



**Solano Local Agency Formation Commission**

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**Staff Report**

DATE: August 14, 2017  
TO: Local Agency Formation Commission  
FROM: Michelle McIntyre, Analyst  
SUBJECT: **Minutes June 12, 2017**

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**RECOMMENDATION:**

Staff recommends the Commission approve the minutes from its June 12, 2017 meeting.

MINUTES OF THE  
LOCAL AGENCY FORMATION COMMISSION OF SOLANO COUNTY  
JUNE 12, 2017 10 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.

2. **ROLL CALL**

Present: Commissioners: Harry Price (arrived at 10:15), Pete Sanchez, Nancy Shopay, Jim Spering, and John Vasquez (arrived at 10:03). Alternate Commissioner: Len Augustine

Not Present: Alternate Commissioner Skip Thomson

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

**Commissioners**

Nancy Shopay, Chair • Harry Price, Vice-Chair • Pete Sanchez • Jim Spering • John Vasquez

**Alternate Commissioners**

Len Augustine • Shawn Smith • Skip Thomson

**Staff**

Rich Seithel, Executive Officer • Michelle McIntyre, Analyst • P. Scott Browne, Legal Counsel

3. CHANGES AND APPROVAL OF THE AGENDA

Commissioner Spering moved to approve the agenda, second Alternate Commissioner Augustine. The motion was approved with the following votes:

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

4. PUBLIC COMMENTS

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

Commissioner Vasquez arrived at 10:03 am.

5. CLOSED SESSION

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

The Commission entered closed session at 10:04.

Commissioner Price arrived at 10:15 during the closed session.

6. REPORT OF CLOSED SESSION

The Chair will announce any reportable actions taken by the Commission in Closed Session.

The Commission reconvened 10:45 am and the Chair re-opened the meeting.

The Chair announced that the Commission has given staff direction to proceed with the process.

Commissioner Spering led the pledge to the flag.

7. CONSENT ITEMS

- A. Financial Reports March and April 2017
- B. Minutes May 8, 2017

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

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

8. PUBLIC HEARING

- A. **2017-03 Roberts' Ranch Reorganization** Resolution #17-12  
**Annexation to the City of Vacaville, Detachment from the Vacaville Fire Protection District, and Detachment from Solano County Lighting Service Area.** Purpose: development of the Roberts' Ranch Specific Plan. Location: Leisure Town Road on the west, Alamo Drive extension and Fry Road on the south, the Union Pacific Railroad on the east, and the Brighton Landing development to the north. Total project area: approx. 270.57 acres. CEQA: Lead Agency City of Vacaville, environmental impact report State Clearing House #2015112042 certified on March 28, 2017. APNS: 0138-030-020, -060, -090, -100, -110, -120, -130.

Staff presented the staff report and recommended the Commission:

1. Find that the environmental impacts of the reorganization have been disclosed and adequately addressed by the lead agency (City of Vacaville) and the environmental effects have been adequately mitigated;
2. Direct staff to prepare and file a Notice of Determination pursuant to Title 14, Chapter 3, Section 15096 (Responsible Agency) of the California Code of Regulations;
3. Review and approve the staff draft determinations contained at the end of this report and in the draft resolution;
4. Adopt Resolution No. 17-12 making determinations, adding conditions, and approving the reorganization as detailed in the draft resolution;
5. Waive the Conducting Authority proceedings as provided by Government Code §56662 et. seq.;
6. Direct staff to complete the necessary filings and transmittals as required by statute.

In addition to the draft conditions of approval provided within the staff report, staff recommended that the Commission direct staff to complete the wording for the condition of approval related to Fry Road subject to the approval of the city and the county at the staff level.

Fred Buder, City Planner, City of Vacaville – presented information from the Roberts' Ranch Specific Plan.

The Chair opened the item for public comments. The following individual commented on the proposal:

Bill Emlen, Director of Solano County Resource Management – Stated the County has submitted a request for continuance, but the County has no major issue with the annexation

and many of their issues have been addressed and are reflected within the Specific Plan. The County felt it would be best if the two agencies, the City and the County, had an agreement with the annexation specific to Fry Road.

Alfonso Almendariz, Vacaville Resident – Addressed his concerns about annexation of farmland and other concerns which are included as part of his comment letter addressed to the Commission.

Christian Cebring, Representing the Developer – Spoke in favor of the proposal.

The Chair Closed the public comment period.

Commissioner Spring moved staff's recommendation and stated he would like the access issue on Fry Road worked out between the County and the City and if it's not resolved by the two agencies, the item returns to the Commission, second Commissioner Price. The motion was approved with the following votes:

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

The Chair polled the Commission and the Commission decided to hear item 9B prior to Item 8B in the agenda.

**9B - Request from Cordelia and Vacaville Fire Protection Districts for Formation of Reorganization Committee** to improve fire protection services in their respective jurisdictions. The Commission may authorize staff to form a working group.

