



## Solano Local Agency Formation Commission

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Solano County Government Center  
Board of Supervisors Chambers  
675 Texas Street  
Fairfield, CA 94533

April 8, 2024 10:00 A.M.

### MINUTES

#### 1. CALL TO ORDER AND SALUTE TO THE FLAG

10:01 am

#### 2. ROLL CALL

Present:

Commissioners: Ron Kott, John Vasquez, Steven Bird, Mitch Mashburn  
Alternate Commissioners: Wanda Williams, Alma Hernandez

Staff:

Rich Seithel, Executive Officer; Christina Love, Deputy Executive Officer; Aaron Norman, Analyst II; Tova Guevara, Administrative Clerk; Tyra Hays, Project Specialist; Mala Subramanian, Legal Counsel

#### 3. REORGANIZATION OF THE COMMISSION

A. Interviews were randomly drawn by Chair, Ron Kott. The order was:

1. Carl Hackenen
2. Roger Merrill
3. Jack Batchelor
4. Jeanne Scherer

B. After interviews were conducted, the Chair opened the discussion for public comment. Seeing none, Commissioners then deliberated their choices before the candidates were brought back into the room for nominations. Com. Bird nominated Jack Batchelor, while Com. Vasquez seconded this. There were no further nominations, therefore the board moved to approve Jack Batchelor as the new Alternate Public Member, effective immediately.

C. Staff administered the Oath of Office to Jack Batchelor and welcomed him to his chair on the board. Chair Kott explained that since Public Member, Nancy Shopay, was not in

#### Commissioners

Ron Kott, Chair • John Vasquez, Vice-Chair • Nancy Shopay • Mitch Mashburn • Steve Bird

#### Alternate Commissioners

Alma Hernandez • Wanda Williams • Jack Batchelor

#### Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Tova Guevara, Office Administrator/Clerk • Tyra Hays, Project Specialist • Mala Subramanian, Lead Legal Counsel

attendance, Alternate Com. Batchelor would have voting privileges for the remainder of the meeting.

**4. CHANGES AND APPROVAL OF THE AGENDA**

There were two changes to the agenda – The first was a letter, received on April 5<sup>th</sup>, 2024 from Lewis Planned Communities, regarding Business Items 8.A and 8.B on the agenda. Staff recommended the Commissioners take these letters as correspondence to both agenda items. The second change to the agenda was on Consent item 6.C, Legislative Letter of Support, the letters were written on behalf of both Chair Kott and the Executive Officer. Staff recommended that the report state either the Chair or Executive Officer to sign the letters.

There were no public comments. Com. Vasquez moved to approve the changes to the agenda. Com. Bird seconded. Chair Kott confirmed that he would sign the Legislative Letters of Support after the meeting.

AYES: Kott, Vasquez, Mashburn, Bird, Batchelor  
 NOES: None  
 ABSENT: Shopay  
 ABSTAIN: None

**5. PUBLIC COMMENT – ITEMS NOT ON AGENDA**

None.

**6. CONSENT ITEMS**

There were no public comments. Vice Chair Vasquez moved to approve. Com. Mashburn seconded.

AYES: Kott, Vasquez, Mashburn, Bird, Batchelor  
 NOES: None  
 ABSENT: Shopay  
 ABSTAIN: None

**7. PUBLIC HEARING**

None.

**8. BUSINESS ITEMS**

**A. Introduction of Proposed Fee for Municipal Service Review Project Applications –**

Staff presented an introduction to proposed fees for MSR Projects. This was solely an introduction, for Commissioners to ask questions and discuss this topic before staff brings it to the June meeting for adoption. Chair Kott inquired about the determination process for creating the Workplan schedule, and if changes are flexible. Staff explained the factors considered to create the Workplan, including the General Plan updates, the last MSR/SOI dates for cities and special districts, and progress toward regional review. Com. Hernandez asked about fees for both time and materials. Staff explained that they are working towards that and clarifying more of the unfunded responsibilities. There were no public comments and no actions needed.

**B. Proposed Budget & Workplan Fiscal Year 2024/2025** – Staff presented the proposed Budget and Workplan for the upcoming Fiscal Year 2024/25. Com. Williams asked why Suisun City’s Billing percentage was much higher than the rest of the cities. Staff explained that the amount is based on the proportional shares, and how it is calculated as reported by the state controller. Com. Hernandez inquired about the Workplan, and why Benicia was not listed. The staff explained that Benicia should be in the queue coming up.

There were no public comments, Alternate Com. Batchelor moved to approve. Com. Mashburn seconded.

AYES:	Kott, Vasquez, Mashburn, Bird, Batchelor
NOES:	None
ABSENT:	Shopay
ABSTAIN:	None

**9. EXECUTIVE OFFICER UPDATES**

Updates addressed in the presentation were as follows:

- Cordelia-Fairfield Fire Long-Term Contract: Staff has provided City of Fairfield and Cordelia with a Certificate of Filing, stating that the application is considered Complete. This contract will be on LAFCO’s next meeting, scheduled June 10<sup>th</sup>, for presentation and approval.
- Fire Districts: The Tri-Party MOU has been signed by Montezuma, Suisun, and Vacaville Fire Protection Districts. This affirms these districts’ commitment to collaborate with each other, LAFCO, and the County. This will also allow more time for all parties involved to collaborate on the reorganization study. There is a meeting this week to discuss the reorganization and a seasonal program.
- CALAFCO Conference: This will be held at the Tenaya Lodge in Yosemite, from October 16<sup>th</sup>-18<sup>th</sup>, 2024. The Executive Officer plans on participating and invites the Commissioners as well.
- Office Relocation/Remodel: The anticipated beginning of construction for the remodel on the 6<sup>th</sup> floor of the County building will be in early November, depending on the work progress of the lobby. Estimated completion will be the end of January/February 2025. Com. Vasquez commented that he would like to see this project done sooner and that he will be commenting on this at his next budget meeting.

**10. CLOSED SESSION**

None.

**11. REPORT OF CLOSED SESSION**

None.

**12. ADJOURNMENT**

12:11 pm.

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Ron Kott, Chair  
Presiding Officer Solano Local Agency  
Formation Commission

ATTEST:

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Tova Guevara, Solano LAFCO Clerk