



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
February 13, 2025
Item No. 2 (Consent Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Commission Ratification of Payments from December 1, 2024, to January 31, 2025

Background

Marin LAFCo adopted a Policy Handbook delegating the Executive Officer to make purchases and related procurements necessary in overseeing the agency's day-to-day business. The Policy Handbook also directs all payments made by the Executive Officer to be reconciled by LAFCo's contracted bookkeeper. Additionally, all payments will be reported to the Commission at the next Commission meeting for formal ratification.

The following item is presented for the Commission to consider the ratification of all payments made by the Executive Officer between December 1, 2024, to January 31, 2025, totaling \$110,582.92. The payments are detailed in the attachment.

Staff Recommendation for Action

1. Staff Recommendation - Ratify the payments made by the Executive Officer between December 1, 2024, to January 31, 2025, as shown in the attachment.
2. Alternate Option - Continue consideration of the item at the next regular meeting and provide directions to staff as needed.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Attachment:

- 1) Payments from December 1 to January 31

Marin Local Agency Formation Commission

Expenses by Vendor Detail

December 2024 through January 2025

02/11/25

Accrual Basis

Type	Date	Num	Memo	Account	Amount	Balance
BANK OF MARIN CC						
Check	12/31/2024	eft	paper statem...	35 · Misc Services	3.00	3.00
Total BANK OF MARIN CC					3.00	3.00
BURDO, STEVE						
Check	12/18/2024	21100	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total BURDO, STEVE					125.00	125.00
Cardmember Services						
Credit Card Charge	12/19/2024		krieger	25 · Legal Services	2,508.00	2,508.00
Credit Card Charge	12/19/2024		adobe	20 · IT & Communic...	71.97	2,579.97
Credit Card Charge	12/19/2024		mac tech	20 · IT & Communic...	988.50	3,568.47
Credit Card Charge	12/19/2024		marin ij	50 · Office Supplies ...	17.78	3,586.25
Credit Card Charge	12/19/2024		streamline	20 · IT & Communic...	126.00	3,712.25
Credit Card Charge	12/19/2024		zoom	20 · IT & Communic...	15.99	3,728.24
Credit Card Charge	12/19/2024		verizon	20 · IT & Communic...	106.00	3,834.24
Credit Card Charge	12/19/2024		comcast	20 · IT & Communic...	130.02	3,964.26
Credit Card Charge	12/19/2024		krieger	25 · Legal Services	690.80	4,655.06
Credit Card Charge	12/19/2024		mulberry st	35 · Misc Services	63.91	4,718.97
Credit Card Charge	12/19/2024		refresh water	50 · Office Supplies ...	57.74	4,776.71
Credit Card Charge	01/17/2025		krieger	25 · Legal Services	739.20	5,515.91
Credit Card Charge	01/17/2025		adobe	20 · IT & Communic...	71.97	5,587.88
Credit Card Charge	01/17/2025		mac tech	20 · IT & Communic...	988.50	6,576.38
Credit Card Charge	01/17/2025		marin ij	50 · Office Supplies ...	17.78	6,594.16
Credit Card Charge	01/17/2025		streamline	20 · IT & Communic...	126.00	6,720.16
Credit Card Charge	01/17/2025		zoom	20 · IT & Communic...	15.99	6,736.15
Credit Card Charge	01/17/2025		verizon	20 · IT & Communic...	106.23	6,842.38
Credit Card Charge	01/17/2025		comcast	20 · IT & Communic...	130.02	6,972.40
Credit Card Charge	01/17/2025		amazon	40 · Office Equipme...	336.22	7,308.62
Credit Card Charge	01/17/2025		branch furniture	40 · Office Equipme...	565.91	7,874.53
Total Cardmember Services					7,874.53	7,874.53
CHU, LAURENCE						
Check	12/18/2024	21096	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total CHU, LAURENCE					125.00	125.00
Cinquini & Passarino Inc						
Check	12/18/2024	21095	Invoice # 12014	55 · Professional Se...	720.00	720.00
Total Cinquini & Passarino Inc					720.00	720.00
Coler, Barbara						
Check	12/18/2024	21101	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total Coler, Barbara					125.00	125.00
CONNECT YOUR CARE						
Check	12/19/2024	eft	COBRA ADMIN	126 · Health Insuran...	1.11	1.11
Check	01/17/2025	eft	COBRA ADMIN	126 · Health Insuran...	1.11	2.22
Total CONNECT YOUR CARE					2.22	2.22
Delta Dental of California						
Check	12/13/2024	eft		122 · Dental Insuran...	72.63	72.63
Check	12/24/2024	eft		122 · Dental Insuran...	72.63	145.26
Check	01/03/2025	eft		122 · Dental Insuran...	72.63	217.89
Check	01/29/2025	eft		122 · Dental Insuran...	145.26	363.15
Total Delta Dental of California					363.15	363.15
Equidox Software Company						
Check	01/02/2025	21106	2025 License	20 · IT & Communic...	3,000.00	3,000.00
Total Equidox Software Company					3,000.00	3,000.00

