



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

NOTICE OF SPECIAL MEETING AND AGENDA

Marin Local Agency Formation Commission

Wednesday, July 27, 2022

San Rafael Community Center | Club Rooms 3 and 4 | 618 B Street, San Rafael, California

9:00 A.M. CALL TO ORDER BY CHAIR

ROLL CALL BY EXECUTIVE OFFICER

AGENDA REVIEW

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

PUBLIC OPEN TIME

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the current agenda. All statements that require a response will be referred to staff for reply in writing or will be placed on the Commission's agenda for consideration at a later meeting. Speakers are limited to three minutes.

AGENDA ITEMS PUBLIC HEARING

1. Discussion of Hours the LAFCo Office Should Be Open to the Public
2. Workshop For Next Round of MSR's for Marin LAFCo
 - a. History, Background and Status Regarding MSRs
 - b. Discussion of MSR Process in Marin LAFCo, What Other LAFCo's Do, and Potential changes to the Process

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

August 11, 2022 | 7:00 P.M.

Attest: Jason Fried
Executive Officer

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

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.

Marin LAFCo

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AGENDA REPORT

July 27, 2022

Item 1 (Workshop)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer
Jeren Seibel, Deputy Executive Officer

SUBJECT: Discussion of Hours Office Should Be Open To The Public

Background

In June 2018 when the then-new Interim Executive Officer started the Commission wanted to make sure that somebody was in the office every day, not including holidays, Monday-Friday from 9 am to 5 pm. When COVID first happened the office was shut down and staff started working remotely only showing up to deal with the limited number of items that needed somebody in the office to complete. As the mandated stay at home orders have been lifted staff has returned to the office and now the office is being covered every day from 9-5. The Commission acknowledged all the good work staff did during this period of time and has approved staff being able to work part-time remotely and 9/80 work schedules. Currently, staff has been working 2 days remote and 3 days in the office which allows the office to be open the entire work week based on the 2018 instructions given to staff.

With Olivia leaving us we are trying to recruit a new staff person. Unfortunately, the job market today has candidates wanting to work remotely and the pool of candidates applying for regular office jobs is not that strong. Many other local government agencies have also been facing this problem and are starting to discuss changes to staffing requirements as it comes to being in the office compared to working remotely. While we can never really have a 100% remote work schedule since a limited number of items require office time we also don't need to have staff in the office as frequently as we do other than to make sure the office is open Monday through Friday.

Prior to COVID, while we did not get a large number of people coming into the office, there would be times when they came in unannounced. Since COVID no one on staff can recall a member of the public (this does not include Commissioners) coming to the office without calling first to see when somebody will be in the office and then coming in with an appointment. It seems like the public generally has gotten used to checking to see if the office will be staffed prior to coming to the office even though we are currently open every day. Even meetings that used to be done in person are more likely to be done via video or phone since so many people are working remotely. In addition, the fact we do electronic signatures means the need for people to come to the office has lessened.

The question staff would like the Commission to discuss is does the Commission still want to require that the office have staff in it Monday-Friday 9 am-5 pm or is the Commission willing to have an office that will be staffed as needed to address public and Commission needs. Even if the office itself is closed we would continue to make sure we have staff working Monday-Friday answering any calls from the public.

Staff does believe that not requiring the office to always be open Monday-Friday and relieving the pressure that each staff person needs to be in the office might help in the recruitment of staff and lead to a more positive workflow for current staff.

No formal action is needed today but a general understanding of what the Commission wants on this matter would be good to have so the Executive Officer knows the wants and needs of the Commission on this matter and can schedule staff being in the office accordingly.

Administrative Office

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County of Marin

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Sashi McEntee, Chair
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City of Belvedere

Lew Kious, Vice Chair
Almonte Sanitary District

Craig K. Murray, Regular
Las Gallinas Valley Sanitary

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member



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AGENDA REPORT

July 27, 2022

Item 2 (Workshop)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer
Jeren Seibel, Deputy Executive Officer

SUBJECT: **Workshop For Next Round of Municipal Service Reviews for Marin LAFCo.**

Background

Marin LAFCo is about 4/5 of its way through its current round of MSR's. This is the perfect time to start the discussion on what the Commission wants to have the next round of MSR's look like. Attached to this is a rundown of the items staff will be leading you through today. Each item has an approximation of how much time staff expects to spend introducing the item and discussing the item. These are only suggestions so we may spend more or less time on any given item based on the needs of the Commission to discuss the item. Staff also wants to warn the Commission a couple of sections are very dry in nature but important to have so we may encourage you to drink some caffeine, for those that drink caffeine, to make sure you stay awake for those sections.

Staff has divided the workshop into 2 main parts. The first part will look at the in and outs of the MSR along with how Marin LAFCo has handled them in the past. The second part is to look at what, if any, changes we want to look to make in the next round. Jeren will be leading all of us through the longest section where we will have a good lengthy discussion about what the next rounds look like by asking a series of questions to help staff understand how to prepare and plan for that round.

Finally, we have included links to other MSR work done by other agencies. You may also want to reformatize yourself with past Marin LAFCo MSR documents. They can be found on our website (<https://www.marinlafco.org/municipal-service-review-and-sphere-of-influence-updates>). On the website, you can see every MSR from each round we have done.

No formal action is needed today. Staff will compile all the discussions from the workshop to create a work plan for the next round of MSR's and present it at a future Commission meeting for discussion and approval.

Attachments:

1. Tentative rundown for today's discussion
2. [Napa Countywide Water and Wastewater Municipal Service Review](#)
3. [City of Fresno Municipal Service Review and Sphere of Influence Update](#)
4. [Municipal Service Review and Sphere of Influence Initial Study City of Davis](#)
5. [Yolo Community Services District Municipal Service Review and Sphere of Influence Update](#)

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Schedule for MSR Part of the Workshop

Rules for Workshop - Jason

The Who, Why, and What of MSR Work – Jeren

Marin LAFCo MSR History and Current Round Update – Jason

How the Sausage Gets Made – Jeren

What Do Other LAFCOs Do For Their MSR Process - Jason

Lessons Learned From Current Round – Jeren

Balancing MSR Work Moving Forward - Jason

5 Minute Break

Philosophy on MSR Work Moving Forward – Jason

Public Outreach on MSRs - Jason

Questions/Discussion for Next Round of MSRs - Jeren

- Regional approach vs. type of agency vs. Single Agency Specific

- Extra stuff

- Flood District

- What to do with the 6-7 agencies never done in this around

- Complete within 5 years vs. Depth of Review vs. Staff resources needed to complete

Wrap-Up and Next Steps – Jason