



# Solano LAFCO Commission Meeting

*August 12, 2024  
10:00 a.m.*

# AGENDA ITEM #6: CONSENT

## AGENDA ITEM #6A:

Minutes June 10, 2024

## AGENDA ITEM #6B:

Financial Reports – June 2024 - July 2024



# #7A:

## RNVWD ANNEX PERKINS PROPERTY

### AGENDA ITEM #7A:

LAFCO Project No. 2021-07: Rural North Vacaville Water District annex  
Perkins Property [APN 0105-200-180]

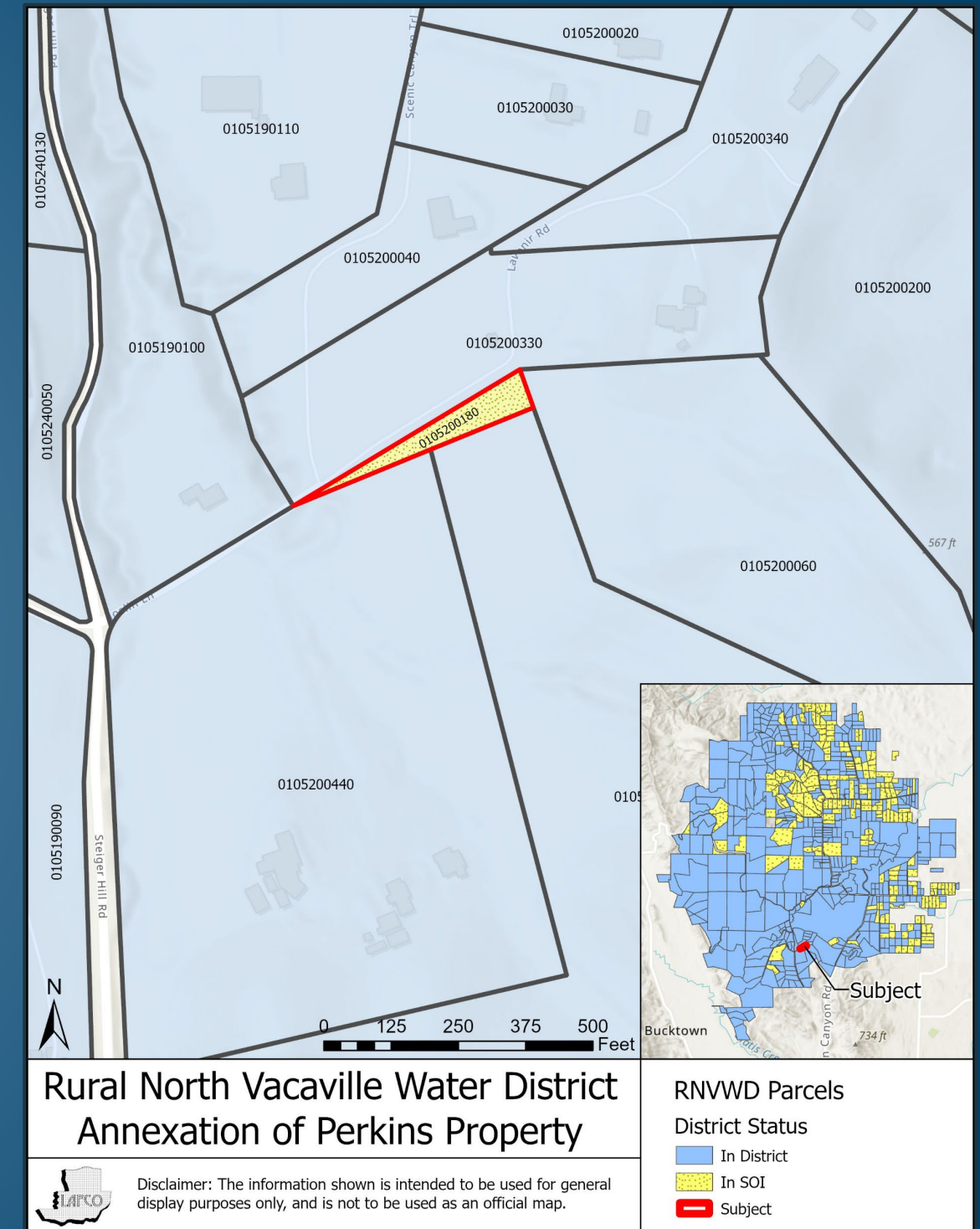




# #7A:

## PROJECT DESCRIPTION

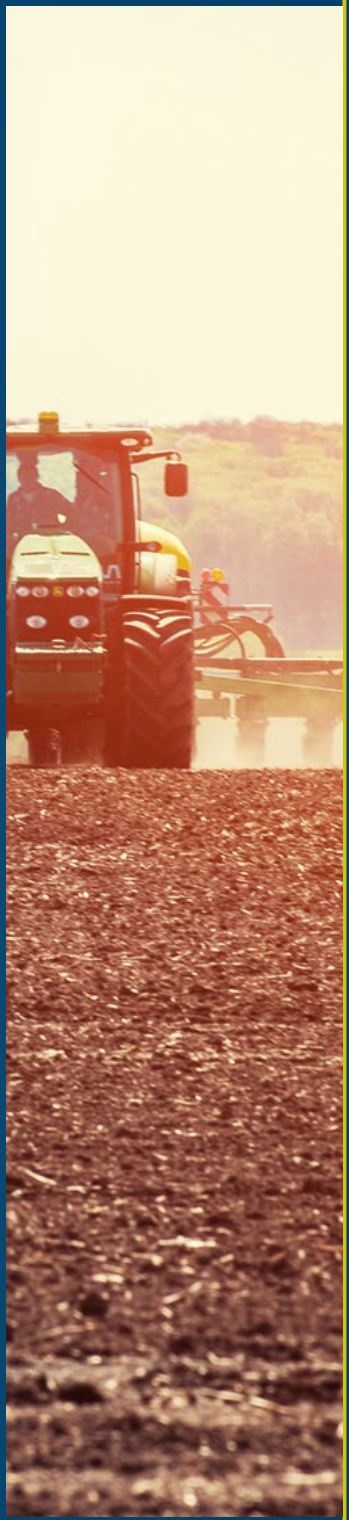
- 0.37-acre parcel zoned Rural Residential.
- Parcel is within the District's SOI.
- There is 100% landowner consent.
- Project area is uninhabited.
- This water connection will not exceed the 533-connection system design.
- Property is contiguous to the water line.
- This property is seeking annexation to the District in order to move forward with a proposed lot line adjustment and to purchase a water connection



# #7A:

## BACKGROUND

- This project was received in 2021, but deemed incomplete due to the parcel not being in the District's sphere of influence. It was recommended that the application be held as an MSR was being conducted for an SOI amendment.
- On June 4, 2022, the RNVWD Municipal Service Review was adopted by LAFCO.
- On December 12, 2023, the RNVWD sphere of influence amendment was adopted by LAFCO, which included the subject property.
- On June 18, 2024, the application was deemed complete.





# #7A:

## PROJECT ANALYSIS

- California Environmental Quality Act (CEQA)
  - The District, as the Lead Agency, has determined the proposal to be exempt from CEQA. As the Responsible Agency LAFCO is filing a Notice of Exemption.
- Statutory and Policy Considerations
  - Staff analysis confirms the project is consistent with existing state law and the Commission's adopted Standards (1-11).
- Waive conducting authority proceedings
  - Parcel is uninhabited and there is 100% landowner consent.



# #7A:

## TERMS AND CONDITIONS

1. Commission orders the proposed change of organization without an election (GC § 56885.5)
2. Following LAFCO approval, property owners shall submit warrants for the SBOE for \$350, the County Assessor-Recorder for \$119, and the County Surveyor for \$211.34.
3. The effective date of the change of organization is the date of the recordation with the County Recorder.





