



## POLICY AND PERSONNEL COMMITTEE MEETING MINUTES

Monday, January 22, 2019 and Continued to Friday, January 25, 2019

1401 Los Gamos Drive Suite 220

San Rafael, California 94903

### Appointed Members

Sashi McEntee (Chair) | Damon Connolly (Vice Chair) | Sloan Bailey

### CALL TO ORDER

Chair McEntee called the meeting to order at 9:08am.

### ROLL CALL

Commission Clerk called roll.

Commissioners McEntee and Connolly present

Commissioner Bailey (arrived 8:20am)

### PUBLIC COMMENT

Chair McEntee asked for public comment. Hearing none, Chair McEntee closed public comment.

### BUSINESS ITEMS

#### 2. Review of Amendments for the Marin LAFCo Policy Handbook

The Committee began at Financial Accounting and Internal Controls (on page 30) of the Policy Handbook by reviewing the suggestions made by counsel.

It was agreed upon by the Committee to remove in Section 3.15 Subsection I. Fund Balance Designations; Subsection L. Investments and Subsection M. Fraud Prevention. The Committee as a whole agreed that since those sections were earmarked for "discussion at a later date" that it was not necessary to include those in the Handbook at this time.

#### Administrative Office

Jason Fried, Executive Officer  
1401 Los Gamos Drive, Suite 220  
San Rafael, California 94903  
T: 415-448-5877 E: staff@marinlafco.org  
www.marinlafco.org

Damon Connolly, Regular  
County of Marin

Dennis J. Rodoni, Regular  
County of Marin

Judy Arnold, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley

Sloan Bailey, Regular  
Town of Corte Madera

Matthew Brown, Alternate  
City of San Anselmo

Craig K. Murray, Vice Chair  
Las Gallinas Valley Sanitary

Jack Baker, Regular  
North Marin Water District

Lew Kious, Alternate  
Almonte Sanitary District

Vacant, Public  
Public Member

Chris Skelton, Alternate  
Public Member

The Retention Policy was sent to Counsel for review of current government code requirements. Staff will report back with any findings.

There was considerable discussion regarding Chapter Four, Part Two – Fire Protection Services. Executive Officer Fried suggested language for an additional requirement for the agency to justify qualification for exemption under Government Code Section 56134. After much consideration, it was agreed by the Committee to remove the additional requirement unless otherwise directed by Counsel.

Chair McEntee recessed the meeting at 10:30am to be continued to January 25, 2019 at 7:30am.

**The Policy and Personnel Committee reconvened at 7:40am on January 25, 2019.**

Commission Clerk called roll to confirm quorum.

Commissioners McEntee and Bailey present  
Commissioner Connolly (arrived 7:50am)

**1. Approval of December 10, 2018 Meeting Minutes**

Approved; M/S by Commissioners Bailey and McEntee to approve the December meeting minutes.

Ayes: Commissioners Bailey, McEntee

Noes: None

Absent: Commissioner Connolly

Abstaining: None

Motion was approved by majority.

**2. Review of Amendments for the Marin LAFCo Policy Handbook (Continued)**

The Committee picked up reviewing the handbook on page 42.

The Policy Committee agreed unanimously to remove Chapter Four, Part One, Subsection F, since it is referenced in the prior section. The Committee also agreed to change the language of Chapter Four, Part One, Subsection L, from “Dual Annexation” to “Reorganization”.

Under Chapter Four, Part One, Subsection M.3, Staff was to confer with other LAFCos about their definition of “substantially surrounded” and report back to the Committee.

Some other suggestions made by the Policy and Personnel Committee were to not use bullet points, strictly subsections for easier referencing, and to schedule another review of the Handbook in 2024 to maintain accuracy with legislation changes.

The Committee felt it was in the best interest of Marin LAFCo staff to have Counsel prepare the Personnel Policy and return the draft to the Committee for review.

After additional discussion, the Committee unanimously agreed that Committee Chair McEntee and Executive Officer Fried would “accept changes” on the current draft, review the handbook, and then offer other amendments, such as only citing government codes, not “copy and paste” them.

Throughout the entire Policy Handbook analysis, the Committee approved the amendments made by Counsel, including the suggestion to follow Santa Clara LAFCO’s Indemnification Policy.

Staff, after review by Committee Chair McEntee, will email the newly revised draft to the Committee for assessment before submitting to the full Commission.

Chair McEntee called for adjournment at 8:52am.

ATTEST:



Candice Bozzard  
Clerk to the Commission