



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REGULAR MEETING MINUTES

Marin Local Agency Formation Commission

Thursday, April 11, 2019

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

CALL TO ORDER

Chair McEntee called the meeting order at 6:30 pm.

ROLL CALL BY COMMISSION CLERK

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

Regular Members Present: Sashi McEntee, Chair
Craig K. Murray, Vice Chair
Jack Baker
Sloan Bailey
Damon Connolly
Dennis Rodoni
Chris Skelton (seated due to vacant position)

Alternate(s) Present: Matt Brown
Lew Kious

Staff Present: Jason Fried, Executive Officer
Candice Bozzard, Commission Clerk
Jeren Seibel, Policy Analyst

Counsel Present: Mala Subramanian

ADJOURN TO CLOSED SESSION

At 6:32 pm the Commission adjourned to closed session to review the Executive Officer's job performance and possible salary adjustment.

RETURN TO OPEN SESSION

Commission returned to open session at 7:12 pm.

Legal Counsel Subramanian reported that the Commissioners gave direction to the labor negotiating team (Chair McEntee and Commissioner Connolly) for follow up with the Executive Officer.

AGENDA REVIEW

Chair McEntee asked for any changes to the agenda.

Approved: M/S by Commissioners Murray and Skelton to accept the agenda as written.

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

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC OPEN TIME

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

CONSENT CALENDAR ITEMS

1. Approval of Minutes for February 14, 2019 Regular Meeting Minutes
2. Commission Ratification of Payments from February 1, 2019 through March 31, 2019.

Approved; M/S by Commissioners Baker and Murray to accept the consent calendar.

Ayes: Commissioners McEntee, Murray, Baker, Connolly, Rodoni, Skelton

Nays: None

Abstain: Commissioner Bailey

Motion approved.

BUSINESS ITEMS

3. Interviews for Public Member and Possible Appointment

Commissioner Skelton recused himself as a voting member to participate in the process.

The Commission had interviewed three (3) candidates – Lawrence Loder, Chris Skelton, and Cliff Waldeck - for the regular public member position at the February 14, 2019 meeting with continuance to the April meeting.

Chair McEntee offered the candidates the opportunity to address the Commissioners for three-minutes to reaffirm their qualifications for being the public member.

Commissioner Bailey noted that since he was unable to attend the February meeting, he reviewed the meeting video in preparation for determining the new public member.

Mr. Loder was unable to attend the meeting and submitted a letter stating interest in serving in seat. Chris Skelton began his three-minute testimonial with Cliff Waldeck following.

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

Failed; M/S by Commissioners Connolly and Bailey to appoint Cliff Waldeck as the regular public member for the ensuing term ending May 2023.

Ayes: Commissioners McEntee, Bailey, Connolly, Rodoni
Nays: Commissioners Murray, Baker
Abstain: None

Motion failed by lack of support of a special district member.

Approved; M/S by Commissioners Baker and Murray to appoint Larry Loder as the regular public member for the ensuing term ending May 2023.

Ayes: Commissioners Murray, Bailey, Baker, Connolly, Rodoni
Nays: Commissioner McEntee
Abstain: None

Motion approved by quorum vote.

4. Approval of Marin MacTech Contract

Commissioner Skelton returned as the voting public member.

Executive Officer Fried explained the current working relationship with Marin MacTech and recommended to continue service including fee updates, as well as establish an additional service contract for an upgrade to our current phone system.

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

Approved; M/S by Commissioners Skelton and Bailey to follow staff recommendation to execute the contract with Marin MacTech for IT and phone services, with the amendment that the new contract for the phone system become effective July 1st.

Ayes: Commissioners McEntee, Murray, Bailey, Baker, Connolly, Rodoni, Skelton
Nays: None
Abstain: None

Motion approved unanimously.

5. Adoption of Proposed Operating Draft Budget for FY 2019-2020

- a) Executive Officer Fried gave an overview of the proposed draft budget for FY 2019-20 noting the objective was to maintain the member contribution funds equivalent to last fiscal year.

Budget Committee Chair Rodoni commented that the budget was simplified for clarity. Committee Chair Rodoni added his appreciation to Executive Officer Fried for avoiding an increase to the fees to the member agencies.

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

Approved; M/S by Commissioners Rodoni and Bailey to approve the proposed draft budget for FY 2019-2020.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion approved unanimously.

Executive Officer reported that staff will present an updated fee schedule at the June Commission meeting.

6. Legislative Committee Report

a) Executive Officer Fried generalized the twenty legislative bills that directly or indirectly affect LAFcos.

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

Approved; M/S by Commissioners Skelton and Rodoni to approve the staff's recommendation to align with CALAFCO, except for AB 1253 and AB1822 where Marin LAFCo will take a "Support" instead of "Sponsor" position.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion approved unanimously.

7. Public/Technical Information Committee Report

Public/Technical Committee Chair Kious stated that he strongly supported staff's recommendation to proceed with Streamline for new website services.

Executive Officer Fried summarized the reasoning for contracting with Streamline for website services.

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

Approved; M/S by Commissioners Skelton and Murray to authorize the Executive Officer to execute the contract with Streamline for website services and give notice to Civic Plus that Marin LAFCo will not extend the contract.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion approved unanimously.

8. Approval of Newly Revised Policy Handbook and the Separation of Personnel Section

Executive Officer Fried pointed out that the new process for the Special District member and the Public member selection policies would come before the Commission for approval after the current elections had concluded. The Executive Officer also reported the Personnel Policy would be a completely separate policy from the Policy Handbook.

Chair McEntee mentioned that in section 3.15(d) that consent outside of a Commission meeting would be reviewed by the Commission Chair for approval.

Commissioner Skelton requested the Public Member selection under 3.1(a) in the Policy Handbook remove "registered voter" as a requirement. Commissioner Skelton also requested that the fee schedule (3.11) be brought back to the Commission for review.

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

Approved; M/S by Commissioners Bailey and Connolly to approve the revised Policy Handbook with the suggested amendments.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion approved unanimously.

9. Approval of Updated Retention Policy

The Executive Officer briefly reported on the recommended updates to the retention policy.

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

Approved; M/S by Commissioners Rodoni and Bailey to approve the revised record retention policy.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion approved unanimously.

EXECUTIVE OFFICER REPORT (discussion and possible action)

The Executive Officer introduced Jeren Seibel to the LAFCo family.

A. Budget Update FY 2018-2019

LAFCo was currently under Budget.

B. Current and Pending Proposals

A few pending proposals and several possible upcoming applications.

C. Update on MSR(s) [Verbal Report Only]

Planwest possible draft available in May with potential final approval in August. Commission discussion on when to hold public hearing for comment on the San Rafael and Novato MSRs.

D. Special Districts Election to LAFCo Seats Update [Verbal Report Only]

The election is still open and we have already received quorum of ballots. Ballots to counted on April 23, 2019 at 1:00pm.

The Executive Officer added to his report that Jeren Seibel was able to join him at the CALAFCO Staff Workshop in San Jose.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

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

Approved; M/S by Commissioners Skelton and Baker to adjourn the meeting.

Ayes: Commissioners McEntee, Murray, Baker, Brown, Connolly, Rodoni, Skelton

Nays: None

Abstain: None

Motion passed unanimously.

Chair McEntee adjourned the meeting at 9:25 pm.

ADJOURNMENT TO NEXT MEETING

Thursday, April 11, 2019 | 7:00 pm

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

Attest: Candice Bozzard
Commission Clerk

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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