



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: April 10, 2017
TO: Local Agency Formation Commission
FROM: Michelle McIntyre, Analyst
SUBJECT: **Minutes February 27 2017**

RECOMMENDATION:

Staff recommends the Commission approve the minutes from its February 27, 2017 meeting.

MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION OF SOLANO COUNTY
February 27, 2017 10:00 AM BOARD OF SUPERVISORS' CHAMBERS
675 TEXAS STREET, FAIRFIELD, CALIFORNIA

1. CALL TO ORDER

The meeting was called to order at 10:00 am by Chair Shopay with a salute to the flag.

2. ROLL CALL

Present: Commissioners: Harry Price and Jim Spering

Alternate Commissioners: Nancy Shopay (voting member), and Skip Thomson (voting member)

Not Present: Commissioners: Pete Sanchez and John Vasquez
Alternate Commissioner Len Augustine

Staff Present: Roseanne Chamberlain, Interim Executive Officer, P. Scott Browne, Legal Counsel, and Michelle McIntyre, Analyst

3. CHANGES AND APPROVAL OF THE AGENDA **(Approved)**

Commissioner Price moved to approve the agenda, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

4. PUBLIC COMMENTS

The Chair opened the item for public comments. There were no public comments.

5. CEREMONIAL ITEMS

A. The Commission recognized Dr. John Saunderson for 20 years of LAFCO service **(Approved)** (RES # 17-01)

Alternate Commissioner Thomson recalled that he was on the LAFCO Commission 20 years ago when Dr. Saunderson began his service on LAFCO and spoke about some of the controversies and noteworthy LAFCO projects.

Commissioner Price also recalled some of the projects before LAFCO and spoke about Dr. Saunderson's leadership as the Chair of LAFCO.

Commissioner Price moved to approve the item, second Commissioner Spering. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

B. The Commission welcomed new LAFCO Alternate Commissioner Len Augustine.

6. CONSENT ITEMS **(Approved)**

- A. **Approval of minutes - December 12, 2016 and February 3, 2017 meeting**
- B. **Approval of the Financial Reports for October 2016 – January 2017**
- C. **Receive Legislative Report**
- D. **Receive Project Status Report**

Commissioner Spering moved to approve the consent items, second Commissioner Price. The motion was approved with the following votes:

AYES: Price, Shopay, Spering
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: Thomson

7. OTHER BUSINESS

A. LAFCO Audit Fiscal Years Ending June 30, 2015 and June 30, 2016 (Continued)

Staff recommended that the item be continued as the report was not available in time for the Commission meeting. Commissioner Price moved staff's recommendation, second Commissioner Spering.

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

**B. Municipal Service Review for Solano County Sanitation Districts (RES. #17-02)
(Approved)**

The Commission received the final municipal service review study for the Fairfield Suisun Sewer District and the Vallejo Sanitation and Flood Control District. CEQA EXEMPT: Public Resources Code Section 21102 and 21150, planning study.

Commissioner Spering recused himself from the item since he owns property that may have been included within the municipal review study area. Commissioner Spering left the chambers.

Commissioner Price moved to approve staff's recommendation to find the MSR adequate and complete pursuant to the requirements of GC §56430, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: Spering

Commissioner Spering returned following the vote of the Commission.

C. Municipal Service Review City of Benicia (RESOLUTION #17-03) (Approved)

The Commission received the final municipal service review study for the City of Benicia.

CEQA EXEMPT: Public Resources Code Section 21102 and 21150, planning study.

Commissioner Thomson moved to approve staff's recommendation to find the MSR adequate and complete pursuant to the requirement of GC§56430, second Commissioner Spering. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

D. Mid-Year Report (RESOLUTION #17-04) (Approved)

The Commission received the mid-year budget status report and the Finance Committee's recommendation to re-appropriate funds from professional services to salaries and benefits and appropriate funds from fund balance.

Commissioner Price moved to approve the Finance Committee's recommendation to re-appropriate funds to employee salaries and benefits from services and supplies and to appropriate funds from fund balance, second Commissioner Spering. The motion was approved by voice roll call with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

E. Policy Amendment: Reserves (Approved)

Commissioner Thomson moved to approve staff's recommendation of amending the existing policy for reserves including establishing a legal defense reserve fund, second Commissioner Price. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

F. Review and Consider Amendment to the Executive Officer Salary (Continued)

After a brief discussion, the Commission requested staff continue the item to provide clarification on salary: scale, step, and range.

G. Amendment to By Laws, Rotation of Officers (Approved)

Commissioner Spering moved to approve staff's recommendation of rotating the Officers of the Commission with rotations to begin and end at the first meeting of each year and amending the By-laws to reflect the desired changes. In addition to staff's recommendation, Commissioner Spering included in his motion that rotation of the chair is as follows: city, county, public member, and that the rotation of vice-chair is staggered so that the appointed vice-chair is the member who is to be appointed as chair the following calendar year, second Commissioner Price. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

H. Amendment to By Laws, Change of Ending Date of Terms of Office (Approved)

Commissioner Price moved to approve staff's recommendation that the terms for LAFCO Commissioners end in January and the By Laws are amended to reflect the desired changes, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

I. Amendment to By Laws, Authority to Sign (Approved)

Commissioner Price moved to approve staff's recommendation of authorizing the Vice-Chair to sign in absence of the Chair and designating a county member as an additional

authorized signer, second Commissioner Spering. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

J. Amendment to Commission Meeting Times (Approved)

Commissioner Spering moved to approve changing the meeting times to 10:00am, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

K. Review and Update Conflict of Interest Code (Approved)

Commissioner Price moved to approve staff's recommendation of approving the previous changes to the Conflict of Interest Code, re-affirming the Conflict of Interest Code, and filing with the Registrar of Voters, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

L. Executive Officer's Report

Executive Officer Chamberlain gave a brief overview of her activities since accepting her appointment.

