
LINE 1	S 43°48'20"W 75.00'
LINE 2	N 46°11'40"W 24.00'
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LINE 4	N 74°51'16"E 46.83'

LEGEND	
	EXISTING JURISDICTIONAL BOUNDARY
	PROPOSED JURISDICTIONAL BOUNDARY
	EXISTING LOT LINE
	ADJACENT LOT LINES



LAFCO MAPPING NO. XXXX
ANNEXATION TO COUNTY OF MARIN
LANDS OF MARIN COUNTY FLOOD CONTROL TO
610 CALLE DE LA MESA NOVATO, CA
MARIN COUNTY MAPPING NO. XXXX

DJ SCRANTON SURVEYING
PO BOX 750818
PETALUMA, CA 94975
(415) 608-2663

Exhibit "A"



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 4 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **Informational Hearing on Application #1339 – 516 E. Hospital Drive Annexation into Novato Sanitary District**

Background

Marin Local Agency Formation Commission (LAFCo) has received an application from Becky McCormick, LPAS, Inc. (“applicant”) requesting approval for annexing one of three lots totaling 14.55 acres to Novato Sanitary District (NSD). The affected territory is formerly known as the Hamilton Hospital site with a situs address of 516 E. Hospital Drive (157-690-52.) The proposal, as stated by the applicant, will turn the former Hamilton Hospital into an 80-bed assisted living facility. The parcel was part of a former military base. In Exhibit A of the application questionnaire, only parcel one is part of this application, according to the applicant- parcels two and three, in exhibit A, are already in NSD. Novato City Council resolution #55-15 gave the overall project a mitigated native declaration on September 15, 2015.

Staff has request comments from NSD along with 12 other interested agencies. The aforementioned comment period will end on Friday January 4th.

This is informational hearing and no action can be taken at this meeting, but commissioners can ask questions about the application.

Attachment:

1. Marin LAFCo Application

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member

**PETITION FOR PROCEEDING
PURSUANT TO
THE CORTESE-KNOX-HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

Save File

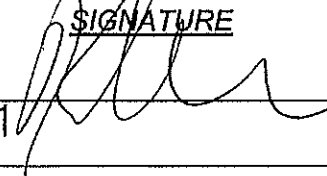
Print

Reset Form

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change of organization or reorganization and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are: Annexation of Hamilton Hospital into Novato Sanitary District
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) _____ attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 inhabited (12 or more registered voters) or
 uninhabited.
5. This proposal is is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed annexation _____ (annexation, detachment, reorganization, etc.) is/are:
Development of site requires sewer service, and is not currently within any sewer district. The site lies entirely within the sphere of influence of the Novato Sanitary District
7. The proposal is requested to be made subject to the following terms and conditions: None
8. The persons signing this petition have signed as:
 Registered voters or
 Owners of the land.

Chief Petitioners (not to exceed three):

	<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u>
1.	11/14/18	KENNETH R. ASSIRAN <small>AUTHORIZED SIGNATORY</small>		1422 CLARKVIEW RD BALTIMORE, MD 21209
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

MARIN LAFCO
APPLICATION QUESTIONNAIRE

Save Form

Print

Reset Form

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

1. Please check the method by which this application was initiated:

- Resolution of Application
 Petition

2. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

3. A. Application is submitted for the following boundary change:
(BE SPECIFIC; i.e., "annexation," "reorganization".)

Annexation of the former Hamilton Hospital site, located at 516 E. Hospital Drive (APN 157-690-52) into the Novato Sanitary District.

B. The reason the proposed action(s) has been requested:
(BE SPECIFIC; i.e., "annexation to sewer district for construction of three homes")

Annexation into sewer district for development of an 80 bed assisted living facility at the site.

4. State general location of proposal:

516 E. Hospital Drive, Novato 94949, APN 157-690-52

5. Is the proposal within a city's boundaries?

Yes . Which city? Novato
No . If the proposal is adjacent to a city, provide city name: _____

6. Is the subject territory located within an island of unincorporated territory? Yes No
Indicate city, if applicable: _____

7. Would this proposal create an island of unincorporated territory? Yes No . If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation:
(Attach list if necessary.)

A. Assessor's Parcel Number(s)

157-690-52

Site Address(es)

516 E Hospital Dr, Novato

B. Total number of parcels: 1

9. Total land area: 14.55 acres

II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns: _____

None

2. Indicate current land use:
(i.e., number of dwellings, permits currently held, etc.)

Vacant, with 2 structures on site. Existing building has been abandoned since air base closure.

3. Indicate the current zoning (either city or county) title and densities permitted:

PD, City of Novato Planning

4. Has the area been rezoned? No N/A Yes

What is the rezoning classification, title and densities permitted?

Mixed Use. A maximum 70,072 sq ft building allowed on 3.41 acres of site designated Mixed Use

5. Describe the specific development potential of the property:

(Number of units allowed in zoning.)

Rehabilitation of the former hospital into 80 bed assisted living facility

III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes No

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes No

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

A. This site?	Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>
B. Adjacent sites?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A <input type="radio"/>
C. Unincorporated?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
D. Incorporated?	Yes <input checked="" type="radio"/>	No <input type="radio"/>	

4. State general description of site topography: _____

Hillside lot with existing paved driveway access, parking and building with average slope of 8%

5. Indicated Lead Agency for this project: _____

Novato Sanitary District

6. Indicate Environmental Determination by Lead Agency: Exemption under CEQA

with respect to (indicate project) Hamilton Hospital Senior Living Facility

dated Sept 15, 2015 (conditions of approval p. 130)

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)

Please provide the names and addresses of persons who are to be furnished copies of the Agenda, Executive Officer's Report, and Notice of Hearing:

<u>Name</u>	<u>Address</u>
Lia Solar, NMWD	PO Box 146, Novato, 94948
Steve Marshall, City of Novato Planning	922 Machin Ave, Novato, 94945
Novato Fire Protection District	95 Rowland Way, Novato, 94945
Bill Northcroft, NSD	500 Davidson St, Novato 94945
<u>Robertson Engineering</u>	<u>2300 Belhards Dr Ste L Santa Rosa, CA</u> <u>Kevin@robertsonengineering.net</u>

Name and Address of Applicant: Becky McCormick, LPAS, Inc.
2484 Natomas Park Dr, Ste 100, Sacramento 95833

Telephone Number: H () _____ W(916) 443-0335

Becky McCormick _____ 2018-11-19
Signature Date

Signature Date

PLAN FOR PROVIDING SERVICES

To be completed by a city or district representative for all **applications initiated by resolution or as required by Executive Officer.**

1. Enumerate and describe services to be extended to the affected territory:

Police: None

Fire: None

Sewer: Annex site into Novato Sanitary District

Water: None

Other: None

2. Advise whether any of the affected agencies serving or expected to serve this site are current operating at or near capacity: _____

District is not operating at or near capacity

3. Describe the level and range of services: _____

Already provided by other agencies.

4. Indicate when services can/will be extended to the affected territory: _____

Upon approval of annexation and prior to occupancy

5. Note any improvements or upgrading of structures, roads, sewer or water facilities, or other conditions required within the affected territory: _____

Existing hospital will be converted to senior living facility. Parking, access, and utilities will all be upgraded to support new development

6. Describe financial arrangements for construction and operation of services extended to the affected territory. Will the territory be subject to any special taxes, charges or fees? (If so, please specify.) _____

Developer will cover costs of construction. No public funding is required or requested.

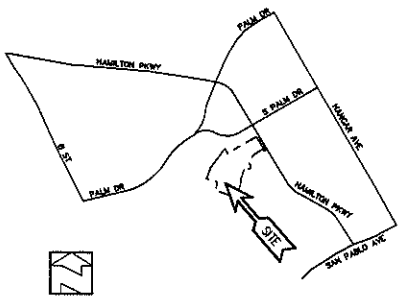
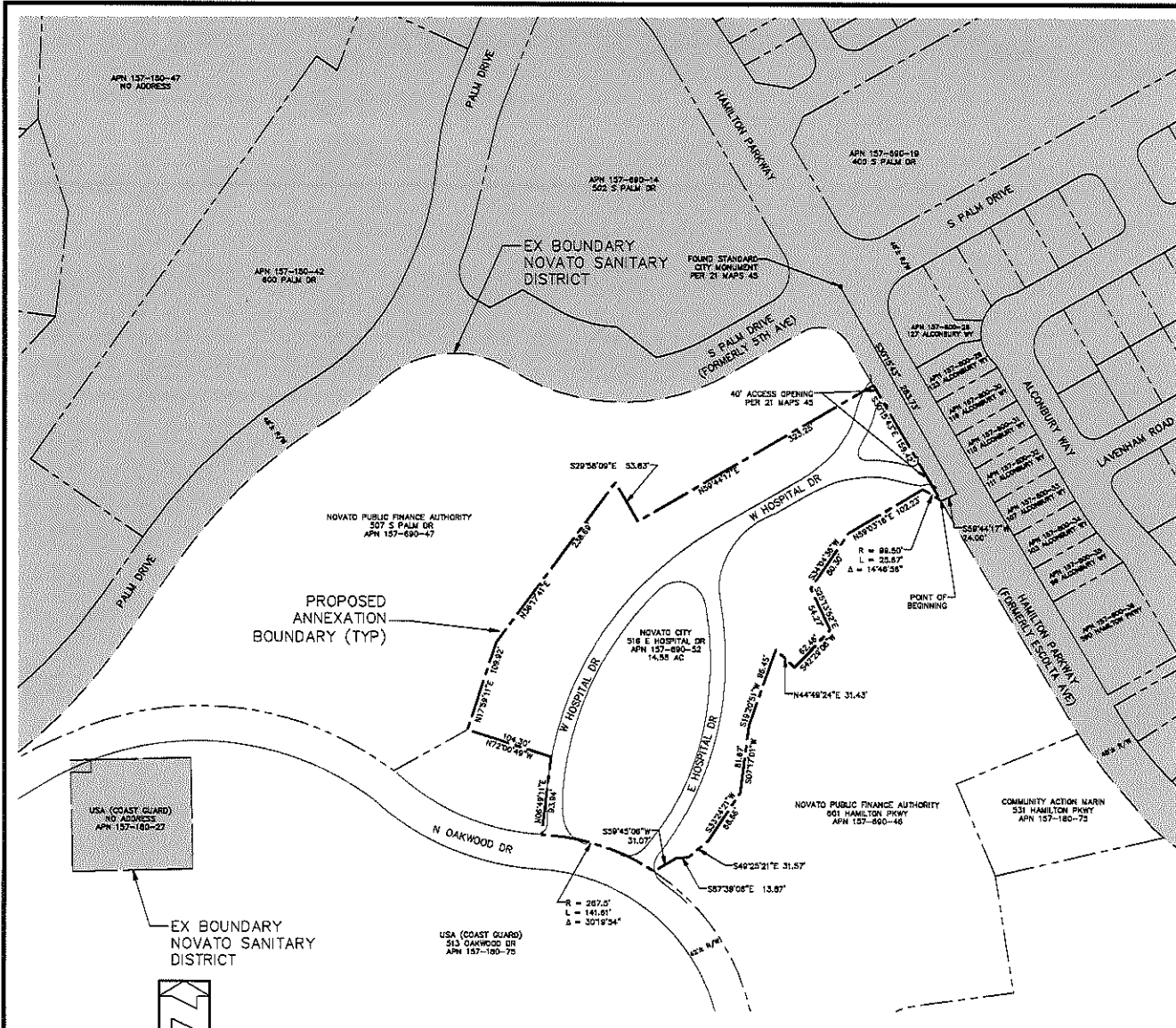
This section completed by:

Mike Robertson
(Name)

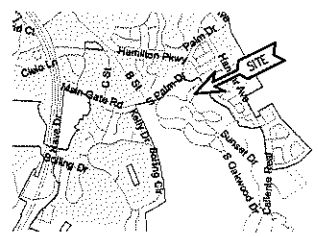
President, Robertson Engineering
(Position)

N/A
(Agency)

707-523-7490
(Phone #)



VICINITY MAP
NO SCALE



EXISTING NSD BOUNDARY
NO SCALE

NOVATO SANITARY DISTRICT REORGANIZATION No. XX
 CITY OF NOVATO
 MARRIN COUNTY
 Township 3 North, Range 8 West, Section 33
 RANCHO DE NOVATO
 INVOLVING ANNEXATION of 14.55 ACRES to the NOVATO SANITARY DISTRICT
 MAP OF NEW DISTRICT BOUNDARY AS ESTABLISHED BY LAFCO RESOLUTION No. _____ CONTAINING 14.55 ACRES MORE OR LESS
 prepared by
 ROBERTSON ENGINEERING, INC.