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Type	Date	Num	Memo	Account	Amount	Balance
Hilliard, Cathryn						
Check	12/18/2024	21097	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total Hilliard, Cathryn					125.00	125.00
Indoff Incorporated						
Check	12/11/2024	21094	Invoice #3767...	50 · Office Supplies ...	229.64	229.64
Total Indoff Incorporated					229.64	229.64
Kaiser Foundation Health Plan						
Check	12/04/2024	eft		126 · Health Insuran...	474.40	474.40
Check	12/12/2024	eft		126 · Health Insuran...	474.40	948.80
Check	12/26/2024	eft		126 · Health Insuran...	492.98	1,441.78
Check	01/09/2025	eft		126 · Health Insuran...	492.98	1,934.76
Check	01/29/2025	eft		126 · Health Insuran...	492.98	2,427.74
Total Kaiser Foundation Health Plan					2,427.74	2,427.74
KIOUS, LEWIS						
Check	12/18/2024	21103	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total KIOUS, LEWIS					125.00	125.00
MARIN INDEPENDENT JOURNAL						
Check	12/11/2024	21093	Invoice # 000...	60 · Publications/No...	90.71	90.71
Total MARIN INDEPENDENT JOURNAL					90.71	90.71
MURRAY, CRAIG K						
Check	12/18/2024	21099	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total MURRAY, CRAIG K					125.00	125.00
PAYCHEX						
Check	12/06/2024	eft		35 · Misc Services	82.30	82.30
Check	12/20/2024	eft		35 · Misc Services	82.30	164.60
Check	01/03/2025	eft		35 · Misc Services	82.30	246.90
Check	01/17/2025	eft		35 · Misc Services	82.30	329.20
Check	01/17/2025	eft		35 · Misc Services	233.30	562.50
Check	01/21/2025	eft	annual forms	35 · Misc Services	189.00	751.50
Check	01/31/2025	eft		35 · Misc Services	82.30	833.80
Total PAYCHEX					833.80	833.80
PAYROLL						
Check	12/06/2024	eft	11/10-11/23/24	105 · Sal - Regular ...	14,494.69	14,494.69
Check	12/06/2024	eft	11/10-11/23/24	124 · Auto Allowance	350.00	14,844.69
Check	12/06/2024	eft	11/10-11/23/24	125 · Unused Fringe...	100.00	14,944.69
Check	12/06/2024	eft	11/10-11/23/24	131 · Co Ret Cont Ti...	2,053.89	16,998.58
Check	12/20/2024	eft	11/24-12/7/24	105 · Sal - Regular ...	14,494.69	31,493.27
Check	12/20/2024	eft	11/24-12/7/24	124 · Auto Allowance	0.00	31,493.27
Check	12/20/2024	eft	11/24-12/7/24	125 · Unused Fringe...	100.00	31,593.27
Check	12/20/2024	eft	11/24-12/7/24	131 · Co Ret Cont Ti...	2,053.89	33,647.16
Check	01/03/2025	eft	12/8-12/21/24	105 · Sal - Regular ...	14,494.69	48,141.85
Check	01/03/2025	eft	12/8-12/21/24	124 · Auto Allowance	350.00	48,491.85
Check	01/03/2025	eft	12/8-12/21/24	125 · Unused Fringe...	100.00	48,591.85
Check	01/03/2025	eft	12/8-12/21/24	131 · Co Ret Cont Ti...	2,053.89	50,645.74
Check	01/17/2025	eft	12/22-1/4/25	105 · Sal - Regular ...	14,494.69	65,140.43
Check	01/17/2025	eft	12/22-1/4/25	124 · Auto Allowance	0.00	65,140.43
Check	01/17/2025	eft	12/22-1/4/25	125 · Unused Fringe...	100.00	65,240.43
Check	01/17/2025	eft	12/22-1/4/25	131 · Co Ret Cont Ti...	2,053.89	67,294.32
Check	01/31/2025	eft	1/5-1/18/25	105 · Sal - Regular ...	14,494.69	81,789.01
Check	01/31/2025	eft	1/5-1/18/25	124 · Auto Allowance	0.00	81,789.01
Check	01/31/2025	eft	1/5-1/18/25	125 · Unused Fringe...	100.00	81,889.01
Check	01/31/2025	eft	1/5-1/18/25	131 · Co Ret Cont Ti...	2,053.89	83,942.90
Total PAYROLL					83,942.90	83,942.90

