



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 30, 2020

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

CALL TO ORDER

Chair McEntee called the meeting to order at 7:01 P.M.

ROLL CALL BY COMMISSION CLERK

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

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

Alternate Commissioners Present: Tod Moody
Chris Skelton
Dennis Rodoni
James Campbell

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

Marin LAFCo Counsel Present: Mala Subramanian

Members Absent:

AGENDA REVIEW

Executive Officer Fried suggested that item 5 be moved to the front of the public hearing items as there were public members in attendance to speak on those items.

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

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

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC OPEN TIME

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

CONSENT CALENDAR ITEMS

1. Approval of Minutes for February 13, 2020, Regular Meeting
2. Commission Ratification of Payments from February 1, 2019, to March 31, 2020
3. Receive and File GASB 75 Report

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

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

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC HEARING ITEMS

4. Adoption of Proposed Operating Draft Budget Fiscal Year 2020-21

Executive Officer Fried summarized his efforts in creating the upcoming year's budget and his desire for it to be "status quo" in relation to the current year's budget. He went on to explain that the Budget Committee expressed a desire to reduce the member agency fees by 10% in an effort to ease the budgetary burden on the agencies that are being faced due to COVID-19 impacts.

Commissioner Kious expanded upon the Budget Committee's decision to move for a 10% member fee reductions, explaining that the reduction would be for 1-year only.

Commissioner Connolly expressed concern regarding the line item for staff salaries increasing.

Commissioner Coler explained that while she had originally suggested the 10% reduction, she was having second thoughts about it and was leaning more towards finding other ways to cut costs.

Executive Officer Fried explained that the salary line item is proposed at the highest it could possibly be in the proposed budget in order to allow for the possibility of the maximum increase, however, that by no means signifies that those increase levels will be realized. He went on to say that in reality, that line item would end up being significantly less than what was proposed.

Commissioner Rodoni spoke to the fact that as this is a draft budget, the Commission would not be making any commitment to any specific line item level at this time, and could amend any amount proposed prior to the adoption of the final budget later on.

Commissioner Arnold voiced her support for the budget as it was proposed with the idea of adding purposeful wording around the fact that the budget line items are still open to amendment.

Legal Counsel confirmed Commissioner Rodoni's point of having the opportunity to amend the draft budget if approved.

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

Commissioner Rodoni reminded the Commission members that the LAFCo policy currently states that staff cost of living adjustment increases are congruent with the County of Marin staff increases.

Executive Officer Fried explained that while he does not believe that Marin LAFCo needs to hire a new full-time Clerk, he does believe that a full-time employee should be hired who would split time as a Clerk and as a Junior Analyst.

Chair McEntee expressed her desire to push forward with the status quo budget as proposed and include a note next to the line item for salaries explaining that the amount would change prior to the final budget adoption.

Commissioners Rodoni and Arnold expressed support for staff receiving merit-based step increases upon passing review.

Approved: M/S by Commissioners Loder and Arnold to approve the status quo budget with footnote explaining that two positions are subject to the County cost of living adjustment decision and an additional comment that proposed salary amounts are subject to change prior to June meeting and keeping agency contributions flat with the intention to bring discussion back about it during the June meeting.

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

Nays: Kious

Abstain: None

Motion approved.

4. Approval of Resolution No. 20-09 Annexation of 1501 Lucas Valley Road (APN 164-280-35), to Marin Municipal Water District (LAFCo File #1347)

The Executive Officer communicated the history and current situation surrounding the history of the application having been terminated previously and resubmitted. Marin Municipal Water District requested an agreement that the water use on the property would be for strictly a single-family residence.

Chair McEntee opened the public hearing.

- Property Owner – Briefly outlined the history of the application and the roadblocks that led to the initial termination of the application previously.

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

Approved: M/S by Commissioners Murray and Loder to approve Resolution 20-09, approving the requested annexation as described (File #1347).

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

Nays: None

Abstain: None

Motion approved unanimously.

BUSINESS ITEMS

5. Budget Committee Report – Updating Current Reserve Policy and Possible Creation of New Reserve Funds

Executive Officer Fried outlined the current reserve policy of 20% reserves as the only current reserve policy/fund and his desire to create two new reserve funds for consultant fees due to special studies and for technology replacement fees.

Commissioner Kious expressed support from the Budget Committee members for the proposed funds.

Commissioner Rodoni stated that, if approved, the Budget Committee would reconvene in order to help establish the maximum amounts allowed in the funds.

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

Approved: M/S by Commissioners Kious and Coler to authorize the Budget Committee to establish policies around the new funds and bring them back to the full Commission.

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

Nays: None

Abstain: None

Motion approved unanimously

EXECUTIVE OFFICER REPORT (discussion and possible action)

- a) Budget Update FY 2019-2020
Staff stated the budget was on track.
- b) Current and Pending Proposals
Update on application from County of Marin for CSA 29. Also updated on West Marin application being completed. Currently only 1 application open at this time.
- c) ADP and Payroll Status [Verbal Report Only]
Still a few outstanding issues to be resolved. Staff is working with County Staff to resolve remaining issues.
- d) Update on MSR(s) [Verbal Report Only]
Research and analysis for Ross Valley MSR is progressing.
- e) LAFCo Operations Under Shelter in Place Orders [Verbal Report Only]
Staff continues to work from home as the LAFCo office building is closed entirely for the time being.
- f) Discussion on LAFCo Study Schedule [Verbal Report Only]
Executive Officer Fried passed this item to Chair McEntee, who raised the idea of changing the study schedule in order to examine a special study in the near future.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

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

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

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

Chair McEntee adjourned the meeting at 8:21 P.M.

ADJOURNMENT TO NEXT MEETING

Thursday, June 11th, 2020

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

Attest: Jeren Seibel
 Policy Analyst

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

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