LEGEND
 - - - - - PROPOSED ANNEXATION BOUNDARY
 - - - - - PROPERTY LINES
 - - - - - AREA WITHIN EXISTING BOUNDARY NOVATO SANITARY DISTRICT

ABBREVIATIONS

APN ASSESSOR PARCEL NUMBER
 TYP TYPICAL

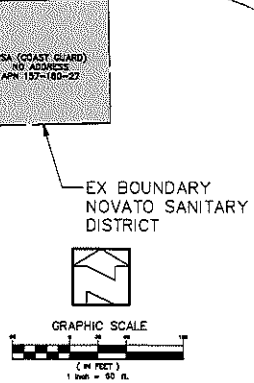
ENGINEER/SURVEYOR'S STATEMENT

THIS MAP AS BEEN COMPILED UNDER MY DIRECTION.
 MICHAEL D. ROBERTSON DATE _____
 RCE 29640
 EXP. 3-31-2019

LAFCO
 Approved by Marin County Local Agency Formation Commission in Resolution No. _____ dated _____
 By: _____ Date: _____
 Executive Officer

DISTRICT MANAGER - CHIEF ENGINEER
 I, Sandeep Korkal, Chief Engineer and District Manager of the Novato Sanitary District, hereby certify that the map herein shown conforms to the requirements of Title 4, Division 1, Article 3, of the Government Code of the State of California and to the description of the reorganization as adopted by Marin LAFCO in Resolution No. _____, dated _____
 By: Sandeep Korkal, District Manager and Chief Engineer
 Novato Sanitary District

RECORDER
 Recorded at the request of the Executive Officer of the Marin Local Agency Formation Commission, this _____ day of _____, 2018, in Book _____ of Maps, at Page _____, Marin County Records.
 County Recorder _____
 Deputy _____



DATE: Nov 2018
 SCALE: AS SHOWN
 DESIGNED: JS
 DRAWN: MBR
 CHECKED: MBR
 PROLENGR: MBR
 PROJ.MGR: MBR

NOVATO SANITARY DISTRICT

ROBERTSON ENGINEERING INC
 2860 CALIFORNIA DRIVE, SUITE L, SAN RAFAEL, CA 94965
 TEL 415.467.7400 FAX 415.467.7400
 E-mail: info@robertsonengineering.com

11-02-2018

ANNEXATION MAP
 NOVATO SANITARY DISTRICT
 ANNESTA NOVATO
 516 HOSPITAL DR
 MARRIN COUNTY
 CALIFORNIA
 NOVATO

SHEET 1
 OF 1
 1 SHEETS
 JOB No. 18107

File
Deed

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO**

Name **City of Novato**
Street Address **75 Rowland Way**
City-State Zip **Novato, CA 94945-5054**

Order No **Hospital**



2011-0013866

Recorded Official Records County of Marin
RICHARD N. BENSON Assessor-Recorder County Clerk
REC FEE 0.00
AD
09:23AM 10-Mar-2011 Page 1 of 5

Parcel No. 157-690-52
Tax Code Area: 10-249

SPACE ABOVE THIS LINE FOR RECORDERS USE

QUITCLAIM DEED

RECORD WITHOUT FEE PER C.C. 37300

THE UNDERSIGNED GRANTOR(s) DECLARE(s)
 City of Novato
 Unincorporated

Documentary Transfer Tax is \$ 0 zero consideration
 computed on full value of interest or property conveyed, or,
 full value less value of liens or encumbrances remaining at the time of sale

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
City of Novato Public Finance Authority,
a joint powers authority, who acquired title as Novato Public Finance Authority, a joint powers authority
do(es) hereby REMISE, RELEASE AND FOREVER QUITCLAIM to
CITY OF NOVATO, a municipal corporation
the following real property in the City of Novato, County of Marin, State of California

See Exhibit A attached hereto and made a part hereof.
Without warranty, expressed or implied.

Dated: March 8, 2011

STATE OF CALIFORNIA
COUNTY OF Marin

}ss **City of Novato Public Finance Authority,**
a joint powers authority

On March 8, 2011 before me,
Victoria Lynn Parfitt
a Notary Public, personally appeared
Madeline Kellner

Madeline Kellner
By: Madeline Kellner, Chairperson

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s), acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Victoria Lynn Parfitt

MAIL TAX STATEMENTS TO PARTY SHOWN ON THE FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

Name Street Address City & State

EXHIBIT A
DESCRIPTION

ALL THAT CERTAIN real property situate in the City of Novato, County of Marin, State of California, described below as follows:

PARCEL ONE:

Beginning at a standard street monument marking the center of 5th Street and Escolta Avenue, as shown on that certain Map entitled, Map of Hamilton Field", filed for record December 18, 1995 in Volume 21 of Maps, at Page 45, Marin County Records; thence South 30° 15' 43" East 283.73 feet; thence South 59° 44' 17" West 24.00 feet to the Westerly line of Escolta Avenue and the True Point of Beginning of this description; thence leaving said Westerly line of Escolta Avenue in a Northwesterly direction along the general Easterly line of the property transferred to the Department of the Navy from the Department of the Air Force by Memorandums for the Secretary of the Navy, dated January 25, 1975 and May 5, 1976, along a curve to the left, whose radius point bears South 38° 58' 59" West 99.50 feet, through a central angle of 14° 46' 56", an arc length of 25.67 feet; thence along said line of the Department of the Navy, South 59° 03' 16" West 102.23 feet to a 1 inch iron pipe; thence South 34° 04' 36" West 80.30 feet to a "V" cut in concrete; thence South 25° 13' 52" East 54.27 feet to a "V" cut in concrete; thence South 42° 29' 08" West 62.46 feet to a 1 inch iron pipe; thence North 44° 49' 24" West 31.43 feet; thence South 19° 20' 51" West 96.45 feet to a 1 inch iron pipe; thence South 07° 17' 01" West 81.67 feet to a "V" cut in the top of rock; thence South 33° 24' 21" West 68.66 feet; thence South 49° 25' 21" West 31.57 feet; thence South 87° 39' 06" West 13.87 feet; thence South 59° 45' 06" West 31.07 feet; thence in a Northwesterly direction a curve to the left whose radius point bears South 33° 15' 21" West 267.50 feet, through a central angle of 30° 19' 54", an arc distance of 141.61 feet; thence North 06° 49' 11" East 93.94 feet to "V" cut in concrete; thence North 72° 00' 49" West 104.30 feet to a 1 inch iron pipe; thence North 17° 59' 11" East 109.92 feet to a 1 inch iron pipe; thence North 36° 17' 41" East 238.69 feet; thence leaving said general Easterly line of said Navy Property, South 29° 58' 09" East 53.63 feet; thence North 59° 44' 17" East 323.25 feet to the aforesaid Westerly line of Escolta Avenue; thence along said Westerly line of Escolta Avenue, South 30° 15' 43" East 159.42 feet to the Point of Beginning.

PARCEL TWO:

A perpetual non-exclusive ingress and egress easement over Main Gate Road, Palm Avenue, Escolta Avenue, San Pablo Avenue, Caliente Real and Hangar Avenue for access to adjoining property as created in the Deed from the United States of America, acting by and through the Administration of the General Services to the New Hamilton Partnership, L.P., a Delaware Limited Partnership, recorded June 26, 1995 as Instrument No. 95 029154, Marin County Records.

DESCRIPTION
continued

PARCEL THREE:

Perpetual non-exclusive easements for continued and uninterrupted operation, maintenance, repair, replacement and upgrading of existing utility lines and drainage as created in the Deed from the United States of America, acting by and through the Administration of the General Services to the New Hamilton Partnership, L.P., a Delaware Limited Partnership, recorded June 26, 1995 as Instrument No. 95 029154, Marin County Records.

**CERTIFICATE OF THE OWNER'S ACCEPTANCE
OF A CONVEYANCE OF REAL PROPERTY AND
ITS CONSENT TO RECORDATION**

This is to certify that the interest in real property situated in Marin County, California, conveyed by the attached Quitclaim Deed dated March 8, 2011 from CITY OF NOVATO FINANCE AUTHORITY to THE CITY OF NOVATO, a municipal corporation, is hereby accepted by the undersigned officer on behalf of the City of Novato pursuant to Resolution No. 08-11 of the City of Novato, adopted March 8, 2011, and the grantee hereby consents to recordation thereof by its duly authorized officer.

Dated: March 8, 2011



Madeline Kellner, Mayor

*See CA acknowledgment Form attached -
nlp*

ACKNOWLEDGMENT

State of California
County of Marin)

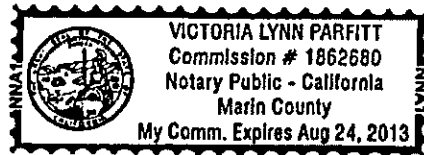
On March 8, 2011 before me, Victoria Lynn Parfitt
(insert name and title of the officer)

personally appeared Madeline Kellner
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Victoria Lynn Parfitt (Seal)





Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 5 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: **Informational Hearing on Application #1340 – 28 Teaberry Lane Annexation to Sanitary District #5**

Background

Marin Local Agency Formation Commission (LAFCo) has received an application from Peter Kiritchenko (“applicant”) requesting approval annex one lot totaling 2.01 acres to Sanitary District Number #5 of Marin (SD #5.) The affected territory is a new residential unit in the unincorporated part of Marin County, near the Town of Tiburon with a situs address of 28 Teaberry Lane (058-071-01.) The proposal, as stated by the applicant, is to build one a new single-family home that can include an accessory dwelling unit. The Marin County Community Development Agency on November 18, 2015 issued a Notice of Exemption for the overall project under CEQA.

Staff has request comment from SD #5 along with 12 other interested agencies. The aforementioned comment period will end on Friday January 11th.

This is an informational hearing and no action can be taken at this meeting, but commissioners can ask questions about the application.

Attachment:

1. Marin LAFCo Application Packet

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member

Save Form

Print

MARIN LAFCO
APPLICATION QUESTIONNAIRE

Reset Form

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

1. Please check the method by which this application was initiated:

- Resolution of Application
- Petition

2. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

3. A. Application is submitted for the following boundary change:
(BE SPECIFIC; i.e., "annexation," "reorganization")
Annexation to Sanitary District No. 5 of Marin County

B. The reason the proposed action(s) has been requested:
(BE SPECIFIC; i.e., "annexation to sewer district for construction of three homes")
Annexation to sewer district for construction of single family home.

4. State general location of proposal:
28 Teaberry Lane, Tiburon
APN 058-071-01

5. Is the proposal within a city's boundaries?

Yes . Which city? _____
No . If the proposal is adjacent to a city, provide city name: Tiburon

6. Is the subject territory located within an island of unincorporated territory? Yes No

Indicate city, if applicable: Tiburon

7. Would this proposal create an island of unincorporated territory? Yes No . If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation: (Attach list if necessary.)

<u>Assessor's Parcel Number(s)</u>	<u>Site Address(es)</u>
05807101	28 Teaberry Lane, Tiburon
_____	_____
_____	_____

B. Total number of parcels: 1

9. Total land area: 2.01

II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns: _____
None

2. Indicate current land use:
(i.e., number of dwellings, permits currently held, etc.)
Residential - single family home under construction

3. Indicate the current zoning (either city or county) title and densities permitted:
R1-B4

4. Has the area been rezoned? No N/A Yes
What is the rezoning classification, title and densities permitted? _____

5. Describe the specific development potential of the property:
(Number of units allowed in zoning.)
Single family dwelling plus accessory unit

III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes No

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes No

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

A. This site?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A <input type="radio"/>
B. Adjacent sites?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A <input type="radio"/>
C. Unincorporated?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
D. Incorporated?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

4. State general description of site topography: _____
Sloping. _____

5. Indicated Lead Agency for this project: _____
Community Development Agency for County of Marin _____

6. Indicate Environmental Determination by Lead Agency: Exempt from CEQA
with respect to (indicate project) 28 Teaberry Lane, Tiburon
dated November 18, 2015 _____

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)

Please provide the names and addresses of persons who are to be furnished copies of the Agenda, Executive Officer's Report, and Notice of Hearing:

<u>Name</u>	<u>Address</u>
Tod Carr, Senior Planner	Community Development Agency, Planning Dept. 3501 Civic Center Drive, Suite 308, San Rafael, CA
John Rosser, Permits and Inspections	Sanitary District No. 5, 2001 Paradise Drive, Tiburon, CA 94920
Elizabeth Brekhus	1000 Drakes Landing Road, Greenbrae, CA 94904

Name and Address of Applicant: Peter Kiritchenko

1293 Monte Cielo Dr Beverly Hills, CA 90210

Telephone Number: H (310) 498 4844 W()

[Signature]
Signature

11/17/18
Date

[Signature]
Signature

12/
Date

PLAN FOR PROVIDING SERVICES

To be completed by a city or district representative for all **applications initiated by resolution or as required by Executive Officer.**

1. Enumerate and describe services to be extended to the affected territory:

Police: Tiburon
Fire: Tiburon
Sewer: Sanitary District No. 5 of Marin County
Water: Marin Municipal Water District
Other: Marin Sanitary

2. Advise whether any of the affected agencies serving or expected to serve this site are current operating at or near capacity: _____
Unknown

3. Describe the level and range of services:
Normal

4. Indicate when services can/will be extended to the affected territory:
Upon Marin LAFCO approval

5. Note any improvements or upgrading of structures, roads, sewer or water facilities, or other conditions required within the affected territory:
Unknown, except for sewer extension and water hook-up.

6. Describe financial arrangements for construction and operation of services extended to the affected territory. Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)
Unknown at this time, except for normal construction fees for new utility hook-ups.

