

MINUTES - MARIN LOCAL AGENCY FORMATION COMMISSION

On December 11, 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 7:03 p.m.

ROLL CALL

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

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

1. Public Comment - None

NOTICE OF APPLICATION (Information Only)

2. New application(s) have been received for the following proposals:
Annexation of the Lands of Urban to San Rafael Sanitation District (File #1251)

CONSENT CALENDAR ITEM(S)

3. Regular Meeting Minutes - November 13, 2003
4. Financial Report - November 2003
M/S Adams - Heller to approve the consent calendar.

Approved unanimously.

BUSINESS ITEM(S)

5. Demonstration of Website Mapping Capabilities

The Executive Officer reported that, since LAFCO had begun the website enhancements initiative earlier in the year, staff had been in conversations with the Marin

County Community Development Agency about website enhancements allowing public access to maps of city and special district jurisdictions for any area in Marin County. In November, the Commission had approved funds for the project as recommended by the Public Information Committee.

The Executive Officer demonstrated the system scheduled to be on-line within the few weeks following the meeting. He stated the application had been built by the County's geographic information systems matrix team composed of members of the County's Planning, Geographic Information Services and Information Systems Technology staff. Marilyn Filbrun and Frank Godino of the Information Systems Technology Department attended the meeting to assist with the presentation.

The Executive Officer stated the application was a means through which the Commission could demonstrate a grasp of the overall system of governments in Marin County and LAFCO's inter-jurisdictional role. The application would be especially useful for LAFCO staff for obtaining various types of information for use in reviewing applications and research projects. It would assist the land development community to define boundaries associated with the public agencies and to access services of other organizations in the nearby areas. Elected officials and their constituents would use this program as a means to identify and contact each agency with service responsibilities in a given area of the County.

6. **Revised Request for Proposals and Funding Request for the Southern Marin Sewer Service Alternatives Study**

The Executive Officer stated that staff had prepared a revised Request for Proposals (RFP) incorporating comments from southern Marin sewer agencies. He stated that staff was prepared to distribute the RFP and ask the ten sewer agencies for their participation in cost and management of the study. He stated that, although service reviews and sphere of influence updates were the responsibility of LAFCO, the affected agencies stood to gain valuable information and be proactive in achieving economies in operation. He stated the use of consultants was necessary for objectivity and credibility of the study. He added that a lack of cohesiveness or consensus between the agencies would not allow the study to be conducted without a consultant. Immediate distribution of the RFP would allow a six-week review and response period before the Commission's planning workshop at the end of January.

The Chairman stated that, although he understood the purpose behind staff's original proposal for one of the districts to manage the study, he thought that the RFP should be modified to make LAFCO the study manager because of the objective role of the Commission.

Commissioner Heller asked if LAFCO could fund the study by including it in the next year's budget. The Executive Officer stated this was possible, however it might be possible to realign the current year's budget for that purpose. He added that the next sphere of influence study was for the San Rafael area which would be less complex and therefore some funds could be redirected from the appropriations for that study. Commissioner Rodoni asked that a meeting of the Budget Committee be held during January to review the status of the current year budget before the planning workshop.

Commissioner Adams asked if the Southern Marin issues would result in a delay of the upcoming sphere of influence study for the San Rafael area. The Executive Officer stated he would like to begin the data gathering phase of the San Rafael study immediately upon completing the staff report and recommendation for the Southern Marin study, but with an omission of the sanitary districts from the Southern Marin study. Since the sewer service reviews in Southern Marin were taking more time than other aspects of the study, he felt the need to bypass that portion of the study rather than let the entire study be delayed. He recommended a meeting of the Sphere of Influence Committee to discuss the study schedule.

The Chairman opened the public hearing.

- Bonner Beuhler, Almonte Sanitary District - Mr. Beuhler stated he was encouraged by the direction of the Commission. He stated he had anticipated a potential for conflict of interest if LAFCO discharged their duties under the statute to management by a sanitary district. He stated the study should be an independent, fair and objective view of the issues. He stated that the sanitary districts' contribution to LAFCO's budget constituted their contribution to the study, which was a LAFCO function and should be funded under LAFCO's budget. He questioned the selected sub-region area as defined by LAFCO for study of sanitary district consolidation. He suggested that LAFCO focus on watersheds within Southern Marin or focus on alternatives that LAFCO had the authority to initiate.

Commissioner Slavitz explained that the intent of the study was to provide data to allow LAFCO to determine alternatives and benefits of those options.

- Einar Asbo, Homestead Valley Sanitary District - Mr. Asbo said there was a political problem with LAFCO's approach to the study. Instead of proposing a sphere of influence study, LAFCO was pursuing a consolidation study. He felt the concepts presented had been unattractive to the districts. He suggested the study should make assumptions of possible areas for consolidation before proceeding.

- Roy Benvenuti, Richardson Bay Sanitary District – Mr. Benvenuti suggested there were conflicts of interest and postures that had alienated some of the districts. He thought that LAFCO should have examples to propose before proceeding with the study rather than asking for the funds for a consultant first.

M/S Rose – Adams to close the public hearing.

Approved unanimously.

Commissioner Adams asked if the Commission could consider various levels of funding participation by LAFCO and by the districts which might be more palatable to participants in the study.

M/S Adams – Slavitz to direct staff to proceed with distribution of the revised RFP.

Approved unanimously.

Commissioner Rose thanked the districts who had responded positively to funding the RFP and assured the districts that the Commission had heard their comments.

Commissioner Rodoni noted that one of the options presented in the staff report was to forego study of the sanitary district services, but that such action by LAFCO would only be a postponement until the next cycle of sphere of influence studies returned to the Southern Marin area.

7. Merit Salary Increase

The Executive Officer stated the Commission's Clerical Assistant, Candice Bozzard, had successfully completed a six-month probationary period and had proven to be significant asset to the Commission. Staff recommended a merit increase from a comparable County classification of Intermediate Clerk Typist, Step 2 (\$1,408 per month) to Intermediate Clerk Typist, Step 3 (\$1,538 per month).

M/S Rose – Heller to approve the merit increase as recommended in the Staff Report and Recommendation.

Approved unanimously.

8. Recognition of Service

M/S Adams - Rose to approve the Resolution of Commendation for Commissioner Judith Chapman for excellent service to the Commission from October 1995 to December 2003.

The Chairman invited Commission members and staff to a dinner to be held on Monday, December 15th when the Resolution of Commendation would be presented to Commissioner Chapman.

COMMISSIONERS' REPORTS - None

EXECUTIVE OFFICER'S REPORT

9. Progress Reports

The Executive Officer added the following items to his written report:

- The LAFCO office had received three nominations for the Special District member selection. The nomination period would close on January 5, 2004. Ballots would be mailed on January 6th and would be received through March 8th.
- The Strategic Planning Workshop would be held on Thursday, January 29, 2004 and would be facilitated by the same agency as the previous year (Concur, Inc.).
- The staff of Sonoma LAFCO had contacted Marin LAFCO staff regarding large scale annexations to the Marin-Sonoma Mosquito and Vector Control District in both Marin and Sonoma counties in response to West Nile Virus. Although Sonoma LAFCO was the principle LAFCO for the district, Marin LAFCO should be involved in the annexations.

ADJOURNMENT

M/S Adams - Slavitz to adjourn.

Approved unanimously.

The meeting was adjourned at 8:15 p.m. The next regular LAFCO meeting was scheduled for Thursday, February 12, 2004.

Respectfully submitted,

PETER V. BANNING, Executive Officer

ATTEST:

JEFFRY BLANCHFIELD, Chairperson