

MINUTES - MARIN LOCAL AGENCY FORMATION COMMISSION

On March 13, 2003, 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 7:00 p.m.

ROLL CALL

Commissioners Present: Susan Adams
Jeffry Blanchfield
Judy Chapman
Barbara Heller
Dennis J. Rodoni
Annette Rose
Jeffrey Slavitz

Alternate Commissioners

Present but not seated: Pat Eklund

Staff present: Peter Banning, Executive Officer
Dory (Adams) Miller, Clerk to the Commission

1. **Public Comment** - None

NOTICE OF APPLICATION (Information Only)

2. New application(s) were received for the following proposals:

Annexation of the Lands of Lacues to Novato Sanitary District (File #1243)

CONSENT CALENDAR ITEM(S)

3. **Regular Meeting Minutes, February 13, 2003**
4. **Financial Report**
5. **Annexation of the Lands of Marion Heights Development LLC to Novato Sanitary District (File #1241)**

M/S Heller - Rose to adopt the consent calendar. Commissioner Adams abstained on the minutes.

Approved unanimously.

BUSINESS ITEM(S)**6. Selection of Alternate Public Member**

Christopher Burdick was chosen by a majority vote pursuant to requirements of the Cortese-Knox-Hertzberg Act.

7. Strategic Plan Review

Staff explained that a draft Strategic Plan had been compiled from the "Key Outcomes" documented by the facilitator at the workshop held January 29th. Staff recommended that the Commission review the draft, direct revisions and adopt the Strategic Plan for 2003.

M/S Rodoni - Slavitz to accept the Strategic Plan 2003 with corrections to the monitoring charts as noted.

Approved unanimously.

PUBLIC HEARING(S)**8. FY 2003-04 Budget and Work Plan**

The Executive Officer reported that staff had met with the Budget Committee on February 28, 2003 to compile a budget proposal for review by the Commission and circulation to the cities, County and special districts that contribute to the budget. The Budget Committee included Annette Rose, Dennis J. Rodoni, and Jeffrey Slavitz.

Staff reported that the proposed budget assumed no significant changes to the program or level of effort from the previous year. A 7% reduction in net costs to contributing agencies would result from one-time decreases to budget items for conferences and graphic supplies, plus spend-out of encumbered funds held for contract services. The Commission had experienced a decrease in the number of proposals filed for processing, therefore revenues from application fees were expected to decrease. The projected end-of-year fund balance after remaining funds from FY2002-3 budget items were rolled over into reserves would allow \$30,000 to be applied as revenue for the coming fiscal year.

The Executive Officer explained that the Work Program attached to the budget proposal showed how funds would be expended for the four program areas maintained by the Commission: administration, proposal processing, special studies and communications.

Staff stated that budget projections discussed with the committee also included the purchase of a laptop computer from current year funds (FY2002-3) for the improvement of clerical and communication abilities.

M/S Chapman - Heller to approve the preliminary budget for distribution to the contributing agencies and for staff to redirect funds from the current year budget for purchase of a laptop computer.

Approved unanimously.

The Chair opened the hearing for public comment.

- Chris DeGabriel, General Manager of North Marin Water District - Mr. DeGabriel commended the Budget Committee and LAFCO staff for their diligence and a reasonable budget proposal.

M/S Rodoni - Adams to continue the public hearing to the May meeting.

Approved unanimously.

COMMISSIONERS' REPORTS

Commissioner Chapman stated that LAFCO staff had prepared a questionnaire that had been distributed to the sanitary districts in Southern Marin. She stated LAFCO staff had obviously spent a great deal of time in preparing the questionnaire, that the questionnaire was impressive and she anticipated good results.

Chairman Blanchfield stated he had received many favorable comments that the Southern Marin study and review was providing good information and a forum for discussion. He stated the comments had commended work of LAFCO staff and the consultant.

EXECUTIVE OFFICER'S REPORT

13. Progress Reports

The Executive Officer reported on the following items as an expansion of his written report:

- Staff was drafting the Report and Recommendations for the “Southern Marin Service Review and Sphere of Influence Update.” The goal was to have an administrative draft ready for circulation and comment that summer. He expected either distributing the final draft and scheduling public hearings on the recommendations or engaging in further outreach directed by the Sphere-of-Influence Committee or the Commission as a whole.
- A meeting was scheduled with the Policy Committee during the following week to discuss Strategic Plan items and revisions to the Adopted Policies, Procedures and Guidelines.
- The Administrative Services Committee would need to meet to review the results of the Retirement Benefits study. County Counsel and the actuarial consultant would attend the meeting.
- The April meeting may be cancelled due to a lack of business.

ADJOURNMENT

M/S Adams - Slavitz to adjourn.

Approved unanimously.

The meeting was adjourned at 7:41 p.m. The next regular LAFCO meeting was scheduled for Thursday, April 10, 2003.

Respectfully submitted,

PETER V. BANNING, Executive Officer

ATTEST:

JEFFRY BLANCHFIELD, Chairperson