This section completed by:

Elizabeth Brexner
(Name) Elizabeth Brexner

(Agency)

Attorney for Applicant
(Position)
415-461-1001
(Phone #)

PARADISE DRIVE
(60' WIDE)

N44° 12' 00"E 202.54'

2015 RS 167

S19° 33' 00"W 24.10'

PRELIMINARY

LANDS OF BRANCROSS U.S.
HOLDINGS, INC.
DOC. NO.: 1998-064981
APN 058-071-01

REFERENCE

RECORD OF SURVEY, LANDS OF
BRANCROSS U.S. HOLDINGS
FILED DEC. 11, 2015 IN BOOK
2015 OF MAPS PAGE 167 MCR

S62° 37' 52"E 308.59'

S56° 11' 00"E 363.67'

S86° 56' 00"W 12.50'

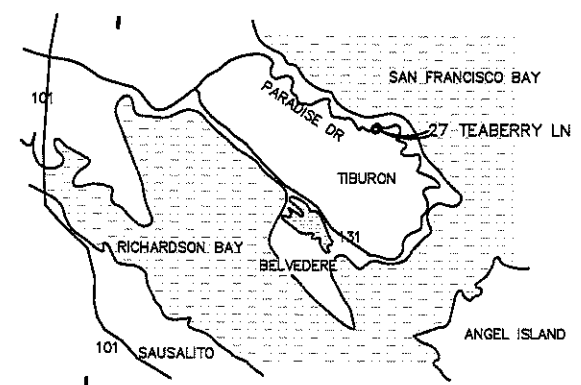
S04° 55' 30"W 178.56'

L=109.29' R=125.00'
D=50° 05' 46"

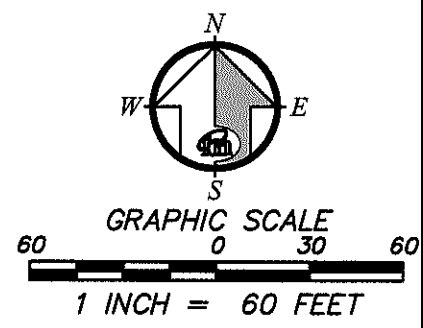
TEABERRY LANE
(40' WIDE)

POB

EXHIBIT A
ANNEXATION TO
SANITARY DISTRICT
NO.5 OF MARIN
COUNTY
LAFCO FILE NO. _____
MAPPING NO. _____



LOCATION MAP
NO SCALE



LEGEND

POB POINT OF BEGINNING
MCR MARIN COUNTY RECORDS

MERIDIAN SURVEYING
ENGINEERING, INC.
2958 VAN NESS AVENUE 14205 777 GRAND AVENUE, #202
SAN FRANCISCO, CA 94109 SAN RAFAEL, CA 94901
(415) 440-4131 info@meridiansurvey.com (415) 456-5450

NOTE:
RECORD=MEASURED.

Name: 28 Teaberry Lane

Tiburon, CA

North: 6013.1771' East: 4238.4020'

Segment #1 : Line

Course: N56° 11' 00.00"W Length: 363.671'

North: 6215.5735' East: 3936.2559'

Segment #2 : Line

Course: N19° 33' 00.00"E Length: 24.100'

North: 6238.2842' East: 3944.3204'

Segment #3 : Line

Course: N44° 12' 00.00"E Length: 202.540'

North: 6383.4872' East: 4085.5242'

Segment #4 : Line

Course: S62° 37' 52.00"E Length: 308.587'

North: 6241.6244' East: 4359.5696'

Segment #5 : Line

Course: S04° 55' 30.00"W Length: 178.560'

North: 6063.7236' East: 4344.2399'

Segment #6 : Line

Course: S86° 56' 00.00"W Length: 12.500'

North: 6063.0549' East: 4331.7578'

Segment #7 : Curve

Length: 109.293' Radius: 125.000'

Delta: 050.0961 (d) Tangent: 58.416'

Chord: 105.845' Course: S61° 53' 07.00"W

Course In: S03° 04' 00.00"E Course Out: N53° 09' 46.00"W

RP North: 5938.2339' East: 4338.4451'

End North: 6013.1767' East: 4238.4019'

Perimeter: 1199.251' Area: 89297.07 Sq. Ft.

Error Closure: 0.0004 Course: S03° 08' 25.63"W

Error North: -0.00041 East: -0.00002

Precision 1: 2989507.500

ANNEXATION TO
SANITARY DISTRICT NO. 5 OF MARIN COUNTY
LAFCO FILE NO. ____
MAPPING NO. ____

LEGAL DESCRIPTION

All that certain real property situate in the Town of Corte Madera, County of Marin, State of California, described as follows:

Being a portion of that certain map entitled "RECORD OF SURVEY, LANDS OF BRANCROSS U.S. HOLDINGS, INC." recorded December 11, 2015 in Book 2015 of Maps, at page 167, Marin County Records, State of California, same being that of that certain Grant Deed recorded as Document No. 1998-064981 of Official Records of said county, being more particularly described as follows:

BEGINNING at the southerly corner of said parcel at a point on a curve on the center line of Teaberry Lane as shown on said RECORD OF SURVEY.
Thence leaving said center line, N 56° 11' 00" W for a distance of 363.67 feet to a point on the easterly line of Paradise Drive as shown on said RECORD OF SURVEY,
Thence along said easterly line N 19° 33' 00" E for a distance of 24.10 feet, and N 44° 12' 00" E for a distance of 202.54 feet.
Thence leaving said easterly line S 62° 37' 52" E for a distance of 308.59 feet.
Thence S 04° 55' 30" W for a distance of 178.56 feet to a point on the center line of Teaberry Lane as shown on said RECORD OF SURVEY.
Thence along said center line S 86° 56' 00" W for a distance of 12.50 feet to the beginning of a curve
Thence along said curve turning to the left through an angle of 50° 05' 46", having a radius of 125.00 feet, a Length of 109.29 feet to the POINT OF BEGINNING.

Containing 89,297 square feet more or less.

A plat showing the above described parcels is attached hereto and made a part hereof.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

Stanley T. Gray, PLS 6784

11/30/2018

**PETITION FOR PROCEEDING
PURSUANT TO
THE CORTESE-KNOX-HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

Save File


Print

Reset Form

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change of organization or reorganization and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are: Annexation to Sanitary District No. 5 of Marin
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) _____ attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 inhabited (12 or more registered voters) or
 uninhabited.
5. This proposal is is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed annexation (annexation, detachment, reorganization, etc.) is/are: for extension to Sanitary District No. 5 of Marin
7. The proposal is requested to be made subject to the following terms and conditions: _____
8. The persons signing this petition have signed as:
 Registered voters or
 Owners of the land.

Chief Petitioners (not to exceed three):

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u>
1. 11/16/18	Peter Kiritchenko		1293 Monte Cielo Dr Beverly Hills, CA 90210
2.			
3.			



FILING REQUESTED BY AND
WHEN FILED RETURN TO:

**Marin County Community Development Agency
Planning Division
3501 Civic Center Drive, #308
San Rafael, CA 94903 .**

Attn: Heidi Scoble, Planner

NOTICE OF EXEMPTION

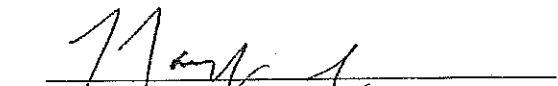
Marin County
Environmental Coordination and Review

November 18, 2015

1. **Project Name:** Brancross US Holdings Design Review
Project ID 2015-0286
2. **Project Location:** APN 058-071-01
28 Teaberry Lane, Tiburon
3. **Project Description:** The project consists of the architectural modifications to a previously approved single family residence.
4. **Public Agency Approving Project:** Marin County Planning Division
5. **Project Sponsor:** Eios Inc.on behalf of property owner Brancross US Holdings
6. **CEQA Exemption Status:** Section 15301, Class 1
7. **Reasons for Exemption:** This project is Categorically Exempt because it entails the architectural modifications to a previously approved single family residence in a residential zoning district and would not result in potentially significant impacts to the environment

Project Planner: Reviewed by:


Heidi Scoble, AICP
Planner
Telephone: (415) 473-3704


Rachel Reid
Environmental Planning Manager



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 6 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Request for Time Extension on Application #1324 – 1501 Lucas Valley Road to MMWD

Background

Marin Local Agency Formation Commission (LAFCo) has received a request for a time extension on Application #1324, see attachment. On Dec. 14, 2017, LAFCo gave conditional approval, for the annexation of 1501 Lucas Valley Road, based on a needed agreement between the applicant, and Marin Municipal Water District (MMWD.) Government Code section 567001 states a LAFCo application must be completed within one year or it is “deemed terminated.” However, LAFCo at its discretion, can give an extension beyond the one-year time period. Based on emails from the applicant, and MMWD it sounds like an agreement, in theory, was just reached, but MMWD Board still needs to give final approval to the agreement. MMWD Board will not have a meeting until after the one-year deadline, so the applicant is requesting a time extension, in order to give the MMWD Board a chance to take action.

Staff Recommendation for Action

Staff recommendation – Approved the requested time extension for File #1324 not exceed one additional year.

Alternative Option 1 – Deny the requested time extension.

Attachment:

1. Letter from Applicant

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kious, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member



CAMICCIA CONSTRUCTION

DESIGN • BUILD • GREEN

11/29/18

Jason Fried
Interim Executive Officer
Marin Local Agency Formation Commission
1401 Los Gamos, Suite 220
San Rafael, CA 94903

Request for Time Extension

We are writing on behalf of Andre Souang, to request a time extension to the recording of the Marin Municipal Water District agreement for annexation into the district for 1501 Lucas Valley Road, San Rafael.

The annexation into Las Gallinas Valley Sanitary District and Marin Municipal Water District sphere of influence has been a process that we have been dutifully going through for several years. We have completed and recorded the portion of the process, into Las Gallinas Valley Sanitary District. There have been some delays in reviewing the agreement into Marin Municipal Water District by both party's council. Andre Souang has signed the document, but because of delays with the holidays we have not received back the recorded agreement from MMWD. We only need a short time extension to have MMWD sign and notarize the document, so we can then submit it to Marin LAFCO for recording.

We have come so far through this process, and are very close to finalizing the document and the annexation process with LAFCO. Please extend the time period to finalize the recording of the document. Thank you for your consideration and understanding in this matter. We appreciate all your hard work and time you have put into this. Thank you so much.

Sincerely,

Stan Camiccia Applicant



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 7 (Business Item)

TO: Marin Commissioners

FROM: Mala Subramanian, General Counsel

SUBJECT: Approval of Executive Officer Employment Agreement

Background

Jason Fried has served as Interim Executive Officer since June 4, 2018 through a professional services agreement with Planwest Partners, Inc. The Agreement will expire on December 31, 2018.

Discussion

Attached for consideration and approval is an Employment Agreement for Executive Officer's Services with Jason Fried effective January 2, 2019. The Employment Agreement provides for an annual salary of \$142,000. The Agreement will expire on June 30, 2019. The Agreement provides for a benefit package consistent with County of Marin unrepresented employees with a similar classification.

Recommendation

Authorize the Chair to execute the Executive Officer Employment Agreement with Jason Fried.

Attachment:

1. Executive Officer Employment Agreement

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Public
Public Member

Chris Skelton, Alternate
Public Member

AGREEMENT

This Agreement (hereinafter referred to as “Agreement”), made and entered into on the latest date of signature below by and between the Marin Local Agency Formation Commission, an Agency established by the State of California (hereinafter referred to as “Commission”) and Jason Fried (hereinafter referred to as “Employee”), to appoint Employee as the duly appointed EXECUTIVE OFFICER of the Commission.

RECITALS

1. Through action of its membership on December 13, 2018, the Commission voted to extend Employee appointment as EXECUTIVE OFFICER of the Commission effective January 2, 2019.
2. It is the desire of the Commission to provide certain benefits, establish certain conditions of employment, and set working conditions of said EXECUTIVE OFFICER.
3. It is the desire of the Commission to (1) retain the services of Employee and to provide inducement for him to continue in such employment; and (2) to provide an equitable means for terminating Employee’ services at such time as the Commission in its sole discretion may desire to terminate his employ.
4. In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

Section 1. Duties.

The powers and duties of the EXECUTIVE OFFICER shall be as those described generally in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 codified at Section 56000 et seq. of the California Government Code, and any local standards, policies, guidelines or procedures adopted by the Commission. In addition the Commission may direct the EXECUTIVE OFFICER to perform other legally permissible and proper duties and functions as the Commission shall from time to time assign to carry out the functions of the Commission.

Section 2. Salary.

Commission agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$142,000 (ONE HUNDRED FORTY-TWO THOUSAND DOLLARS), payable in accordance with the Commission’s standard payroll practices. The Commission may otherwise grant Employee cost-of-living salary adjustments as part of the annual performance evaluation.

Section 3. Hours of Work

Employee is expected to generally be working and available during regular business hours (Mon-Fri, 9am to 5pm), as well as at any other time needed to carry out the duties of the position. Employee's schedule of work each day and week may vary in accordance with the work required to be performed and in accordance with any specific direction provided by the Commission. Employee understands and agrees that he is an exempt executive management employee, and that he shall not be entitled to any additional compensation and/or time off as a result of working more than 40 hours in any given week. It is recognized that work in some weeks may exceed 40 hours and, conversely, work in other weeks may be less than 40 hours. Employee is expected to work the hours required to get the job done.

Section 4. Full Energy and Skills; Conflicts

Employee shall faithfully, diligently, and to the best of Employee's abilities, perform all duties that may be required under this Agreement. Employee agrees that Employee has a duty of loyalty and a general fiduciary duty to the Commission. Absent advance written permission from the Commission, Employee shall devote the whole of Employee's working time, skill, experience, knowledge, ability, labor, energy, attention, and best effort exclusively to the Commission's business and affairs.

Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, inimical to, or which interferes with the performance of Employee's duties.

Section 5. Vacation Leave.

Employee shall accrue and have credited to his personal account, vacation which is accrued on a pro rata basis as hours are worked at the following schedule:

1. Commencing on the date of hire - 10 working days (.0385 hourly)
2. After 3 years of service - 15 working days (.0577 hourly)
3. After 10 years of service - 20 working days (.0770 hourly)
4. After 20 years of service - 25 working days (.0962 hourly)
5. After 30 years of service - 30 working days (.1154 hourly)

Employee may accumulate a maximum accrual cap of 300 hours of vacation leave, and Employee may not earn any further vacation leave until some vacation is used and the balance

falls below the cap. The cash value of all accrued, but unused vacation at time of Employee' separation from Commission service, for any reason, shall be paid to Employee in a lump sum payment unless another method of payment is mutually agreed upon.

