

## **MINUTES – MARIN LOCAL AGENCY FORMATION COMMISSION**

On September 13, 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 7:04 p.m.

### **ROLL CALL**

Commissioners Present: Mogens Bach  
Jeffry Blanchfield  
Judy Chapman  
Barbara Heller  
John Kress  
Cynthia Murray (at 7:32 p.m.)  
Dennis J. Rodoni

Alternate Commissioners  
Present but not seated: Richard Rubin

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

### **ROLL CALL**

#### **1. Public Comment**

- Bob Abeling – Mr. Abeling complained that the application titles assigned by LAFCO do not include all names of the property owners.

Chairperson Blanchfield thanked Mr. Abeling and responded that, under LAFCO Rules, his comments would be referred to staff for comment.

### **NOTICE OF APPLICATION (Information Only)**

The Executive Officer explained that the proposal information brought to the Commission for Notice of Application is for information only pursuant to the Cortese-Knox-Hertzberg Act. He explained that application titles are assigned for the purpose of giving each proposal an unique title. Any proposal could include of any number of property ownerships and it is not practical to include all property owner names in the title. Mr. Banning suggested the phrase '*et al.*' could be added to the title as an indicator of multiple property owners.

Commissioner Kress pointed out that proposals listed in the agenda as Notice of Application are for the purpose of informing the Commission, but members of the public who are interested could always go to the LAFCO office for more information.

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

- Annexation of the Lands of Indelicato to Sanitary District #5 (Tiburon) (File #1205)
- Annexation of the Lands of Novato Community Partners to Novato Sanitary District (File #1206)
- Annexation of the Lands of Duckworth to Novato Sanitary District (File# 1207)
- Annexation of the Lands of Novak to Novato Sanitary District (File #1208)
- Annexation of the Lands of Stone to Novato Sanitary District (File #1209)

### **CONSENT CALENDAR ITEM(S)**

3. **Regular Meeting Minutes, July 12, 2001**
4. **Financial Report**
5. **Adoption of Conducting Authority Resolution:** Annexation of the Lands of Shaw to Sanitary District #5 (Tiburon)(File #1197)
6. **Adoption of Conducting Authority Resolution:** Reorganization of the Lands of Lark Glen Including Detachment from Sanitary District #1 (Ross Valley) and Annexation to Sanitary District #2 (Corte Madera) (File #1200)

Commissioner Rodoni asked that the July 12<sup>th</sup> meeting minutes be removed from the Consent Calendar. Commissioner Heller asked that the Financial Report be removed from the Consent Calendar.

M/S Chapman – Rodoni for approval of agenda items 5 and 6.

Approved unanimously.

### **AGENDA ITEM(S)**

3. **Regular Meeting Minutes, July 12, 2001**

Chairperson Blanchfield and Rodoni suggested grammatical changes to the fifth paragraph on page 3 of the minutes.

Commissioner Heller abstained from voting on the minutes.

M/S Rodoni – Chapman to approve the minutes with corrections as noted.

Approved unanimously.

4. **Financial Report**

Commissioner Heller asked for information on budget items shown on the report as above 90% expended such as “General Insurance”. The Executive Officer explained that those items were an annual expense and had been paid for this fiscal year.

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

Approved unanimously.

**CONTINUED PUBLIC HEARING(S)**

7. **Novato Area Boundary Policy Study**

The Executive Officer stated that, at the July meeting, the Commission had received for the first time the text of the Dual Annexation Policy as proposed by the Policy Subcommittee and chose to continue the matter to allow cities, special districts and interested parties time to review and comment. Some comments have been received and were discussed in the Staff Report. Since most of the comments were received by phone or mail only the week before the meeting, the Policy Subcommittee had yet to review the comments or draft responses. He said the Subcommittee planned to meet again before the October meeting. Chairperson Blanchfield stated it is the objective of the Policy Subcommittee to move on this item as soon as possible.

- Bob Abeling – Mr. Abeling reiterated his perspective that the Dual Annexation Policy should be dropped and admonished the Commission for not acting on it promptly after his original recommendation.

M/S Kress – Rodoni to continue this item through a date to be determined by the Policy Subcommittee.

Approved unanimously.

**BUSINESS ITEM(S)****8. Amendment of Employment Agreement**

The amendment of the Employment Agreement primarily concerned the amount of vacation benefit to be increased to be comparable with County policies. Salary and benefits adjustments shown were a result of the cost of living increases approved by the Commission at the July meeting.

M/S Heller – Kress/Chapman to approve the amended employment agreement.

Approved unanimously.

**COMMISSIONERS' REPORTS** - None**EXECUTIVE OFFICER'S REPORT****9. Progress Report**

The Executive Officer referenced his written report and added that the spheres of influence (SOI) studies for the public agencies in the Novato area are well underway. Service review guidelines released in draft form by the Governor's Office of Planning Research slowed progress somewhat. The draft Novato SOI study will be presented to the SOI Subcommittee for review prior to presentation to the Commission.

The initial draft for the revision and adoption of the Policies, Procedures and Guidelines has been presented to the Policy Subcommittee for review. It will be publicly noticed for the October meeting for the first portion to be considered by the Commission. It is expected that portions will be considered monthly until review and adoption of all Commission policies, procedures and guidelines are complete.

Chairperson Blanchfield noted that the Personnel Policies are some of the major items of focus of the Policy Subcommittee. He commented on the Commission's endeavor to align with the County's policies and asked Mr. Banning the result of a consultation with the County's Human Resources Department. Mr. Banning stated the Marin LAFCO Personnel Policies are very out-of-date and, in some cases, practices have deviated from what was adopted by the Commission in favor of maintaining similarity with County practice. He said that choices need to be made and the LAFCO policies clarified. Mr. Banning stated the difficulty is in setting up a system for grievances should the Commission choose to contract with the County for personnel services.

[Commissioner Murray joined the meeting at 7:32 p.m.]

Commissioner Rodoni asked if Marin LAFCO had a procedure or priority of other SOIs to be performed. The Executive Officer said there was a list and that Mill Valley and Tiburon were expected to follow the Novato SOI study now being performed. Service review requirements have, however, affected how the SOI studies will progress.

Mr. Banning requested the Commissioners who plan to attend the CALAFCO Fall Conference turn in registration information by the end of the following week.

Mr. Banning stated the need to set the date for the annual Strategic Planning Workshop and offered two dates when the preferred facilitator Marilyn Snider would be available. The Commission discussed the two dates and chose January 28, 2001.

### **ADJOURNMENT**

M/S Chapman – Murray that the meeting be adjourned with a moment of silence in memory of the tragic events on September 11<sup>th</sup>.

Approved unanimously.

The meeting was adjourned at 7:48 p.m. The next regular LAFCO meeting was scheduled for Thursday, October 11, 2001.

Respectfully submitted,

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PETER V. BANNING, Executive Officer

ATTEST:

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JEFFRY BLANCHFIELD, Chairperson