Ms. Chamberlain presented the staff report.

The Chair opened the item for public comments. The following members spoke:

Jeff Dittmer, Cordelia Fire Protection District Chair – Stated, Chris Culvert, the Chair of the Vacaville Fire Protection Board was unable to attend the meeting due to an emergency, however; Mr. Dittmer stated that both Districts are in favor of forming a reorganization committee to improve fire protection services.

Carl Hakenen, Resident on Rockville Road – Recommend the Commission look at the various Grand Jury recommendations of coordinating all of the fire districts and having a unified approach in Solano County.

The Chair closed the public comment period.

Commissioner Spering directed staff to obtain the grand jury recommendations and as a first step, the Fire Committee can review the recommendations.

The Commission recessed to a 15 minute break and reconvened the meeting.

**B. Final Budget 2017-2018**

Resolution #17-13

Staff presented the staff report and recommended approval of the work plan and Final Budget for fiscal year 2017-2018.

Commissioner Price moved staff's recommendations, second Commissioner Sanchez. The motion was approved via roll call with the following votes:

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

Alternate Commissioner Augustine requested the Commission hear item 10B prior to hearing item 9A in the agenda, the Commission agreed to the request.

10B - Request from Phillippi Engineering, Inc. for a Special Meeting July 10. LAFCO Project No. 2017-08 Brighton Landing Phase 3 Detachment from SID.

Tom Phillippi, Phillippi Engineering, Inc. addressed the Commission and requested the Commission hold a special meeting in July.

After a brief discussion, staff informed the Commission that there is sufficient time to process the Brighton Landing Phase 3 proposal, but most likely not the Campus Estates proposal in time for a July meeting.

Commissioner Spering moved to approve a special meeting on July 10<sup>th</sup> with only one item on the agenda, second Commissioner Sanchez. The motion was approved with the following votes:

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

9. OTHER BUSINESS

**A. Appointment of the Alternate Public Member; Report and recommendation of the Ad Hoc Public Member Committee**

Commissioner Spering moved to approve appointment of Shawn Smith as the Alternate Public Member, second Commissioner Price. The motion was approved with the following votes:

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

The Commission welcomed Alternate Commissioner Smith to LAFCO.

**C. 2017-2018 Committee Assignments and Addition of Chair as Ex-Officio Member**

Commissioner Spering stated he is in favor of the Chair serving as an ex-officio member of the Committees and having two members on each committee.

After a brief discussion, the Commission decided the Chair will appoint the members of the committee at a later time.

Commissioner Sanchez moved Commissioner Spering's recommendation, second Commissioner Price. The motion was approved with the following votes:

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

**D. 2017-2018 Meeting Dates**

Commissioner Vasquez moved staff's recommendation, second Commissioner Price. The motion was approved with the following votes:

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

**E. Rescind Resolution No. 17-04**

Rescind previously approved resolution for re-appropriating funds for current fiscal year.

Commissioner Vasquez moved staff's recommendation, second Commissioner Price. The motion was approved with the following votes:

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

**F. Revised and Renewed MOU Between Auditor Controller and LAFO Resolution #17-14**

Commissioner Sanchez moved staff's recommendation, second Commissioner Price. The motion was approved with the following votes:

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

**G. Adoption of Capital Asset Policy**

Commissioner Price moved staff's recommendation, second Commissioner Sanchez. The motion was approved with the following votes:

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

**H. Adoption of Records Retention Schedule to Augment Records Retention Policy**

Commissioner Sanchez moved staff's recommendation, second Commissioner Price. The motion was approved with the following votes:

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

**I. Revision to Fee Policies: Executive Officer's discretion to Reduce Application Deposits**

Commissioner Spring moved to continue Item 9I to the Commission's August meeting, second Commissioner Sanchez. The motion was approved with the following votes:

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

**J. Adoption of Out of Area Service Agreement (OASA) Policy**

Commissioner Spering moved to continue Item 9J to the Commission’s August meeting, second Commissioner Sanchez. The motion was approved with the following votes:

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

**K. Executive Officer’s Report – No written materials, oral report only.**

Ms. Chamberlain stated that there is no new information that hasn’t been addressed in the other items on the agenda.

**10. CORRESPONDENCE**

A. Letter of support SB 365 (Dodd); formation of an open space district in Solano County.

C. Request form Solano Irrigation District for a Special Meeting July 10. LAFCO Project No. 2017-09 Campus Estates Detachment from SID.

The Commission did not take action to include the Campus Estates proposal on the July 10<sup>th</sup> special meeting agenda.

**11. ADJOURNMENT**

The meeting was adjourned at 2:06.

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Nancy Shopay, Chair  
Presiding Officer Solano Local Agency  
Formation Commission

ATTEST:

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Michelle McIntyre, Clerk to the Commission