Section 6. Sick Leave.

Employee shall accrue and have credited to his personal account, sick leave at the rate of 96 hours per year, accrued on a pro rata basis each pay period, and not subject to any accrual cap. Such sick leave is not discretionary leave, but may be used for personal illness/injury or the illness/injury of Employee's family members (in accordance with the Healthy Workplaces, Healthy Families Act of 2014), as well as for such time as is reasonably necessary or during otherwise unpaid medical leaves provided by law. Sick leave shall have no cash or other value at the time of Employee separation from Commission service for any reason.

Section 7. Holidays and Personal Leave.

Employee shall receive ten (10) paid holidays annually, namely July 4, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, December 25, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, and Memorial Day. He will also be allocated FORTY (40) hours of personal leave annually (accrued on a pro rata basis as hours are worked), which may be used in accordance with vacation leave use parameters. Any unused Personal Leave hours remaining at the conclusion of the calendar year will be cashed out with the next regularly scheduled payday. Any such cash payments will not be considered as "compensation earnable" for Marin County Employees' (MCERS or MCERA) Retirement System purposes.

Section 8. Benefits.

The Commission agrees to provide to Employee a benefit package consistent with County of Marin unrepresented employees with a similar classification (bargaining group 21-01) to be used to pay the cost of benefits which include, but are not limited to disability, health, life, vision, and dental plans. Employee recognizes and agrees that Employee contributions to the dental, vision services and basic life insurance plans are mandatory. Health insurance contributions are also mandatory absent Employee providing annual documentation demonstrating qualifying alternative coverage.

Section 9. Pension and Retiree Health Care.

Employee is a mandatory member of the Marin County Employees Retirement System (MCERS or MCERA), in Tier 3 thereof, for the purposes of pension and retiree health care, as the terms and provisions of such Tier 3 exist upon the execution of this Agreement. Notwithstanding the preceding, it is anticipated that the Commission will explore the option of enrolling Employee

in a defined benefit plan administered by CalPERS in lieu of continued participation in MCERS or MCERA.

Section 10. Expenses, Phone and Mileage.

The Commission agrees to reimburse Employee for work-related expenses for purposes including, but not limited to, professional dues and subscriptions, professional development, job related travel and meal expenses and general expenses of a job related and non-personal nature subject to reasonable control and budgetary approval by the Commission. All reimbursements must be based on receipts and similar documentation. Commission shall provide, at its expense, a cell phone and cell phone service package to Employee for Commission business. Commission shall reimburse Employee for his business-related auto mileage at the applicable IRS rate.

Section 11. Performance Evaluation.

A. The Commission shall review and evaluate the performance of the Employee within six months, and thereafter at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Commission and Employee, consistent with Commission's adopted Policies, Procedures and Guidelines. Said criteria may be added to or deleted from as the Commission may from time to time determine, in consultation with Employee. Further, the Chair of the Commission shall provide Employee with a written summary statement of findings of the Commission and provide an adequate opportunity for the Employee to discuss his evaluation with the Commission.

B. Annually, the Commission and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the Commission and shall further establish a relative priority among those various goals and objectives.

Section 12. Term, Termination, and Potential Severance.

A. This Agreement shall expire on June 30, 2019 unless terminated earlier in accordance with this provisions.

B. Employee recognizes and agrees that the position of EXECUTIVE OFFICER to the Commission is "at will," that he serves at the pleasure of the Commission, and that he has no property interest in such employment but rather may be terminated or asked to resign by the Commission at any time, with or without cause, and with or without advance notice. Either party may terminate this Agreement at any time upon two (2) weeks written notice to the other party in the sole discretion of the party seeking to terminate this agreement.

C. Subject to this subsection and subsection D below, should Employee be terminated or should he resign, in lieu of termination, in the first two (2) years of this Agreement he shall receive two (2) pay periods of salary and should Employee be terminated or should he resign, in lieu of termination, beginning in the third year and anytime thereafter of this Agreement he shall receive four (4) pay periods of salary. Any payments provided under this section are expressly conditioned on Employee's written release of any and all claims against the Commission, its Board members, officers and employees. Further, any payments under this section are subject to and must comply with the limitations set forth in Government Code Sections 53260 and 53243-53243.4.

D. If the termination of Employee is the result of gross mismanagement and/or an act or acts of moral turpitude, Employee shall not be eligible for or paid any severance pay. In such an instance, Employee's sole remedy shall be a judicial action in declaratory relief to determine whether there was substantial evidence of gross mismanagement and/or an act or acts of moral turpitude. If the court determines there was not substantial evidence, Employee shall receive the severance pay provided in this Section 12, but no other damages.

Section 13. Indemnification.

In accordance with statutory indemnification applicable to the EXECUTIVE OFFICER through Marin County Code and/or State and Federal statutes, the Commission, shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance by Employee of his duties. The Commission may, in its discretion, compromise and settle any such claim or suit, and will pay the amount of any settlement or final judgment rendered against Employee occurring in the performance of his duties as EXECUTIVE OFFICER.

Section 14. Other Terms and Conditions.

The Commission, with the mutual consent of Employee, may fix any such other terms and conditions of employment, as it may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any law.

Section 15. Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, First Class postage prepaid, or by traceable overnight delivery service (FedEx or equivalent), addressed as follows:

A. COMMISSION:

Chair
Marin Local Agency Formation Commission
1401 Los Gamos Drive, Suite 220
San Rafael, CA 94903

B. EXECUTIVE OFFICER:

Jason Fried
451 Donahue Street, Unit 411
San Francisco, CA 94124

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as if applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service, or as of the date of deposit of such written notice with the United States Postal Service or overnight delivery service.

Section 16. General Provisions.

A. The text of this Agreement shall constitute the entire agreement between the parties, and it supersedes any and all prior or contemporaneous agreements, representations and understandings of the parties. This Agreement may be amended at any time by mutual agreement of the parties, but any such amendment must be in writing, dated, and signed by the parties.

B. Employee may not assign this Agreement in whole or in part.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

D. This agreement shall become effective on the latest date of signature below.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Employee and City agree that venue for any dispute shall be in Marin County, California.

F. If any provision or any portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

G. The headings on each of the sections and subsections of this Agreement are for the convenience of the parties only and do not limit or expand the contents of any such section or subsection.

IN WITNESS WHEREOF, the Marin Local Agency Formation Commission has caused this agreement to be signed and executed on its behalf by its Chair.

SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

JASON FRIED, EMPLOYEE

Date: _____

Date: _____

Approved as to form:

MALA SUBRAMANIAN,
COMMISSION COUNSEL

Date: _____



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Item No. 8 (Business Item)

TO: Marin Commissioners

FROM: Mala Subramanian, General Counsel

SUBJECT: Planwest Partners, Inc. Professional Services Agreement Related to MSR Services

Background

On July 20, 2018, the Chair executed an Agreement with Planwest Partners for Interim Executive Officer. The Agreement was amended to allow for additional analyst services, as well as services associated with Municipal Services Reviews, if approved by the Commission. This Agreement expires on December 31, 2018.

Discussion

Presuming the Commission approves the Employment Agreement for Executive Officer's Services, the Commission will no longer need Planwest Partners to provide Interim Executive Officer services. However, the services associated with Municipal Services Reviews and additional analyst services will still be needed. Therefore, attached is a new professional services agreement to provide those services, with the new agreement expiring upon the completion of the San Rafael and Novato Area MSR studies.

Recommendation

If the Commission approves the Employment Agreement for Executive Officer Services earlier on the agenda, it should authorize the Chair to execute a new professional services agreement with Planwest Partners, Inc. for municipal services reviews and additional analyst services.

Attachment:

1. Planwest Partners Inc. Professional Services Agreement

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

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Town of Corte Madera

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City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kious, Alternate
Almonte Sanitary District

Vacant, Public
Public Member

Chris Skelton, Alternate
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as January 1, 2019 by and between the Marin Local Agency Formation Commission, a public agency organized and operating under the laws of the State of California with its principal place of business at 1401 Los Gamos Drive, San Rafael, CA 94903 (“Commission”), and Planwest Partners, Inc., a California corporation with its principal place of business at 1125 16th Street, Suite 200, Arcata, CA 95521 (hereinafter referred to as “Consultant”). Commission and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. Commission is a public agency of the State of California and is in need of professional services for the following project:

Administrative Services Project (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Commission previously contracted with Consultant to perform the “Interim Contract Executive Officer Service Project” based on a recommendation from CALAFCo and following an interview during which Consultant demonstrated its qualifications and experience to perform the services for that project. The previous contract scope included interim executive officer services and other administrative services. The Commission no longer requires interim executive officer services but wishes to re-engage the Consultant to continue performing the other administrative services for the Commission, which Consultant has demonstrated it has the qualifications and experience to perform.

D. The Parties desire by this Agreement to establish the terms for Commission to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the Commission with the services described in the Scope of Services attached hereto as Exhibit “A.”

2. Compensation.

a. The Commission shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit “B” subject to any not-to-exceed amounts set forth therein. The amounts set forth in Exhibit “B” cover all printing and related costs, and the Commission will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the Commission, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the Commission by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the Commission and executed by both Parties before performance of such services, or the Commission will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by Commission.

5. Time of Performance; Term.

Consultant shall perform its services in a prompt and timely manner. The term of this Agreement shall commence on January 1, 2019 and expire upon completion of the San Rafael and Novato Area MSR studies, unless earlier terminated or extended pursuant to the provisions of this Agreement.

6. Delays in Performance.

a. Neither Commission nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the Commission, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the Commission, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of Commission. No employee or agent of Consultant shall become an employee of Commission. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from Commission as herein provided.

11. Insurance. Consultant shall not commence work for the Commission until it has provided evidence satisfactory to the Commission it has secured all insurance required under Exhibit "C," Insurance Requirements, attached hereto and incorporated herein by this reference. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required therein.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of Commission's choosing), indemnify and hold the Commission, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the Commission, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. [RESERVED].

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. [RESERVED].

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Marin, State of California.

17 Termination or Abandonment

a. Commission has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, Commission shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. Commission shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by Commission and Consultant of the portion of such task completed but not paid prior to said termination. Commission shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to Commission only in the event of substantial failure by Commission to perform in accordance with the terms of this Agreement through no fault of Consultant.

18 Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the Commission.

19. Organization

Consultant shall assign George Williamson as Consultant's Representative. The Consultant's Representative shall not be removed from the Project or reassigned without the prior written consent of the Commission.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

COMMISSION:

Marin Local Agency Formation Commission
1401 Los Gamos Drive
San Rafael, CA 94903
Attn: Executive Officer

CONSULTANT:

Planwest Partners, Inc.
P.O. Box 4581
Arcata, CA 95518
Attn: George Williamson

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of Commission and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights,

burdens, duties or obligations without the prior written consent of Commission. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

28. Time of Essence

Time is of the essence for each and every provision of this Agreement.

29. Commission's Right to Employ Other Consultants

Commission reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Commission shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of Commission, during the term of his or her service with Commission, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE MARIN LOCAL AGENCY FORMATION COMMISSION
AND PLANWEST PARTNERS, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

MARIN LOCAL AGENCY FORMATION
COMMISSION

PLANWEST PARTNERS, INC.

By: _____
Sashi McEntee
Chair

By: _____
Its: Principal and Majority Owner
Printed Name: George Williamson

ATTEST:

By: _____
[INSERT TITLE]

EXHIBIT A

Scope of Services

The Consultant is responsible for coordinating basic Commission functions until the Commission makes a decision on permanent staffing and during an appropriate transition period. Services include:

- Scheduling Municipal Services Reviews and completing Sphere of Influence Updates;
- Collection of data, preparation, submittal and presentation of Municipal Service Reviews (as approved by the Commission); and
- Additional analyst services related to LAFCO issues (as approved by the Commission).

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice Commission on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent during that billing cycle and to date. Consultant will inform Commission regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

Consultant's rates for performance of services under this Agreement are as follows:

Principal Planner	\$112.00/hour
Senior Planner/Analyst	\$92.00/hour
Associate Planner	\$78.00/hour
GIS Analyst	\$72.00/hour
Assistant Planner	\$62.00/hour
GIS Technician	\$62.00/hour
Planning Technician	\$58.00/hour

EXHIBIT C

Insurance Requirements

Consultant must procure and maintain insurance meeting the requirements set forth below.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the Commission.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give Commission, its officials, officers, employees, agents and Commission designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Commission, and provided that such deductibles shall not apply to the Commission as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and

property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Commission.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give Commission, its officials, officers, employees, agents and Commission designated volunteers additional insured status.

(iv) Subject to written approval by the Commission, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the Commission as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the Commission and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
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Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the Commission evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the Commission at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the Commission at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the Commission or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the Commission, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Commission, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the Commission and shall not preclude the Commission from taking such other actions available to the Commission under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Commission, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the Commission, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Commission has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Commission will be promptly reimbursed by Consultant or Commission will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Commission may cancel this Agreement.

(iii) The Commission may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the Commission nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the Commission that they have secured all insurance required under

this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the Commission as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, Commission may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 9 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Recommended Adjustments to Fiscal Year 2018-2019 Budget Line Items

Background

On June 14th, 2018, the Commission approved the FY 18-19 budget. Marin LAFCo will need to stay within the approved budget or use reserve funds should it go over budget. The Commission uses its best estimate on each line item, to come up that final budget. Over the course of the year, things can change which may cause some line items to be over or underestimated. On November 29th the budget committee reviewed and approved the following changes to the FY 18-19 budget line items.

