

MINUTES - MARIN LOCAL AGENCY FORMATION COMMISSION

On December 8, 2005, the regular meeting of the Marin Local Agency Formation Commission was held at the San Rafael Council Chambers, 1400 Fifth Avenue in San Rafael. Chair Blanchfield called the meeting to order at 7:01 p.m.

ROLL CALL

Commissioners Present: Susan Adams (7:15)
Einar Asbo
Jeffry Blanchfield
Barbara Heller (7:04)
Charles McGlashan
Dennis J. Rodoni

Commissioners Absent: Jeff Slavitz

Alternate Commissioners
Seated in the Audience: Christopher Burdick

Staff present: Peter Banning, Executive Officer
Candice Bozzard, Clerk to the Commission
Evelyn Ellis, Assistant Planner

1. **Public Comment** - None

NOTICE OF APPLICATION (Information Only)

2. New Application(s) have been received for the following proposal:
- Annexation of the Lands of Donnelly to Novato Sanitary District (File #1270)

CONSENT CALENDAR ITEM(S)

3. **Meeting Minutes - October 13, 2005**
4. **Financial Reports - October and November 2005**

M/S Rodoni - McGlashan to approve the consent calendar.

Approved unanimously.

AGENDA ITEM(S)**5. Community Services District Inventory of Services:**

Chair Blanchfield called on the Executive Officer for his report.

Due to having only received two of six possible responses from the community services districts, the Executive Officer recommended that the Commission continue this item.

Chair Blanchfield agreed with Staff's recommendation and continued the report to the January 12th, 2006 LAFCO meeting.

6. Customer Service Survey Results:

Chair Blanchfield called on the Executive Officer for his report.

The Executive Officer reported an approximate 44% return on the 50 Customer Service surveys that were sent out to applicants and other professionals that have had significant contact with Marin LAFCO. The survey responses received showed that the Commission and its staff achieved very favorable ratings for knowledge, professionalism and responsiveness. He also stated that the Marin LAFCO website also scored well in the survey. The Executive Officer noted that one negative comment was received regarding the approval process for the map and legal description. The Executive Officer added that staff was in the process of revising the procedure for map approval consequently resolving the reason for the complaint. Survey responses will be maintained as public records at the LAFCO office.

7. Replacement of Office Equipment:

The Executive Officer stated staff was experiencing problems with an outdated photocopier. The current copier had surpassed its expected life span, resulting in more "down" time and creating the need to outsource. Staff requested that the Commission amend the budget to transfer \$10,000 from the reserve account to budget item 4860/Equipment to purchase a new copy machine.

The Commission discussed the need for staff to have reliable office equipment and compared the data for the various vendors.

M/S Asbo - McGlashan to approve the budget amendment of up to \$10,000 to cover the cost of the new copier from IKON Office Solutions.

Approved unanimously.

8. **Strategic Planning Workshop:**

The Commissioners scheduled the date of the Strategic Planning Workshop for Friday, February 3, 2006 from 8:30 to 12:30 in the Muir Woods Conference Room at the LAFCO office.

9. **Study Session - Proposal Process:**

The Executive Officer presented a case study demonstrating the dynamics of the boundary change proposal process.

COMMISSIONER’S REPORT

Commissioner Adams reported that she had attended the Association of Bay Area Government’s workshop on housing. She also reported that the new Senate Bill 1024 could possibly conflict with LAFCO’s legislation. Commissioner Adams suggested that a representative from CALAFCO should attend the meetings to stay informed on the issue.

EXECUTIVE OFFICER’S REPORT

10. **Progress Report:**

The Executive Officer had no additional information to add to his written report.

ADJOURNMENT

M/S Adams – McGlashan to adjourn.

Approved unanimously.

The meeting was adjourned at 7:58 p.m. The next regular LAFCO meeting was scheduled for Thursday, January 12, 2006 at 7:00pm at the San Rafael Council Chambers.

Respectfully submitted,

PETER V. BANNING, Executive Officer

ATTEST:

JEFFRY BLANCHFIELD, Chair