



Solano Local Agency Formation Commission

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Date: Commission Meeting of February 27, 2017
To: Commissioners and Alternates
From: Roseanne Chamberlain, Executive Officer
Subject: Commissioner Signature Authority

RECOMMENDATION

Modify the Bylaws to clearly designate additional signers for LAFCo financial documents in the absence of the Chairperson. The Executive Officer recommends that the Vice Chair and one other commissioner, perhaps a county member, be authorized to sign in the absence of the Chairperson.

BACKGROUND

The Bylaws address the duties of the Chairperson and designate a Vice Chair who assumes the duties of the Chairperson in his or her absence. There are also provisions for a Chairman Pro Tem. The intent appears to specifically apply to the conduct of meetings and any actions taken by LAFCo at those meetings. In other procedures for handling financial documents, the Chairperson alone is designated as having signature authority for financial matters (contracts greater than \$10,000, signing off on the Executive Officer's invoice, etc.).

DISCUSSION

It is reasonable to assume that the Chairperson, under unusual circumstances, might not always be available for a timely signature. The bylaws do not clearly indicate that the Vice Chair or any another commissioner is authorized to sign. Designating the Vice Chair and one other signer, preferably a county member of LAFCo would prevent delay and increase convenience when the Chairperson is otherwise unable to sign.

Attachments: none

Commissioners

Harry Price, Vice-Chair • Pete Sanchez • Jim Sperring • John Vasquez

Alternate Commissioners

Len Augustine • Nancy Shopay, Chair • Skip Thomson

Staff

Roseanne Chamberlain, Interim Executive Officer • Michelle McIntyre, Analyst • P. Scott Browne, Legal Counsel