Overall, we are currently underbudget but, after review three line items will be overbudget; 5210110 (Professional Services), 5210129 (Legal Services), and 5210935 (Communications Services.)

The Professional Services line item is already overbudget, given that all staffing is currently provided under this line item. Currently, LAFCo has been using outside consultants to perform all (Executive Officer, Analyst, and Clerk) work. The Commission is expected, at its December 13th meeting, to finalize a contract for an Executive Officer that will start at the beginning of January 2019. While it is expected that the Commission will have an analyst on staff in the third quarter of this FY, the Commission has also approved Planwest to prepare the MSRs for San Rafael and Novato with a not to exceed amount of \$85,000. This \$85,000 is scheduled to come from the Fund Balance not spent in FY 2017-2018.

In total for outside Executive Officer services, not include mileage/travel costs, will approximately \$116,000 through the end of December. The typical weekly costs for clerk services costs about \$1,000. Staff recommends planning for at least 36 weeks of service, which comes to \$36,000. Note, some clerk services have already occurred. The outside clerk services may be shorter or longer than that but, this is staff best estimate at this time. This is a total of \$152,000 in costs, in addition to the \$85,000 for the work Planwest is scheduled to do for LAFCo. Staff expects the Professional Services line item to be about \$237,000 by end of the current FY and only \$30,680 was approved for this line item.

The Legal Services Line Item covers services for general legal counsel from Best, Best, and Krieger (BBK) and special counsel services from Liebert Cassidy Whitmore (LCW). Staff earlier in this FY found out that some previous bills from the last FY that had not been paid to LCW totaling almost \$5,500.00. After confirming they had not been paid staff moved forward with paying them. In addition, BBK has been doing some extra work around contract negotiations for Executive Officer services, so far totaling about \$5,300.00, and some addition items around the transition. Staff feels it may be prudent to increase the legal services line item to help cover unanticipated items. Some of the issue surrounding overspending, in this line item, is that need to pay for the LCW bills from last FY.

Administrative Office

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

Damon Connolly, Regular
County of Marin

Dennis J. Rodoni, Regular
County of Marin

Judy Arnold, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Sloan Bailey, Regular
Town of Corte Madera

Matthew Brown, Alternate
City of San Anselmo

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant
Public Member

Chris Skelton, Alternate
Public Member

Staff suggests using Fund Balance to cover those costs. Additionally, staff suggests BBK additional work be covered from line items from the current FY. Staff currently estimates Legal Services line item will be closer to \$52,000 by end of the current FY and only \$40,500 was approved for that line item.

Communications Services covers a few different items but, covers most of the costs for work from Marin Mac Tech. Earlier this fiscal year, the Commission approved the purchase of a new server which came with some special costs on the transition. In addition, with the transition of staff some unforeseen costs have arisen. Staff currently estimates Communication Services line item will be closer to \$12,000 by end of the current FY, and only \$8,608 was approved for that line item.

In total, staff estimates we need to increase these three-line item by \$221,892. With previous Commission actions and staff suggestions, \$90,500 should come from the fund balance. The remaining \$130,712 should come from other parts of the current budget. Given the Commission has not had full time staff for the first half of the current FY, line item 5110110 (Salary – Regular Staff) and most of the costs needed is to cover staff costs in other line items, the Commission may want to reduce the \$328,449 by the needed amount of \$130,712 leaving \$197,737 for the rest of FY 18/19 for staffing. This should cover regular staffing needs for the rest of the current fiscal year.

Staff Recommendation for Action

Staff recommendation – Accept the Budget Committee Recommendation to adjust the Marin LAFCo budget as described above and shown in the charts below

Lines items currently over budget or will be over budget by end of Fiscal Year					
Line Item	Approved amount	Current Amount Spent	Estimated Need at End of FY and New Line Item Total	Suggest Adjustment	Funds from Fund Balance or This Year Line Item
5210110 (Professional Services)	\$30,680.00	\$132,408.05	\$237,000.00	\$206,320.00	\$85,000 (Fund Balance) \$121,320 (This Year Line Item)
5210129 (Legal Services)	\$40,500.00	\$26,094.37	\$52,000.00	\$11,500.00	\$5,500 (Fund Balance) \$6,000 (This Year Line Item)
5210935 (Communications Services)	\$8,608.00	\$5,317.59	\$12,000.00	\$3,392.00	\$3392 (This Year Line Item)
Total				\$221,212.00	\$ 90,500 (FY 17/18) \$130,712 (This Year Line Item)

Line item currently under budget and fund balance amount				
Line Item	Approved Amount	Current Amount Spent	Amount To Reduce	New Approved Amount
5110110 (Salary – Regular Staff)	\$328,449.00	\$0.00	(\$130,712.00)	\$197,737.00
Fund Balance	\$115,000.00		(\$90,500.00)	\$24,500.00

Alternate Option 1 – Instruct Budget Committee to make come back with a different recommendation.

Alternate Option 2 – Make no changes to current budget line items

Attachment:

1. 2018/19 Budget Report (11/19/16)

9:40 AM

11/19/18

Accrual Basis

Marin Local Agency Formation Commission
2018/19 BUDGET REPORT
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income				
4410125 · Interest Earnings	0.00	2,000.00	-2,000.00	0.0%
4640333 · Application Fees	5,576.00	30,000.00	-24,424.00	18.6%
4710510 · Agency Contributions	538,235.45	559,875.00	-21,639.55	96.1%
Total Income	<u>543,811.45</u>	<u>591,875.00</u>	<u>-48,063.55</u>	<u>91.9%</u>
Expense				
5111000 · Salary and Benefit Costs		328,449.00	-328,449.00	0.0%
5110110 · Sal - Regular Staff	0.00			
5130120 · County of Marin - Group Health		28,524.00	-28,524.00	0.0%
5130121 · Health Insurance	0.00	3,114.00	-3,114.00	0.0%
5130210 · Dental Insurance	0.00	345.00	-345.00	0.0%
5130310 · Vision Service Plan	0.00	330.00	-330.00	0.0%
5130410 · Benefits - Disability Plan	0.00			
Total 5130120 · County of Marin - Group Health	<u>0.00</u>	<u>32,313.00</u>	<u>-32,313.00</u>	<u>0.0%</u>
5130500 · MCERA / Pension		23,901.00	-23,901.00	0.0%
5130522 · MCERA Pension	0.00			
Total 5130500 · MCERA / Pension	<u>0.00</u>	<u>23,901.00</u>	<u>-23,901.00</u>	<u>0.0%</u>
5130525 · CalPERS - Retiree Health	1,383.87	15,615.00	-14,231.13	8.9%
5140115 · Workers Compensation	0.00	1,965.00	-1,965.00	0.0%
5140140 · Payroll Tax	-99.12	3,131.00	-3,230.12	-3.2%
5140145 · Unemployment Insurance	0.00	3,713.00	-3,713.00	0.0%
5111000 · Salary and Benefit Costs - Other	461.29			
Total 5111000 · Salary and Benefit Costs	<u>1,746.04</u>	<u>409,087.00</u>	<u>-407,340.96</u>	<u>0.4%</u>
5210110 · Professional Services	132,408.05	30,680.00	101,728.05	431.6%
5210129 · Graphic Design	0.00	11,613.00	-11,613.00	0.0%
5210131 · Legal Services	26,094.37	40,500.00	-14,405.63	64.4%
5210230 · Support Services	0.00	6,438.00	-6,438.00	0.0%
5210525 · General Insurance	0.00	3,993.00	-3,993.00	0.0%
5210710 · Communications Services	5,317.59	8,608.00	-3,290.41	61.8%
5210935 · Office Equipment Purchases	1,694.74	4,620.00	-2,925.26	36.7%
5211215 · Rent - Storage	175.95	401.00	-225.05	43.9%
5211270 · Office Lease/Rent	10,555.28	34,652.00	-24,096.72	30.5%
5211325 · Conferences	1,762.96	2,865.00	-1,202.04	59.5%
5211330 · Memberships & Dues	0.00	14,734.00	-14,734.00	0.0%
5211340 · Training	0.00	1,500.00	-1,500.00	0.0%
5211440 · Travel - Mileage	0.00	7,239.00	-7,239.00	0.0%
5211510 · Misc Services	0.00	2,045.00	-2,045.00	0.0%
5211520 · Publications/Notices	599.57	5,000.00	-4,400.43	12.0%
5211533 · Commissioner Per Diems	3,125.00	13,500.00	-10,375.00	23.1%
5220110 · Office Supplies	649.80	4,300.00	-3,650.20	15.1%
Total Expense	<u>184,129.35</u>	<u>601,875.00</u>	<u>-417,745.65</u>	<u>30.6%</u>
Net Income	<u><u>359,682.10</u></u>	<u><u>-10,000.00</u></u>	<u><u>369,682.10</u></u>	<u><u>-3,596.8%</u></u>



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 10 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Creating a New Marin LAFCo Policy on Legislative Process

Background

On November 27th, 2018, the Legislative Committee met and discussed the legislative process in Sacramento, as well as the CALAFCO process, and finally the Marin LAFCo process. After staff presentation and discussion, it was determined that Marin LAFCo could use a more robust policy. This raised a question as to the power and authority of the Committee. The question in part is does each committee have the authority to draft policy for the full commission or do policy changes first need to go through Policy and Personal Committee?

On a 2-1 vote the Committee is asking for the authority to draft Marin LAFCo policies to deal with the legislative process in Sacramento. These policies would then be brought back to the full Commission for approval.

Staff Recommendation for Action

Staff recommendation – Give authority to the Legislative Committee to draft policies and procedures to approach the legislative process in Sacramento. After Committee approval, changes will then be presented to the full Commission for review and possible approval.

Alternate Option 1 – Give authority to all committees the authority to draft new policy's and procedures that can be presented to the full commission.

Alternate Option 2 – Have the Policy Committee draft all new policies to address any needs of other committees.

Alternate Option 3 – Take no action at this time and give staff instructions as needed.

Administrative Office

Jason Fried, Interim Executive Officer
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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 12 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Authorization for the Committee to Issue an RFQ for Potential Work on the Website.

Background

Marin LAFCo (LAFCO) is currently in a three-year contract with CivicPlus for the current website template. That contract comes to an end in August, 2019. On November 29th, 2018, the Public/Technology Committee met to review the website. Staff presented the website challenges including labor intensive maintenance issues. The Committee discussed what may be available to the Commission moving forward with the website. The options varied from keeping the current systems as is, hiring someone to help clean-up the current website or creating a totally new website. Current costs for each option are still unknown.

The Committee, in a unanimous vote, is asking for the authority to draft and issue an RFQ to find possible vendors for different type of work so the committee can have a full understanding of costs for various options. The committee would then come back to Commission with options and recommendation on next steps, if any are being suggested, for approval.

Staff Recommendation for Action

Staff recommendation – Give authority to the Public/Technical Information Committee to draft and issue an RFQ. After the Committee has done a full review of all options to then report back to the Commission on options and recommendations for the future maintenance of the website.

Alternate Option 1 – Give authority to the Public/Technical Information Committee to draft the RFQ and present it to the Commission for approval before issuing.

Alternate Option 2 – Take no action at this time and give staff instructions as needed.

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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
December 13, 2018
Item No. 13 (Business Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer
Veda Florez, Interim Administrative Associate

SUBJECT: **Approval of the 2019 Marin LAFCo Meeting Schedule**

Background

Every year, Marin LAFCo (LAFCo) must approve the regular meeting schedule. LAFCo has held regular meetings every other month, starting in February, on the second Thursday of the month at 7 PM at the Marin Clean Energy Office (1125 Tamalpais Avenue, San Rafael). In the attachment lists dates that follow this pattern.

In addition, the Commission may choose to have special meetings, to hear-draft reports on the San Rafael and Novato MSR's. Should the Commission wish to have special meetings for the MSR's, based on current schedule, they could occur in May. LAFCo can either hold one hearing for both MSR's or hold two hearings, one in each region.

This year, your Commission Calendar includes regular Commission meeting, a full listing of government holidays, and events such as the CALAFCO Conference and Staff Workshop, as well as schedule of Committee meetings.

Staff Recommendation for Action

Staff Recommendation - Approve the attached meeting calendar. In addition, either set dates for special meeting(s) in May for public hearings on the MSR's or instruct staff to find best dates for the MSR special hearings.

Alternate Option – Make changes to proposed schedule of meetings.

Attachment:

- 1) Marin LAFCo 1019 Meeting and Event Calendar

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Marin LAFCo 2019 Meeting and Event Calendar

January

January 1		Office Closed, New Year's Day
January 10	9:30 AM	Public/Technical Information Committee Meeting - Marin LAFCo Conf. Rm
January 21		Office Closed, Marin Luther King Jr. Birthday
January 31	9:00 AM	Budget and Work Plan Committee Meeting - Marin LAFCo Conf. Rm

February

February 14	7:00 PM	Regular Commission Meeting - Marin Clean Energy, San Rafael
February 18		Office Closed, Presidents' Day
February 21	9:00 AM	Budget and Work Plan Committee Meeting - Marin LAFCo Conf. Rm

April

April 10 - 12		CALAFCO Staff Workshop - San Jose, CA
April 11	7:00 PM	Regular Commission Meeting - Marin Clean Energy, San Rafael

May

May		Potential MSR Public Hearing(s) - Location TBD
May 27		Memorial Day

June

June 13	7:00 PM	Regular Commission Meeting - Marin Clean Energy, San Rafael
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July

July 4		Office Closed, Independence Day
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August

August 8	7:00 PM	Regular Commission Meeting - Marin Clean Energy
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September

September 2		Office Closed, Labor Day
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October

October 10	7:00 PM	Regular Commission Meeting - Marin Clean Energy, San Rafael
October 21-23		CALAFCO Conference - Hyatt Regency, Monterey

November

November 11		Office Closed, Veteran's Day
November 21 - 22		Office Closed, Thanksgiving

December

December 12	7:00 PM	Regular Commission Meeting - Marin Clean Energy, San Rafael
December 24		Office Closed at Noon, Christmas Eve
December 25		Office Closed, Christmas Day
December 31		Office Closed at Noon, New Year's Eve



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Executive Officer Report – Section A

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Budget Update for FY 2018-2019

The Commission will review a report on the FY 2018 – 2019 budget. Marin LAFCo has spent \$197,204.58 through November 30th, 2018.

