



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: Executive Officer's Report

RECOMMENDATION: Receive the Report.

It hardly seems like 7 weeks have passed since I started with Solano LAFCo. In addition to the items contained in this meeting packet, my activities and accomplishments of these weeks are listed below.

- Reviewed policies, contracts, bylaws, memorandum of understanding, standards and procedures, including office operations and project procedures. Annotated all for possible revisions and future updates.
- Identified the need for AB-8 resolutions for all future boundary changes related to districts under Revenue & Taxation Code 99
- Established a comfortable working relationship with Bernadette Curry, Deputy County Counsel assigned to special districts
- Met with Simona Padilla Scholtens, County Auditor; identified needed policy clarifications (contained elsewhere on this agenda) and improvements for clarity in wording of the MOUs between LAFCo and auditor and LAFCo and the county
- Established a comfortable working relationship with Michelle Hepner, the county's inter-governmental liaison
- Reviewed and sorted "working files" left by Elliot Mulberg (estimated total 5 record boxes)
- Reviewed records and record management needs

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

- Assisted Michelle McIntyre with the completion of the first independent audit of LAFCo financial statement, reviewed various financial procedures to understand LAFCo's financial processes, and received documents from Simona Padilla Scholtens, County Auditor, to establish the audit trail for fund balance reduction in FY 14-15
- Supported committee meetings for Legislation, Personnel, and Finance with Michelle McIntyre's assistance
- Reviewed and comprehensively edited two MSRs, contained elsewhere on this agenda
- Met twice with Marc Fox to support the Personnel Committee's recruitment efforts; compiled a table of applications received from county HR; noted that the current LAFCo positions remain on the county's personnel allocation and requested HR remove those listings
- Placed the county recruitment for EO on the CALAFCO website, circulated the job opening to UC Davis Extension, Sac State MPA & alumni list serve, UC Davis alumni list serve. Made numerous personal contacts (phone & email) to recruit eligible candidates
- Received and initiated a response to a public records act request by Kemble, for documents and electronic communications related to Middle Green Valley and Woodcreek 66.
- Secured copies of court documents/complaint from Jim Laughlin, deputy county counsel, pertaining to the county's Woodcreek 66 litigation for Scott Browne, LAFCo legal counsel
- Completed the filings for cemetery District name change. Assisted in review of process for reduction in number of board positions for cemetery district.
- Met Matt Walsh and reviewed documents for proposed county park & open space district in support of the legislation committee
- Reviewed and explained application requirements and standards to the applicants for RD 2034 Detachment, LAFCo Project 2016-03 to ensure completion of their application
- Introduced myself to the regional Planner's meeting group
- Established a comfortable working relationship with Michelle McIntyre, including personal encouragement for her efforts to complete her Master's thesis

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