M. Status of Executive Officer Recruitment

The Commission received an oral report from members of the Personnel Committee.

8. CORRESPONDENCE

A. Request May 8th 10AM Special Meeting (Approved)

Commissioner Price moved to approve the City of Vacaville's request for a Special Meeting, second Commissioner Thomson. The motion was approved with the following votes:

AYES: Price, Shopay, Spering, Thomson
NOES: none
ABSENT: Sanchez and Vasquez
ABSTAIN: none

B. Executive Officer's Letter to County Auditor-Controller

The Commission received a copy of the Executive Officer's letter.

C. Executive Officer's Letter to Marc Fox

The Commission received a copy of the Executive Officer's letter.

9. COMMISSIONER COMMENTS

There were no Commissioner comments.

10. ADJOURNMENT

The meeting was adjourned at 2:45 pm.

Nancy Shopay, Chair
Presiding Officer Solano Local Agency
Formation Commission

ATTEST:

Michelle McIntyre, Clerk to the Commission



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: April 10, 2017
TO: Local Agency Formation Commission
FROM: Michelle McIntyre, Analyst
SUBJECT: **Minutes March 21, 2017**

RECOMMENDATION:

Staff recommends the Commission approve the minutes from its March 21, 2017 meeting.

MINUTES OF THE
LOCAL AGENCY FORMATION COMMISSION OF SOLANO COUNTY
MARCH 21, 2017 10AM BOARD OF SUPERVISORS' CHAMBERS
675 TEXAS STREET, FAIRFIELD, CALIFORNIA

1. CALL TO ORDER

The meeting was called to order at 10:00 am by Chair Shopay with a salute to the flag.

2. ROLL CALL

Present: Commissioners: Harry Price, Pete Sanchez, Jim Spering, and John Vasquez (arrived at 10:01am).
Alternate Commissioners: Len Augustine, Nancy Shopay (voting member), and Skip Thomson

Not Present: All Commissioners and Alternates were present.

Staff Present: Roseanne Chamberlain, Interim Executive Officer and Michelle McIntyre, Analyst

3. CHANGES AND APPROVAL OF THE AGENDA **(Approved)**

Commissioner Price moved to approve the agenda, second Commissioner Sanchez. The motion was approved with the following votes:

AYES: Price, Sanchez, Shopay, Spering, Vasquez
NOES: none
ABSENT: none
ABSTAIN: none

4. PUBLIC COMMENTS

The Chair opened the item for public comments. There were no public comments.

5. CLOSED SESSION

Consideration of candidates for appointment to the position of Executive Officer (California Government Code Section 54957(b)).

The Commissioner recessed to closed session at 10:02.

6. REPORT OF CLOSED SESSION

The Chair reopened the meeting at 10:47. The Chair announced the ad hoc committee will follow up with the Commission's direction.

7. OTHER BUSINESS

A. LAFCO Audit Fiscal Years Ending June 30, 2015 and June 30, 2016

Item was continued from the LAFCO February 21, 2017 meeting.

The Commission received the audit for fiscal year 2014-2015 and 2015-2016.

B. Review and Consider Amendment to the Executive Officer Salary Schedule(Approved)

Item was continued from the LAFCO February 21, 2017 meeting.

Commissioner Spering moved to approve the Personnel Committee's recommendation, second Commissioner Price. The motion was approved with the following votes:

AYES: Price, Sanchez, Shopay, Spering, Vasquez
NOES: none
ABSENT: none
ABSTAIN: none

C. Position on SB 365 Dodd (Formation of Open Space District) (CONTINUED)

The Commission received the proposed legislation, and staff's proposed resolution taking a position on SB 365 (Dodd) and making determinations.

The Chair opened the item for public comments.

Amy Hartman representing the Greenbelt Alliance spoke in favor of SB 365.

Duane Kromm representing the Orderly Growth Committee spoke in favor of SB 365.

The Commission took no action and took no position. After a brief discussion, the Commission came to an agreement to notice the City Mayors and table the item to the Commission's May 8th meeting to allow the cities time to provide comment to the LAFCO.

Commissioner Spering moved to notice the City Mayor and continue the item to May 8th, second Commissioner Price. The motion was approved with the following votes:

AYES:	Price, Sanchez, Shopay, Spering, Vasquez
NOES:	none
ABSENT:	none
ABSTAIN:	none

D. Application Closure Policy (APPROVED)

Commissioner Vasquez moved the item with the following policy direction:

Staff shall give notice to applicants six months after issuance of an incomplete application letter and advise applicants they must submit a six month extension request in writing. If applicants do not respond, the project application will be closed.

Commissioner Spering second the motion. The motion was approved with the following votes:

AYES:	Price, Sanchez, Shopay, Spering, Vasquez
NOES:	none
ABSENT:	none
ABSTAIN:	none

8. CORRESPONDENCE

The Commission received an update from CALAFCO of the Little Hoover Commission and Assembly Local Government Committee Oversight hearing on healthcare districts.

9. ADJOURNMENT

Commissioner Spering recommended the ad hoc committee for the public member recruitment meet prior to the next Commission meeting.

The meeting was adjourned at 11:14.

Nancy Shopay, Chair
Presiding Officer Solano Local Agency
Formation Commission

ATTEST:

Michelle McIntyre, Clerk to the Commission