Background

Marin Local Agency Formation Commission (LAFCo) adopted a budget for FY 2018-2019 totaling \$601,875. This amount represents the total approved operating expenditures for the fiscal year divided between three active expense units: salaries and benefits; administrative activities; and services and supplies. A purposeful operating deficit of (\$10,000) was budgeted with setting annual revenues at \$591,875 in step with the phasing of corresponding contribution increases among the funding agencies in recent years. Budgeted revenues are divided between three active units: intergovernmental contributions, service charges, and investments.

LAFCo is budgeted to receive \$559,875 from the contributing agencies. To date, LAFCo has received all but \$352.49 from one agency. Staff will work to get this outstanding contribution.

From July 1st, 2018 through November 30th, 2018 LAFCo has spent \$197,204.58 or about 33% of the FY 2018 - 2019 budget.

Attached is the budget report for FY 2018-2019. This report does not reflect Budget Committee recommendations to line item changes which will be reflected in the next budget report should the Commission approve those changes in Item 8 of this agenda.

Attachment:

- 1) FY 2018-2019 Accrual as of 12/05/18

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Marin Local Agency Formation Commission
2018/19 BUDGET REPORT
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income				
4410125 · Interest Earnings	1,727.62	2,000.00	-272.38	86.4%
4640333 · Application Fees	10,472.00	30,000.00	-19,528.00	34.9%
4710510 · Agency Contributions	538,235.45	559,875.00	-21,639.55	96.1%
Total Income	550,435.07	591,875.00	-41,439.93	93.0%
Expense				
511000 · Salary and Benefit Costs				
5110110 · Sal - Regular Staff	0.00	328,449.00	-328,449.00	0.0%
5130120 · County of Marin - Group Health				
5130121 · Health Insurance	0.00	28,524.00	-28,524.00	0.0%
5130210 · Dental Insurance	0.00	3,114.00	-3,114.00	0.0%
5130310 · Vision Service Plan	0.00	345.00	-345.00	0.0%
5130410 · Benefits - Disability Plan	0.00	330.00	-330.00	0.0%
Total 5130120 · County of Marin - Group Health	0.00	32,313.00	-32,313.00	0.0%
5130500 · MCERA / Pension				
5130522 · MCERA Pension	0.00	23,901.00	-23,901.00	0.0%
Total 5130500 · MCERA / Pension	0.00	23,901.00	-23,901.00	0.0%
5130525 · CalPERS - Retiree Health				
5130525 · CalPERS - Retiree Health	1,383.87	15,615.00	-14,231.13	8.9%
5140115 · Workers Compensation	-501.36	1,965.00	-2,466.36	-25.5%
5140140 · Payroll Tax	-99.12	3,131.00	-3,230.12	-3.2%
5140145 · Unemployment Insurance	0.00	3,713.00	-3,713.00	0.0%
5111000 · Salary and Benefit Costs - Other	922.58			
Total 5111000 · Salary and Benefit Costs	1,705.97	409,087.00	-407,381.03	0.4%
521000 · Professional Services				
5210110 · Professional Services	134,036.15	30,680.00	103,356.15	436.9%
5210129 · Graphic Design	0.00	11,613.00	-11,613.00	0.0%
5210131 · Legal Services	32,247.37	40,500.00	-8,252.63	79.6%
5210230 · Support Services	0.00	6,438.00	-6,438.00	0.0%
5210525 · General Insurance	0.00	3,993.00	-3,993.00	0.0%
5210710 · Communications Services	5,537.44	8,608.00	-3,070.56	64.3%
5210935 · Office Equipment Purchases	1,194.74	4,620.00	-3,425.26	25.9%
5211215 · Rent - Storage	175.95	401.00	-225.05	43.9%
5211270 · Office Lease/Rent	13,194.10	34,652.00	-21,457.90	38.1%
5211325 · Conferences	2,445.66	2,965.00	-519.34	82.5%
5211330 · Memberships & Dues	0.00	14,734.00	-14,734.00	0.0%
5211340 · Training	1,698.30	1,500.00	198.30	113.2%
5211440 · Travel - Mileage	2.75	7,239.00	-7,236.25	0.0%
5211510 · Misc Services	0.00	2,045.00	-2,045.00	0.0%
5211520 · Publications/Notices	599.57	5,000.00	-4,400.43	12.0%
5211533 · Commissioner Per Diems	3,125.00	13,500.00	-10,375.00	23.1%
5220110 · Office Supplies	1,241.58	4,300.00	-3,058.42	28.9%
Total Expense	197,204.58	601,875.00	-404,670.42	32.8%
Net Income	353,230.49	-10,000.00	363,230.49	-3,532.3%



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Interim Executive Officer Report – Section B

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Current and Pending Proposals

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.

Current Proposals -Approved and Awaiting Term Completion

File #1324 (Annexation of 1501 Lucas Valley Road to MMWD) – Item 6 heard earlier in the meeting, see staff memo.

Current Proposals – Under Review and Awaiting Hearing

File #1328 (255 Margarita Drive annexation to SRSD) – This item has been in front of the Commission before and has been awaiting changes to be made by the applicant at the request of San Rafael Sanitary District. Staff feels this item should have been completed or a time extension requested. This matter may fall under Government Code section 57001, which requires a time extension to be given or the item automatically “deemed terminated.” Staff will discuss with the Commission possible next steps.

File #1335 (Reorganization of 400 Upper Toyon Road) – Staff has continued to meet with both the applicant and staff from the City of San Rafael. It is staff’s understanding, at this time, that the City Council will have a closed session meeting on this item in the near future.

File #1338 (Detachment of 610 Calle de La Mesa) – Item 3 heard earlier in the meeting, see staff memo.

New Proposals – Received since the last Commission Meeting

File #1339 (516 E. Hospital Drive annexation to NSD) - Item 4 heard earlier in the meeting, see staff memo.

File #1340 (28 Teaberry Lane Annexation into Sanitary District #5) - Item 5 heard earlier in the meeting, see staff memo.

Possible Future Item

Nothing to report

Attachment:

1.) Chart of Current and Pending Proposals

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Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government agency	Latest Update
1324	Approved by Commission and Awaiting Terms Completion	Annexation of 1501 Lucas Valley Road	Landowner (Andre Souang) requesting approval to annex approximately 61.3 acres of unincorporated/improved territory (164-280-35) located at 1501 Lucas Valley Road to Marin Municipal Water District (MMWD). The applicant requested annexation to MMWD to provide a reliable source of domestic water service given concerns regarding the continued use of an onsite well. The Commission approved the proposal without amendments and additional terms at its December 14, 2017 meeting. Terms remain outstanding as of date and therefore the proposal remains active.	Marin Municipal Water District	On 12/13 agenda for time extension request
1337	Approved by Commission and Awaiting Terms Completion	Reorganization of Mesa Road	Landowner (Brad Drury) requesting annexation approval of 276 Mesa Road (188-170-54) in the unincorporated coastal community of Bolinas to the Bolinas Community Public Utility District. The affected territory is approximately 20.6 acres in size and is currently undeveloped. The stated purpose of the proposal is to provide water service to the affected territory in order for the development of a single-family residence. The Commission approved the proposal with amendments to include the entire public right-of-way extending to 276 Mesa Road on October 12, 2017 with additional terms. Terms remain outstanding as of date and therefore the proposal remains active.	Bolinas Community Public Utility District	1 year extension approved at 8/9/18 meeting.
1328	Under Review and Awaiting Hearing	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 San Rafael Sanitation District 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	Waiting for consent determination by SRSD.

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government agency	Latest Update
1335	Under Review and Awaiting Hearing	Reorganization of 400 Upper Toyon Road	Landowner (Raphael de Balmann) requesting approval to reorganize one incorporated parcel totaling 2.5 acres located at 400 Upper Toyon Drive (012-121-28) in the City of San Rafael. The proposed reorganization involves the detachment of the affected territory and concurrent annexation therein to the Town of Ross. The affected territory is developed to date with a four-bedroom single family residence and accessible through a privately-owned and maintained road located atop a ridge at approximately 520 feet. The stated purpose of the proposal is to match the affected territory with the applicant's preferred municipality given the communities of interests with Ross. Concurrent sphere of influence amendments would be needed to accommodate the request. The application is currently under administrative review and is deemed incomplete at this time.	City of San Rafael and Town of Ross	Application is currently under administrative review and is deemed incomplete at this time.
1338	Under Review and Awaiting Hearing	Detachment of 610 Calle de La Mesa	Proposal by the affected landowner Janice Tate requesting a boundary line adjustment for the lot located at 610 Calle de La Mesa (160-171-15) in the unincorporated island community of Loma Verde to the County of Marin. The affected territory is approximately 0.18 acres in size and currently developed with a single-family residence. The applicant wishes to de-annex 0.03 acres of land adjoining the affected territory from the City of Novato into the County of Marin. The applicant believed that the proposed annexation territory was included in her lot line, but after requiring to install a fence, was informed that the 0.03 acres of land contiguous to her parcel was in fact within the City of Novato. The application is currently under administrative review and is deemed incomplete at this time.	County of Marin and City of Novato	Hearing part of December Commission Meeting.
1339	New Proposal	516 E. Hospital Drive annexation to NSD	Application from Becky McCormick, LPAS, Inc. ("applicant") requesting approval for annexing one of three lots totaling 14.55 acres to Novato Sanitary District (NSD). The affected territory is formerly known as the Hamilton Hospital site with a situs address of 516 E. Hospital Drive (157-690-52.) The proposal, as stated by the applicant, will turn the former Hamilton Hospital into an 80 bed assisted living facility. The parcel was part of a former military base.	Novato Sanitary District	Informational hearing part of December Commission Meeting.

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government agency	Latest Update
1340	New Proposal	28 Teaberry Lane Annexation into Sanitary District #5	Application from Peter Kiritchenko (“applicant”) requesting approval annex one lot totaling 2.01 acres to Sanitary District Number 5 of Marin. The affected territory is a new residential unit in the incorporated part of Marin County near the Town of Tiburon with a situs address of 28 Teaberry Lane (058-071-01.) The proposal, as stated by the applicant, is to build one a new single-family home that can include an accessory dwelling unit.	Sanitary District #5	Informational hearing part of December Commission Meeting.
	Possible Future Item	San Quentin Village Sewer Maintenance District consolidation with Ross Valley Sanitary District	Based on past action of Marin LAFCo discussion of possible consolidation between SQVSMD with RVSD have been deemed as possibly in the best interest of the community of San Quentin Village customers.	SQVSMD and RVSD	Staff is currently reviewing outstanding issues with the staffs from both SQVSMD and RVSD.
	Possible Future Item	Murray Park Sewer Maintenance District consolidation with Ross Valley Sanitary District	Based on past action of Marin LAFCo discussion of possible consolidation between MPSMD with RVSD have been deemed as possibly in the best interest of the community of San Quentin Village customers.	SQVSMD and RVSD	Staff is currently reviewing outstanding issues with the staffs from both MPSMD and RVSD.
	Possible Future Item	Police Power Activation	The Muir Beach Community Services District – which presently provides water, fire, and recreation services – has conveyed interest on a potential proposal to activate the District’s latent police powers. This interest is borne from the District’s desire to establish and maintain more effective traffic / parking control either directly or by contract with an existing law enforcement agency. The interest – which has been effectuated in areas like Pebble Beach (Monterey County) – responds to an increasing problem with visitors to Muir Beach where illegal / haphazard parking has become a public nuisance to community residents.	Muir Beach Community Services District	MBCSD is not interested in moving forward with this matter, will be removed from future lists.

