

	<p align="center"><b>Solano Local Agency Formation Commission</b></p>
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Solano County Government Center  
 Board of Supervisors Chambers  
 675 Texas Street  
 Fairfield, CA 94533

June 10, 2024 10:00 A.M.

**MINUTES**

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

10:00 AM

**2. ROLL CALL**

Present:

Commissioners:	Ron Kott, John Vasquez, Mitch Mashburn, Steven Bird, Nancy Shopay
Alternate Commissioners:	Wanda Williams, Jack Batchelor

Not Present:

Commissioners:	
Alternate Commissioners:	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, Lead Legal Counsel

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

None.

Vice Chair Vasquez moved to approve. Commissioner Mashburn seconded.

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

**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

**4. PUBLIC COMMENT**

None.

**5. PUBLIC COMMENT ON CONSENT ITEMS**

None.

**6. CONSENT ITEMS**

- A. Meeting Minutes – April 8, 2024
- B. Financial Reports – April 2024 – May 2024

Vice Chair Vasquez moved to approve. Commissioner Shopay seconded.

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

**7. CLOSED SESSION**

Public Employee Performance Evaluation (Gov. Code 54957)  
Title: Executive Officer

Conference with Labor Negotiators (Gov. Code 54957.6)  
Agency Designated Representative: Chair Shopay  
Unrepresented employee: Rich Seithel

**8. REPORT OF CLOSED SESSION**

No report, Commission directed counsel on how to proceed.

**9. PUBLIC HEARING**

**A. LAFCO Project No. 2023-20: City of Fairfield/Cordelia Fire Protection District Fire Contract –**

- Staff presented the fire contract analysis and its compliance with Govt. Code 56134.
- Public Comment: Carl Haakenen, a resident of Cordelia, supported the contract approval.
- Commissioner Discussion: Vice Chair Vasquez expressed that the presentation answered many items he was concerned about. EO Seithel advised that the contract is for eight years with an additional eight years extension – Vice Chair Vasquez asked if the contract, at that point, comes back to LAFCO for approval. EO Seithel advised that it does not require LAFCO approval at that time.

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- Fire Chief Sturdee, City of Fairfield, assured the Commission that the Fairfield Fire Department has ample staff, training, and equipment to serve the Cordelia Fire Protection District.
- Chair Kott expressed concern about CalPERS increasing rates. EO Seithel stressed that a condition of the approval was to sell off assets to “buy down” the unfunded liability so that the District’s CalPERS payments are extinguished and are no longer vulnerable to rate increases.

Commissioner Mashburn moved to approve the contract. Vice Chair Vasquez seconded.

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

**B. LAFCO Project No. 2023-16: Solano LAFCO Policy Updates –**

- Staff presented two policies for updates: the incorporated policy and the LAFCO Management Business policy.
- There were no public comments.
- Commission Discussion: Regarding the incorporation policy, Vice Chair Vasquez queried if there are firms that analyze mitigation measures. Staff answered affirmatively. Regarding the Management Business policy, Vice Chair Vasquez recommended increasing the budget to \$5,000.

Commissioner Mashburn moved to approve the policy updates with the change recommended by Vice Chair Vasquez. Commissioner Shopay seconded.

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

**C. LAFCO Project No. 2024-05: Update the Solano LAFCO Personnel and Salary Resolution Appendix A to Reflect Competitive Base Salary Adjustments for LAFCO Classifications of Office Administrator/Clerk, Analyst I, Analyst II, Sr. Analyst, and Deputy Executive Officer, Effective July 1, 2024; and Update the Executive Officer’s Salary.**

**Execute Amendment 2024-01 to the Employment Contract for Solano LAFCO Executive Officer Amending Section 5.01 Executive Officer Annual Salary and Section 5.3 Vacation Benefits, Effective July 1, 2024**

**Amend Personnel Policies Regarding Vacation Benefits for the Executive Officer –**

- Staff recommended updates to the Solano LAFCO Personnel and Salary Resolution that adjusts non-contract personnel base salaries to become regionally competitive,

as well as a 5% salary adjustment and an additional week of annual vacation for the Executive Officer.

- There were no public comments.
- Commission Discussion: Vice Chair Vasquez complimented staff on their in-depth analysis, thorough work products, and outreach efforts. On the staff's behalf, EO Seithel expressed appreciation for the compliment.

Commissioner Mashburn moved to approve the updates. Vice Chair Vasquez seconded.

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

**D. Fiscal Year 2024-2025 Final Budget and Workplan –**

- Staff presented the proposed Fiscal Year 2024-2025 Final Budget and Workplan, including a 5-year schedule for MSRs.
- Public Comment: Todd Chambers, Lewis Group of Companies, complimented staff on their SOI and MSR work and advised that they are anticipating delivering an application, requiring an MSR, for projects east of Leisure Town Road in 2027.
- Commission Discussion: Vasquez asked EO Seithel if additional staff is needed given the volume of high-level projects and collaboration efforts. EO Seithel agreed that an additional staff member would be very helpful. EO Seithel recommended funding the additional position from the fund balance and would provide a Final Budget appropriation adjustment at the next meeting. The Commission also queried about increasing the Commissioner's Stipend to \$150. Staff said that they would research and report back at the next meeting.

Commissioner Mashburn moved to approve the Final Budget and Workplan with a change to increase the Commissioner Stipend to \$150. Commissioner Shopay seconded.

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

**E. LAFCO Fee Schedule Amendment for Municipal Service Review Projects and Staff Charge Out –**

- Staff presented the adoption of a fee schedule amendment for Municipal Service Review Projects and staff charge outs.
- There were no public or Commissioner comments.

Commissioner Mashburn moved to approve the amendment. Vice Chair Vasquez seconded.

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

**10. BUSINESS ITEMS**

None.

**11. EXECUTIVE OFFICER UPDATES**

Updates addressed in the presentation were as follows:

- Staff is meeting with Rio Vista on June 11th to discuss their MSR/SOI/General Plan.
- Staff met with Suisun City's City Manager and Planning Manager regarding the Logistics Center projects and the MSR/SOI.
- Staff met with City of Vacaville staff and developers to discuss MSR/SOI/General Plan requirements.
- SID MSR is nearing completion pending state water conservation program analysis.
- Staff is finishing up the Mosquito Abatement District and the Cemeteries MSRs. Staff has also begun research for the Vallejo MSR.
- Advised Commission that the Suisun, Montezuma, and Vacaville Fire Districts are collaborating with County Administration and LAFCO to create a seasonal program for fire season. In addition, staff continues working with the three Districts on the reorganization effort.

**12. ADJOURNMENT**

11:53 AM

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Ron Kott, Chair  
 Presiding Officer Solano Local Agency  
 Formation Commission

ATTEST:

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Tova Guevara, Solano LAFCO Clerk