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Type	Date	Num	Memo	Account	Amount	Balance
PAYROLL TAXES						
Check	12/06/2024	eft	10/27-11/9/24...	111 · Medicare Tax	217.33	217.33
Check	12/20/2024	eft	11/24-12/7/24	111 · Medicare Tax	212.26	429.59
Check	01/03/2025	eft	12/8-12/21/24	111 · Medicare Tax	217.33	646.92
Check	01/03/2025	eft	12/8-12/21/24	112 · CA SUI	420.27	1,067.19
Check	01/03/2025	eft	12/8-12/21/24	114 · CA ETT	14.49	1,081.68
Check	01/03/2025	eft	12/8-12/21/24	113 · FUTA	86.95	1,168.63
Check	01/17/2025	eft	12/22-1/4/25	111 · Medicare Tax	212.26	1,380.89
Check	01/17/2025	eft	12/22-1/4/25	112 · CA SUI	143.67	1,524.56
Check	01/17/2025	eft	12/22-1/4/25	114 · CA ETT	4.95	1,529.51
Check	01/17/2025	eft	12/22-1/4/25	113 · FUTA	29.73	1,559.24
Check	01/31/2025	eft	1/5-1/18/25	111 · Medicare Tax	212.26	1,771.50
Check	01/31/2025	eft	1/5-1/18/25	112 · CA SUI	45.06	1,816.56
Check	01/31/2025	eft	1/5-1/18/25	114 · CA ETT	1.55	1,818.11
Check	01/31/2025	eft	1/5-1/18/25	113 · FUTA	9.32	1,827.43
Total PAYROLL TAXES					1,827.43	1,827.43
RODONI, DENNIS JAMES						
Check	12/18/2024	21102	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total RODONI, DENNIS JAMES					125.00	125.00
SECURITY MORTGAGE GROUP 2						
Check	12/03/2024	21091	Dec 2024 Rent	45 · Office Lease/Rent	3,074.00	3,074.00
Check	01/02/2025	21105	Jan 2025 Rent	45 · Office Lease/Rent	3,074.00	6,148.00
Total SECURITY MORTGAGE GROUP 2					6,148.00	6,148.00
SMITH, ROGER						
Check	12/18/2024	21098	Dec 2024 Co...	05 · Commissioner ...	125.00	125.00
Total SMITH, ROGER					125.00	125.00
Teamsters Local 856 Health & Welfare						
Check	12/12/2024	eft		126 · Health Insuran...	944.08	944.08
Check	01/03/2025	eft		126 · Health Insuran...	991.28	1,935.36
Total Teamsters Local 856 Health & Welfare					1,935.36	1,935.36
The Hartford						
Check	12/05/2024	eft		121 · Life Insurance	89.78	89.78
Check	01/06/2025	eft		121 · Life Insurance	89.78	179.56
Total The Hartford					179.56	179.56
VSP						
Check	01/06/2025	eft		123 · Vision Service ...	4.88	4.88
Total VSP					4.88	4.88
TOTAL					110,582.92	110,582.92