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government agency	Latest Update
	Possible Future Item	Conditions, Covenants and Restrictions Service Power Activation	The Bel Marin Keys Community Services District, which presently provides park and recreation, reclamation and lighting services, received special legislation through Assembly Bill 1995 (Levine) to add enforcement of conditions, covenants and restrictions (CCRs) as a latent power under its principal act. The special legislation became effective January 1, 2015 with the intent the District will proceed to apply for formal activation approval with Marin LAFCo as part of an agreement with the local home owner associations.	Bel Marin Keys Community Services District	BMKCSD staff believes this matter will be on its Oct. board meeting agenda and will report back to LAFCo after that meeting.
	Possible Future Item	Boundary Adjustment	The County Service Area No. 29, which provides dredging for properties located within the District, has conveyed interest on a potential proposal to detach at least six parcels that do not benefit from the municipal service and the addition of one parcel that is currently outside of CSA 29's jurisdictional boundary and does benefit from the dredging. The proposal would essentially match public services to the appropriate service area.	County Service Area No. 29 - Paradise Cay	CSA 29 staff believes this matter will be on its Oct. advisory board meeting agenda and will report back to LAFCo after that meeting.
1322	Completed	Annexation of 700 and 726 Sequoia Valley Road	Filed by the Homestead Valley Sanitary District requesting approval to annex approximately 1.1 acres of unincorporated territory. The stated purpose of the proposal is to align HVSD's existing jurisdictional boundary with its existing service area given the affected territory and its two developed residential parcels at 700 (046-231-07) and 726 (046-301-01) Sequoia Valley Road connected to the District through non-conforming connections in the early 1990s. The Commission approved the proposal with amendments to include adjacent portions of the public right-of-way along Sequoia Valley Road and Panoramic Highway on June 9, 2016 with standard terms. The Commission separately approved a one-year extension to complete the terms in June 2017.	Homestead Valley Sanitary District	File reported completed at 8/9/18 meeting

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government agency	Latest Update
1336	Completed	Reorganization of 238 Summit Drive et al	This proposal was filed by Sanitary District No. 2 (Corte Madera) requesting approval to annex four incorporated parcels in the Town of Corte Madera totaling 4.5 acres to Sanitary District No. 2 and Ross Valley Sanitary District. The proposal's purpose is to formalize and rationalize current public wastewater services provided in the affected territory through earlier actions outside of Marin LAFCO. The Commission approved the proposal with amendments to include an adjacent public right-of-way along Summit Drive on June 8, 2017 with standard terms.	Corte Madera Sanitary District and Ross Valley Sanitary District	File reported completed at 8/9/18 meeting



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Interim Executive Officer Report – Section C

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Update on MSR(s)

Background

Marin -Local Agency Formation Commission (LAFCo) at the October 11, 2018 meeting approved the current Municipal Service Review (MSR) schedule. San Rafael and Novato region studies are the two current MSRs that are being worked on. Staff has talked with each jurisdiction covered in both the MSRs. Staff along with Planwest Partners held an informational agency meeting on November 28th. At the meeting the processes were reviewed and each agency had the chance to ask questions. Attached is the MSRs timeline. Firming up Task 4 and 5 timeframes should be addressed as part of Item 13 (LAFCo meeting schedule) decided earlier in the agenda.

When approving the MSR schedule at the October meeting Commissioner Rodoni noted that it appeared special districts in the western part of the County were not listed.

Staff did a follow-up review of all districts and did note that two independent districts (Stinson Beach Fire Protection District, and Tomales Village CSD) and three dependent districts CSA 28 (West Marin), 31 (Fire Services), and 33 (Stinson Beach). All these districts cover areas in the western part of the County. CSA 31 covers fire serves not just in western Marin but across the whole county. In addition, staff realized that Marin/Sonoma Mosquito Control District (MSMCD) is not currently within Marin LAFCo jurisdiction. MSMCD is a multiple county agency, and under state government code is the official responsibility of Sonoma LAFCo, since they have a large tax base within the boundaries of MSMCD. Therefore, it is currently Sonoma LAFCo responsibility to perform the MSR. Government code does allow for Marin LAFCo to make a request to Sonoma LAFCo to hand over the lead agency responsibility.

Should LAFCo wish to add in the western Marin County agencies, LAFCo could simply replace MSMCD with the missing agencies in the FY 2022-2023 spot. LAFCo could also move other service specific MSR around and do the western Marin County group as early as FY 2020-2021 when the Flood Control and Storm Drainage Study (FCSD) is scheduled. The FCSD study could then be moved to the MSMCD slot allowing all regional studies to be done first and then have service specific studies occur after them in the five-year plan.

Attachment:

- 1.) San Rafael and Novato MSR Task Schedule
- 2.) LAFCo 5-year MSR Schedule

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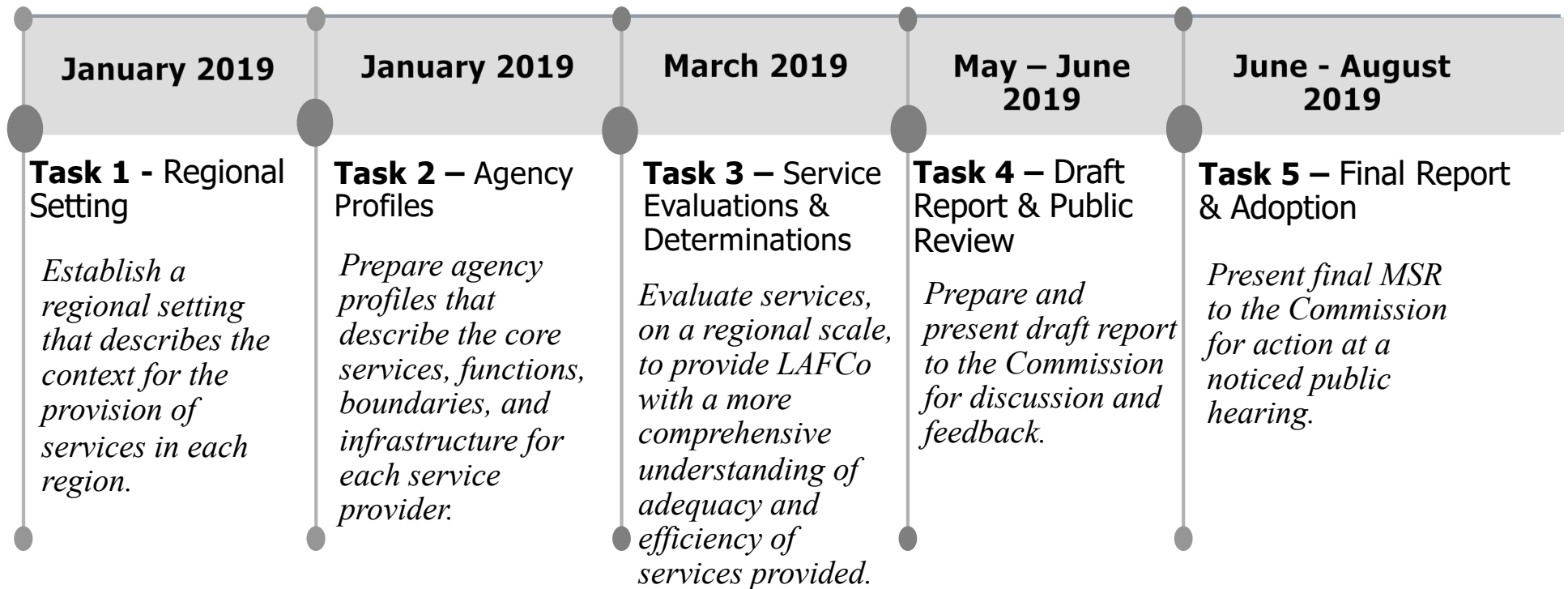
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Scope and Timeline



Marin LAFCo - Five-Year Study Schedule | FY 2018-2023

FY 2018-2019

San Rafael Area Study (Region Specific)

- City of San Rafael
- Marinwood Community Services District
- CSA No. 6 (Santa Venetia)
- CSA No. 9 (Northbridge)
- CSA No. 13 (Lucas Valley)
- CSA No. 18 (Gallinas Village)
- CSA No. 19 (Unincorporated San Rafael)
- CSA No. 23 (Terra Linda)

Novato Area Study (Region Specific)

- City of Novato
- Novato Sanitary District
- Novato Fire Protection District
- Bel Marin Keys Community Services District
- CSA No. 1 (Loma Verde)
- CSA No. 20 (Indian Valley)
- CSA No. 25 (San Marin)

FY 2019-2020

East Peninsula Area Study (Region Specific)

- Town of Tiburon
- City of Belvedere
- Strawberry Recreation District
- Tiburon Sanitary District No. 5
- Tiburon Fire Protection District
- CSA No. 29 (Paradise Cay)

Ross Valley Area Study (Region Specific)

- Town of Fairfax
- Town of Ross
- Town of San Anselmo
- Kentfield Fire Protection District
- Sleepy Hollow Fire Protection District
- Ross Valley Fire Authority (JPA)
- CSA No. 27 (Ross Valley)

Date to be Determined

- Countywide Fire Service Study
- Countywide Policy Service Study

FY 2020-2021

Twin Cities Area Study (Region Specific)

- City of Larkspur
- Town of Corte Madera
- CSA No. 16 (Greenbrae)
- CSA No. 17 (Kentfield)
- Central Marin Police Authority (JPA)

Flood Control and Storm Drainage Study (Service Specific)

- Marin County Flood Control
- Multiple CSAs

FY 2021 – 2022

Golden Gate Corridor Study (Region Specific)

- City of Mill Valley
- City of Sausalito
- Marin City Community Services District
- Tamalpais Community Services District
- Marin City – Sausalito Sanitary District
- Southern Marin Fire Protection District
- CSA No. 14 (Homestead)

Park and Open Space (Services Specific)

- Marin County Parks and Open Space District
- Marin County Resources Conservation District
- Multiple CSAs

FY 2022-2023

Southern Marin Wastewater Study (Service Specific)

- City of Mill Valley
- Almonte Sanitary District
- Alto Sanitary District
- Homestead Valley Sanitary
- Richardson Bay Sanitary District
- Sewer Agency of Southern Marin (JPA)

Mosquito and Vector Control Study (Service Specific)

- Marin/Sonoma Mosquito Control District

Public Healthcare Services Study (Service Specific)

- Marin Healthcare District
- Multiple CSAs



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

December 13, 2018

Interim Executive Officer Report – Section G

TO: Local Agency Formation Commission

FROM: Jason Fried, Interim Executive Officer

SUBJECT: Correspondence and Marin LAFCo News

Background

Attached you will find correspondence that Marin LAFCo (LAFCo) has received since the previous meeting and news articles where LAFCo is mentioned.

Attachment:

- 1.) Letter from CALAFCO 10/25/18
- 2.) MIJ Article 10/17/18
- 3.) MIJ Article 10/20/18

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Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Jack Baker, Regular
North Marin Water District

Lew Kiou, Alternate
Almonte Sanitary District

Vacant, Regular
Public Member

Chris Skelton, Alternate
Public Member

October 25, 2018

Marin LAFCo
1401 Los Gamos Drive, Ste. 220
San Rafael, CA 94903

Dear Chair and Commission:

On behalf of the California Association of Local Agency Formation Commissions (CALAFCO), I would like to thank your commission for allowing some of your members and/or staff the opportunity to attend the CALAFCO 2018 Annual Conference in Yosemite.

We understand that prioritizing expenditures can be challenging. Ensuring you and your staff have access to ongoing professional development and specialized educational opportunities, allows all of you the opportunity to better serve your commission and fulfill the mission of LAFCo. The sharing of information and resources among the LAFCo commissioners and staff statewide serves to strengthen the LAFCo network and creates opportunities for rich and value-added learning that is applied within each LAFCo.

Thank you again for your participation in the CALAFCO 2018 Annual Conference, I hope you found it a valuable experience. We truly appreciate your membership and value your involvement in CALAFCO.

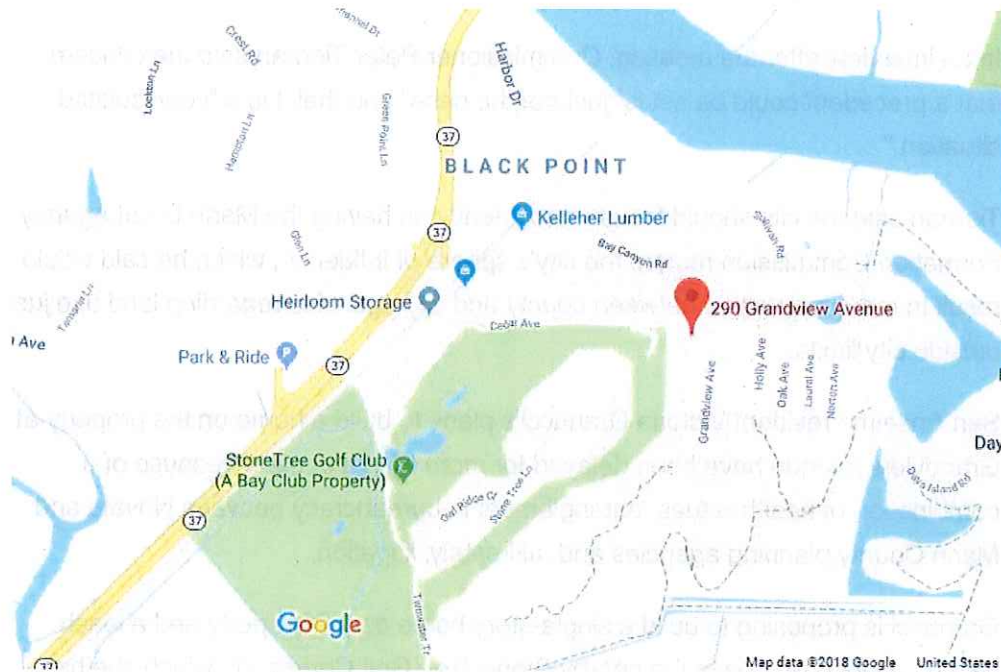
Yours sincerely,



Pamela Miller
Executive Director

NEWS > LOCAL NEWS

Novato commission waives sprawl rule at Black Point site



Grandview Avenue, Novato.

By **WILL HOUSTON** | whouston@marinij.com |

PUBLISHED: October 17, 2018 at 4:37 pm | UPDATED: October 17, 2018 at 8:18 pm



The Novato Planning Commission voted unanimously this week to make an exception to the city’s voter-approved urban sprawl restrictions for a long-delayed Black Point home development project.

Commissioner Susan Wernick was absent for the vote. A new commissioner, Reva Rao, who had just been appointed to the commission last week, recused herself as she had not an opportunity to properly review the background materials, according to city Community Development Director Bob Brown.

The vote came after the commission delayed the project last month following [concerns voiced by neighbors and organizations like the Greenbelt Alliance about the precedent the commission would set](#) by making an exception to the urban sprawl limits. City staff have countered that the circumstances that led to this exception are unique and are very unlikely to be repeated. The city's Urban Growth Boundary ordinance also allows for exceptions in certain circumstances.

