

MINUTES - MARIN LOCAL AGENCY FORMATION COMMISSION

On March 10, 2005, the regular meeting of the Marin Local Agency Formation Commission was held at the San Rafael Council Chambers, 1400 Fifth Avenue, San Rafael. Chairperson Blanchfield called the meeting to order at 7:04 p.m.

ROLL CALL

Commissioners Present: Susan Adams
Jeffry Blanchfield
Charles McGlashan
Dennis J. Rodoni
Jeff Slavitz
George Quesada
Cliff Waldeck (7:08)

Absent: Einar Asbo
Barbara Heller

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

1. **Public Comment** - None

CONSENT CALENDAR ITEM(S)

2. **Regular Meeting Minutes, February 10, 2005**
3. **Financial Report - February 2005**

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

Approved unanimously.

PUBLIC HEARING

4. FY 2005-06 Draft Budget and Work Plan:

The Executive Officer reported that staff had met with the Budget Committee on February 17, 2005 to compile a budget proposal for review by the Commission and for circulation to the cities, County and special districts that contribute to the budget. The Executive Officer stated that the proposed budget was a status quo proposal and assumed that performance of service reviews and sphere-of-influence studies would be done in-house. The work plan was based on objectives from the strategic planning retreat in January.

Staff reported that the proposed budget assumed no significant changes to the program or level of effort from the previous year. The Commission had experienced a slight decrease in the number of proposals filed for processing; therefore the revenue from application fees was estimated at the same level as the previous year.

The Executive Officer explained that staffing would remain unchanged at 2.5 full time equivalent. Personnel costs were assumed to increase due to routine salary adjustments and benefits costs. The administrative costs were budgeted at lower levels based on recent experience. The largest reductions were made to Outside Legal Expense and Contract/Special Studies.

Commissioner Adams asked if the proposed budget included a sufficient amount to cover increased insurance rates. Staff responded that an increased amount was incorporated into the proposed budget. Commissioner Adams then inquired about the recommendation of the Budget Committee for any modification to the amount of the Alternate Commissioners' stipend. The Budget Committee recommended that the full Commission discuss the stipend adjustment during the meeting. After discussion, the Commissioners concluded that the current stipend for the Alternate Commissioners was appropriate and therefore should remain unchanged, with the non-voting Alternate Commissioners in attendance of Commission meetings to receive \$50 and voting Alternates to receive \$100. Chairperson Blanchfield directed staff to include the stipend amounts in the Work Plan.

Commissioner McGlashan made note that some of the revenue figures on the Budget summary page were incorrect. Staff responded that the summary amounts would be reviewed and corrected.

The Commission then discussed methods of building up the reserve account, which included whether or not to increase the contribution amount of the cities, County and special districts. The majority of the Commissioners felt the contribution should remain as close to the previous year as possible.

Commissioner McGlashan suggested that staff review the Errors and Omissions insurance coverage to be sure it is sufficient for the types of special studies LAFCO is conducting. The Executive Officer responded that he would review the current policy.

Chairperson Blanchfield then called for further public comment. There was none.

M/S Adams - Slavitz to send out the corrected version of the proposed draft budget and Work Plan to the cities, County and special districts for comment.

Approved unanimously.

The public hearing for the budget review was continued to the May meeting.

5. **Merit Increase:**

The Executive Officer stated the Commission's Clerk, Candice Bozzard, had successfully completed a six-month probationary period and had proven to be a significant asset to the Commission. Staff recommended a merit increase from a comparable County classification of Administrative Secretary, Step 1 to Administrative Secretary, Step 2.

M/S Quesada - McGlashan to approve the merit increase as recommended.

Approved unanimously.

COMMISSIONERS' REPORTS

Commissioner Adams reported that she had been in Washington D.C. attending meetings regarding Medicaid, telecommunications and other issues. Commissioner Adams noted that the National Association of Counties had unanimous support for seven key issues that were by normally controversial partisan issues.

EXECUTIVE OFFICER'S REPORT

9. Progress Reports

The Executive Officer added the following to his written report:

- Staff attended the Transportation Authority of Marin workshop on March 4th. The workshop's agenda was to discuss its organizational structure including its relationship with the countywide planning agency.

The Commissioners then discussed the need for an inter-jurisdictional agency that would focus on coordinating resources to implement programs on issues such as water use efficiency, transportation, clean energy and lower impact development. Chairperson Blanchfield recommended that a study session prior to the next regular meeting be set up to continue the discussion.

- Staff volunteered to set up a conference session at the CALAFCO conference in September 2005 on the trends in local government finance and regulations affecting the viability of special districts.
- Both the voting period for the special district selection and the nominations for Alternate Public Member would close on Monday, March 14, 2005.

ADJOURNMENT

M/S Adams - Slavitz to adjourn.

Approved unanimously.

The meeting was adjourned at 8:20 p.m. The next regular LAFCO meeting was scheduled for Thursday, April 14, 2005.

Respectfully submitted,

PETER V. BANNING, Executive Officer

ATTEST:

JEFFRY BLANCHFIELD, Chairperson