

MINUTES – MARIN LOCAL AGENCY FORMATION COMMISSION

On June 14, 2001, the regular meeting was held at the San Rafael Council Chambers, 1400 Fifth Avenue, San Rafael. Chairperson Blanchfield called the meeting to order at 7:02 p.m.

ROLL CALL

Commissioners Present: Mogens Bach
Jeffrey Blanchfield
Judy Chapman
Barbara Heller
Dennis J. Rodoni

Absent: John Kress
Cynthia Murray

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

Chairperson Blanchfield noted the meeting had been scheduled at 7:00 p.m. originally for the purpose of having a closed session performance evaluation of the executive officer prior to the scheduled hearings, but it was decided, with the absence of both County members, to carry that item over to the next meeting. It was agreed to schedule the closed session at 7:00 p.m. at next meeting before open session.

1. **Public Comment** – None
2. **New Special District Member**

Chairperson Blanchfield welcomed new Special District regular member Dennis Rodoni. Commissioner Rodoni was elected to fill the seat previously held by David Ware.

CONSENT CALENDAR ITEM(S)

Commissioner Heller asked that item 4, “Financial Report”, be pulled from the consent calendar for discussion.

3. **Regular Meeting Minutes, May 10, 2001**
5. **Annexation of the Lands of Burns to San Rafael Sanitation District (File #1195)**
6. **Annexation of the Lands of Thurman to San Rafael Sanitation District (File #1201)**
7. **Fawn Drive Annexation to Sleepy Hollow Fire Protection District (File #1190)**

Commissioner Rodoni abstained from voting on the minutes.

M/S Chapman - Bach to approve the consent calendar items excluding the financial report.

Approved unanimously.

4. **Financial Report**

Commissioner Heller questioned the extra expenditures for budget item 2141, "Data Processing". The Executive Officer explained the costs were for improvement of the website required to efficiently maintain content of past documents.

M/S Heller – Rodoni to accept the financial report.

Approved unanimously.

BUSINESS ITEM(S)

8. **Special District Membership**

Staff reported that the Commission directed the Executive Officer to set up a meeting with representatives of the independent special districts including Marin Special Districts Association for the purpose of setting up policies and procedures for selection of special district members of the Commission by mail ballot. The meeting was held on May 30, 2001, and was attended by LAFCO Special District Members, LAFCO staff, LAFCO Chairperson and Vice-Chair, representatives of the Marin Special District Association and other interested persons. The Executive Officer presented proposed policy and procedures which included the standard for selection, the time frames for the steps in the mail ballot process and how to deal with runoffs. The Commission discussed amendments to improve the text of the policy.

The Executive Officer stated that a question had arisen about the Government Code in the section pertaining to special district selection. The Code provides that, when selecting a special district member, the special district may by majority vote require him or her to disqualify themselves from voting on matters pertaining to their own district. Informal discussions with the special districts representatives addressed that this provision was not assigned to the other categories of LAFCO members. The Commission decided that Special District members shall not be required to recuse themselves in voting on matters involving their own agencies.

M/S Rodoni – Heller to approve the Staff Recommendation as amended.

Approved unanimously.

9. **Report from the Public Information Subcommittee**

The Executive Officer reported that the Strategic Plan called for the Public Information Subcommittee to work with Staff to set out improvements to the LAFCO website for the coming fiscal year. The Subcommittee met in March and proposed a list of improvements. Staff Recommendation was that the Commission direct staff to develop a request for proposals and hire a developer to work with the Subcommittee's proposals. The Strategic Plan calls for the improvements to be in place by September.

M/S Chapman – Bach to approve the Subcommittee's recommendations for the development of the website.

Approved unanimously.

10. **Progress Report on Novato Area Boundary Policy Review**

The Executive Officer reported that there had been progress in two areas:

1) Comments have been received on possible text amendments to the dual annexation policy from cities and districts. The policy subcommittee is reviewing its recommended revisions to the policy which are expected to be presented at the July meeting.

2) The Novato sphere-of-influence (SOI) study is underway. The Executive Officer and Consultant were working on a draft. A problem with SOI studies is that the guidelines for performing service reviews have not been established. LAFCO staff would proceed with the intent of the Cortese-Knox-Hertzberg Act provisions for studies already underway to avoid nonproductive work or delay. The SOI Subcommittee would be meeting in the next few weeks.

11. **Status of Progress on the Strategic Plan**

The Commission reviewed and commented on the monitoring charts for the Strategic Work Plan. The Executive Officer noted goals reached, changes in deadlines and subcommittee meetings scheduled.

12. Agreement for Participation in MarinMap

Staff recommended that the Commission authorize the Executive Officer to sign the Joint Exercise of Power Agreement for participation in MarinMap. In doing so, LAFCO would become a co-equal member in the organization with cities, special districts and the County. The Commission had budgeted \$10,000 for the initial membership fee in the budget for the current fiscal year. The membership would allow use of the geographic system which would be of benefit in performing studies and production of staff reports and miscellaneous maps.

M/S Bach – Chapman that the Commission accept and sign the agreement with the Marin Telecommunications Agency.

Approved unanimously.

CORRESPONDENCE - None

COMMISSIONERS' REPORTS

Chairperson Blanchfield reported the meeting for development of selection procedures for the special districts was a good collaborative process. Commissioner Chapman commended the 'instant runoff' procedure.

EXECUTIVE OFFICER'S ORAL REPORT

The Executive Officer reported that the Commission was the lead agency under CEQA for the Annexation of the Lands of Shaw to Tiburon Sanitary District. A consultant has produced an initial study and proposed negative declaration of environmental impact which would be posted on the website.

ADJOURNMENT

M/S Bach – Heller to adjourn the meeting.

Approved unanimously.

The meeting was adjourned at 7:46 p.m. The next regular LAFCO meeting was scheduled for Thursday, July 12, 2001.

Respectfully submitted,

PETER V. BANNING, Executive Officer

ATTEST:

JEFFRY BLANCHFIELD, Chairperson