In an interview after the meeting, Commissioner Peter Tiernan said the concern that a precedent could be set is "just not the case" and that it is a "very isolated situation."

Tiernan said the city should focus more intently on having the Marin Local Agency Formation Commission restore the city's sphere of influence, which he said would result in more interaction between county and city agencies regarding land use just outside city limits.

San Anselmo resident Victoria Granucci's plans to build a home on the property at Grandview Avenue have been delayed for more than a decade because of a combination of health issues, entanglement in bureaucracy between Novato and Marin County planning agencies and, ultimately, litigation.

Granucci is proposing to build a single-story home on the property and a leach field on a wooded area in the nearby Stone Tree Golf Course, on which she has an easement, to treat sewage.

Following the commission's vote on Monday, Granucci said Tuesday that she is "pleased" with the outcome. The project now heads to the City Council for final approval.

Teri Shore, the Greenbelt Alliance's North Bay regional director, said all of the public comment at Monday's meeting was in opposition to the project. Shore is calling on the city to consider different options including having the City Council reject the project, allow voters to decide whether the exception should be made or to continue defending the city's urban sprawl rules in court.

"There remains a lot of concern about the long-term, unintended consequences of this action even though everyone sympathizes with the property owner and there were a lot of mistakes made along the way," Shore said.

The mistake Shore refers to is what city officials say set this whole issue into motion. The previous owners of the property at 290 Grandview Ave. were able to acquire a plumbing permit in 2005 from the city to build the leach field on the Stone Tree Golf Course easement. The permit was acquired after a hired engineer determined the property would not support on-site sewage treatment because of its soils.

City officials now say that plumbing permit was issued in error because it violated the city's voter-approved limitations on urban sprawl.

But when Granucci purchased the property in 2006 for about \$407,000, she did so with the understanding that she would be able to develop the property and build the leach field. Shortly after Granucci bought the property, the city passed its regulatory jurisdiction of the leach field to the county, and Granucci acquired a permit from the county to build it.

Health complications delayed Granucci's plans until 2013. When she went to apply to the county again to build the home and sewage treatment infrastructure, the city of Novato sent a letter of opposition citing its urban growth boundaries. While Granucci's property is in the county's jurisdiction, the leach field would be located in city boundaries.

Granucci ultimately filed a lawsuit against the city, which ended in a settlement in March in which the city would amend its urban growth rules to allow for Granucci's project to be built.

The Planning Commission's vote will advance the project, but it will be the City Council's vote that determines whether the settlement agreement is fulfilled or whether the lawsuit is continued.

The City Council is set to discuss the project on Oct. 30.

Tags: [newsletter](#), [Novato City Council](#), [Open Space](#)

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Will Houston

Marin Independent Journal

Marin's special district boards: 'Exploiting their obscurity'?



A Central Marin Sanitary Agency employee works at the plant in San Rafael on Friday. The agency's board members recently raised their meeting pay from \$100 to \$225. (Alan Dep/Marin Independent Journal)

By [Matthew Pera](mailto:mpera@marinij.com) | mpera@marinij.com |

PUBLISHED: October 20, 2018 at 5:18 pm | UPDATED: October 23, 2018 at 9:46 am

James Holmes was surprised when he saw a legal notice this month that said Central Marin Sanitation Agency's directors would be voting to more than double their own pay.

He wasn't surprised to hear that no residents showed up at the Oct. 9 board meeting when that vote passed.

Intrigued by regulators' suggestions over the years that sanitation districts should consolidate, the Larkspur resident said the pay increase illustrates what some say is the issue with those organizations — "exploiting their obscurity," Holmes called it. A lack of public participation and community oversight, he argues, allows the agencies to fly largely under the radar.

"This reinforces the narrative that these special districts are unaccountable, out of control and taking unreasonable actions that largely escape notice because of the obscurity of these agencies," he said.

Roomy, red chairs assembled in neat rows were empty the night of Oct. 9 inside the Central Marin Sanitation Agency's board room. A plate of oatmeal, chocolate chip and sugar cookies sat out untouched while the five present board members approved their own pay raises without much debate.

"This would put us pretty much in the middle — not the highest, not the lowest," board President Diane Furst told her fellow directors, whose stipends have now jumped from \$100 to \$225 per meeting.

The agency operates wastewater treatment infrastructure for four of Marin County's sanitary districts. Its six-member board meets monthly and, unlike other wastewater agencies whose boards are elected

by voters, directors for Central Marin Sanitation are appointed by officials from each of its member agencies.

The board — which discussed an appropriate amount to raise the stipend at a prior meeting — hadn't altered its pay since 1987, and some officials say the increase was, by all means, justified.

“Over the years, our business has become more involved and heavily regulated and complex, and definitely includes more board member involvement,” said Jason Dow, the agency's general manager since 2002. “I understood why they were receiving (a raise) and I thought their change was warranted.”

Dow, one of 44 full-time employees, has a base salary this year of \$270,227.

“I'd say the board members probably spend a couple hours reviewing our agenda packets before the meetings, they call me and talk about things, their meeting is a couple hours, and then some follow up,” he said. “So it's a lot of time.”

But Holmes said he thought the board members were, essentially, making the case against their own agency.

“The more exorbitant the benefits, the more compelling the argument for consolidation because of the resulting need to eliminate all of that excessive administrative overhead,” he said.

Other special district directors in Marin make more money for each meeting they attend. At Ross Valley Sanitary, board members are paid \$314, the highest of any special district in Marin.

Felicia Newhouse, interim general manager for that district, said the stipend is higher than others because, under a previous policy, it had periodically increased automatically. Directors ended that policy last year.

“There was a recognition by our board of directors last year that we had really a pretty generous meeting compensation rate so we've frozen it just recently,” she said. “They decided we were outpacing inflation and other agencies around us and we needed to rethink this.”

At some agencies, including the Bolinas Fire Protection District, board members are volunteers.

Chris Martinelli, a battalion chief with the Marin County Fire Department who serves on the Bolinas fire board, said he serves as a director because it's a good way to give back to his town.

“I just like helping the community out,” he said.

'Flush and forget'

The Marin County Civil Grand Jury, which has repeatedly urged sanitation districts to consolidate, said in a 2011 report that the lack of oversight is, in part, a result of the public's tendency to shy away from the topic of wastewater.

“No one wants to think about sewers or pipes or overflows,” the report states. “They want to flush and forget.”

The grand jury in April [recommended immediate consolidation](#) of some of Marin’s smallest wastewater agencies and the eventual creation of a single, countywide sanitation district.

Consolidation, the jury said, would allow the districts to better prepare for the effects of climate change by pooling funds needed to protect infrastructure in areas prone to floods and sea-level rise. It would also benefit taxpayers by reducing administrative overhead.

“One administrative department supporting one board of directors should cost less than several administration offices each with a board of directors,” the report states.

Last year, Marin’s Local Agency Formation Commission, or LAFCo — tasked with regulating the physical development of cities, towns and special districts — released [results from a study it conducted of Central Marin wastewater services](#), which provides a blueprint for the consolidation of some sanitation districts in that area. The 393-page document recommends the agencies reorganize around boundaries defined by watersheds and dissolve districts with especially small service areas, including Murray Park Sewer Maintenance District, a 0.1 square mile residential area between Larkspur and Kent Woodlands, and San Quentin Village Sewer Maintenance District, which is 0.01 square miles.

Jason Fried, who became interim executive director of LAFCo in June after eight years leading the same agency in San Francisco, said he’s perfectly comfortable working with districts that want to consolidate and his commission is prepared to take on those processes. But he doesn’t like the idea of demanding mergers.

“You don’t necessarily want to force it on people,” he said. “It leaves a bad taste in their mouths.”

In its April report, the grand jury recommended county officials allocate more funding toward LAFCo so the agency can get to work on consolidations — not just among sanitation agencies but also the numerous other special districts in Marin, including those that oversee police, water, fire and community services.

Fried is LAFCo’s only active staff member. An additional full-time employee is on disability leave and the agency is currently hiring for an open position.

When fully staffed, Fried said, his commission would be prepared to accomplish what it needs to. But the grand jury fears otherwise.

“Handling an influx of requests for consolidations, annexations and other boundary changes will most likely require additional resources,” the April report states.

LAFCo has just begun the planning process for a merger between Ross Valley Sanitary District and Murray Park Sewer, according to Fried. But the agency hasn’t received any other merger applications, which some say is for the better.

Board members at the Novato Sanitary District receive \$252.70 per meeting and \$200 a month for health care. (Robert Tong/Marin Independent Journal)

Opponents of the push to consolidate special districts say the smaller agencies provide more local control and that mergers wouldn't save as much money as some groups tout.

"It's an easy sell to say you can consolidate, but you're not saving a whole lot and you're losing control," said Ronald Kosciusko, who is on the board of directors for the Richardson Bay Sanitary District. "You can get rid of the boards, sure, but then what happens is you're dealing with a bureaucracy. ... It sounds like roses but it isn't."

Kosciusko in 2013 opposed [a ballot measure struck down by voters](#) that would have consolidated four Southern Marin sewer districts into one agency.

"At the time, we had a \$10 million reserve," he said. "If I'm one of those other boards, I'd say I'll agree. But that doesn't work for our \$10 million. ... They were talking about taking over our plant and our trucks and everything the district has paid for over the years."

The director said he's kept up with the various reports urging consolidation, but hasn't ever felt the specifics have been addressed.

"If those people who talk about consolidation can come up with a reasonable financial and administrative concept that works, I'd be glad to listen to it," he said.

District evolution

Marin's many special districts, some say, weren't formed with a master plan in mind.

Many who lived in Marin during the late 19th century were opportunists who hadn't had luck in the California gold industry, according to Marcie Miller, a local historian with the Marin History Museum.

"What they discovered was the valuable range land we had," Miller said.

According to Miller, dairy ranchers along with cheese and butter makers were able to capitalize off that land and sell their products to consumers in San Francisco, which, prior to the 1937 opening of the Golden Gate Bridge, was only accessible by ferry.

As small, isolated communities sprang up during late 19th century and early 20th century, agencies formed to meet the needs of residents, including fire, sewer and police. Development over the years has connected Marin's communities, but the special districts have remained — for better or worse.

In a 2014 report titled, "[The Scoop on Marin County Sewer Systems](#)," the grand jury wrote: "In total, there are 17 special districts, 2 municipalities, 2 JPAs, the National Park Service and the California State Park Service providing wastewater services to a population of 256,000 in an area just over 100 square miles."

Success story

The Central Marin Fire Department hopes it jumped through the last hoops this week in its years-long consolidation process which merged firefighting resources between Corte Madera and Larkspur.

City and town council members from both jurisdictions approved a compromise this week with the California Public Employees' Retirement System, or CalPERS, in which both parties agreed to share equal responsibility for pensions of Central Marin fire employees in case the agency disbands.

The retirement system is exercising extra caution [after it cut the pensions of about 200 former employees](#) of a disbanded job-training agency in Los Angeles County because the four cities that formed that agency denied responsibility for those payments.

The formation of a joint firefighting agency in Central Marin is one of the first consolidation efforts in California since CalPERS began requiring pension liability agreements, and some say the merger will set a precedent throughout the state.

But despite the hiccup, which is preventing the full, legal formation of Central Marin fire, officials say the agency is already successfully operating as one entity.

"If you're a member of the public, you already think we're done," said Dan Schwarz, Larkspur's city manager. "That, to me, is a testament that it's going really well."

Larkspur and Corte Madera aren't strangers to the concept of sharing emergency response services. The two cities began sharing a police force in the early 1980s and in 2013 formed the Central Marin Police Authority, which also includes San Anselmo.

"I think it's been a tremendous success," Schwarz said of the resource-sharing initiatives. "If you look at the police for example, none of the towns could have a full detective bureau on their own, but we now have an investigative bureau in Central Marin. ... Our residents are getting a very high level of service at a cost we can manage."

Scott Shurtz, chief of the Central Marin Fire Department, said the de facto centralized fire agency has already provided its service area with better quality emergency response without raising costs.

"We hope this success encourages other, similar consolidations," he said.

Marin board pay examples

Almonte Sanitary District: \$80/meeting; or \$100 for president

Alto Sanitary District: \$100/meeting; \$125 for chair

Bel Marin Keys Community Services District: \$100/meeting

Bolinas Community Public Utility District: \$250/month

Bolinas Fire Protection District: none

Homestead Valley Sanitary District: \$100/meeting, \$125/meeting for president and secretary

Inverness Public Utility District: none

Kentfield Fire Protection District: \$100/meeting
Las Gallinas Valley Sanitary District: \$252.70/meeting, \$200/month health care reimbursement
Marin City Community Services District: \$150/meeting
Marin Municipal Water District: \$200/meeting
Marinwood Community Services District: none
Muir Beach Community Services District: none
North Marin Water District: \$200/meeting
Novato Fire Protection District: \$100/meeting
Novato Sanitary District: \$225/meeting, \$200/month health care reimbursement
Richardson Bay Sanitary District: \$125/meeting plus dental insurance
Ross Valley Sanitary District: \$314/meeting
Sausalito-Marín City Sanitary District: \$160/meeting
Sleepy Hollow Fire Protection District: \$150/meeting
Southern Marin Fire Protection District: \$100/month
Stinson Beach Water District: \$100/meeting
Strawberry Recreation District: \$75/meeting
Tamalpais Community Service District: \$100/meeting
Tiburon Fire Protection District: \$75/meeting
Tiburon Sanitary District No. 5: \$100/meeting
Tomales Village Community Service District: \$50/meeting