# #7A: RECOMMENDATION

## 1. ADOPT

- Resolution approving the Perkins Property (APN 0105-200-180) annexation

## 2. REVIEW and CONSIDER

- The Notice of Exemption (NOE) as the Responsible Agency pursuant to CEQA 15096

## 3. WAIVE

- Conducting authority proceedings pursuant to GC § 56662



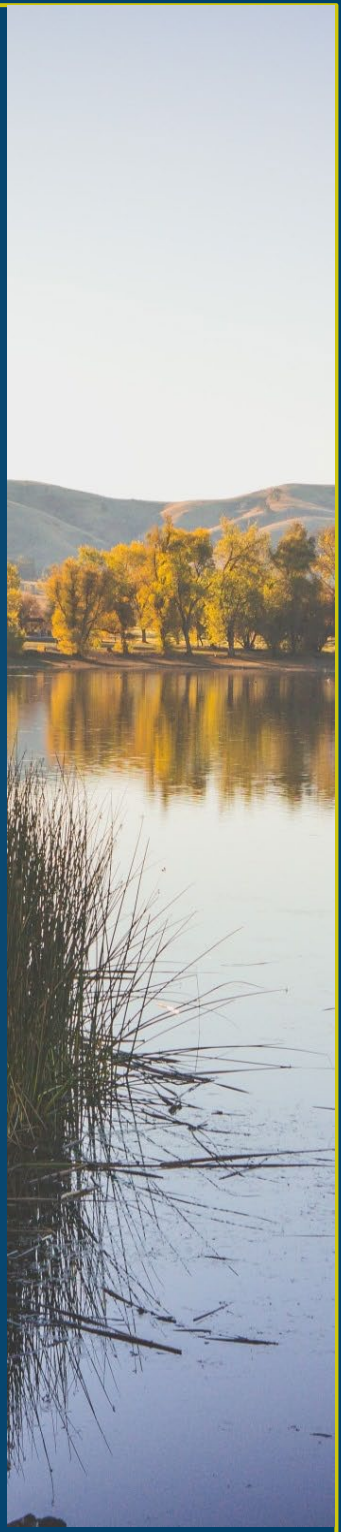


# DISCUSSION

# #7B: AMEND CONFLICT OF INTEREST CODE

## AGENDA ITEM #7B:

Amendment to the Conflict of Interest Code Pursuant to the Political Reform Act of 1974





# #7B:

## BACKGROUND

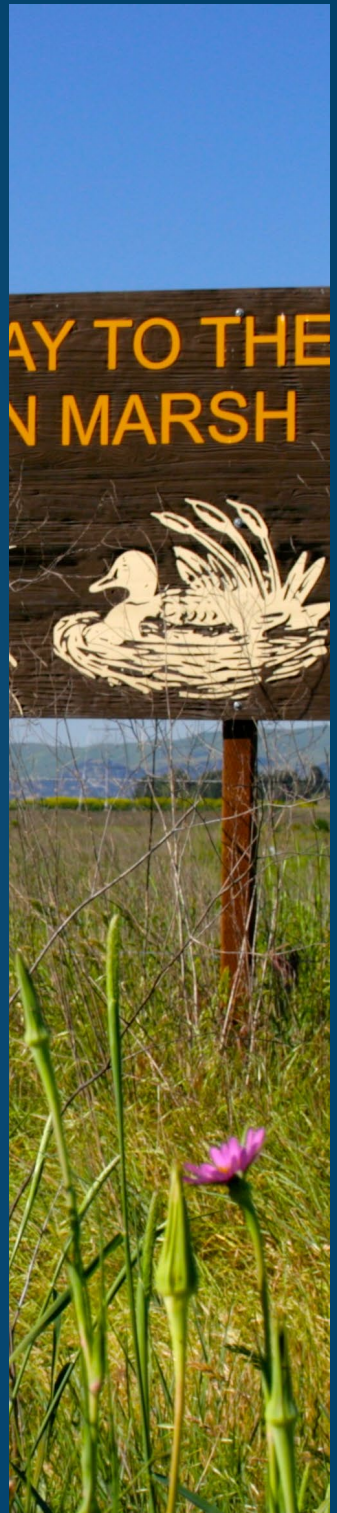
- Political Reform Act of 1974 / Gov Code Section 81000 requires all public agencies to adopt and maintain a Conflict of Interest Code
- Maintenance requires a biennial review and update
- Solano LAFCO last revised said Code in 2017
  - Since 2017, several new positions have been created, therefore an amendment to the Code is required



# #7B:

## PROPOSED AMENDMENTS

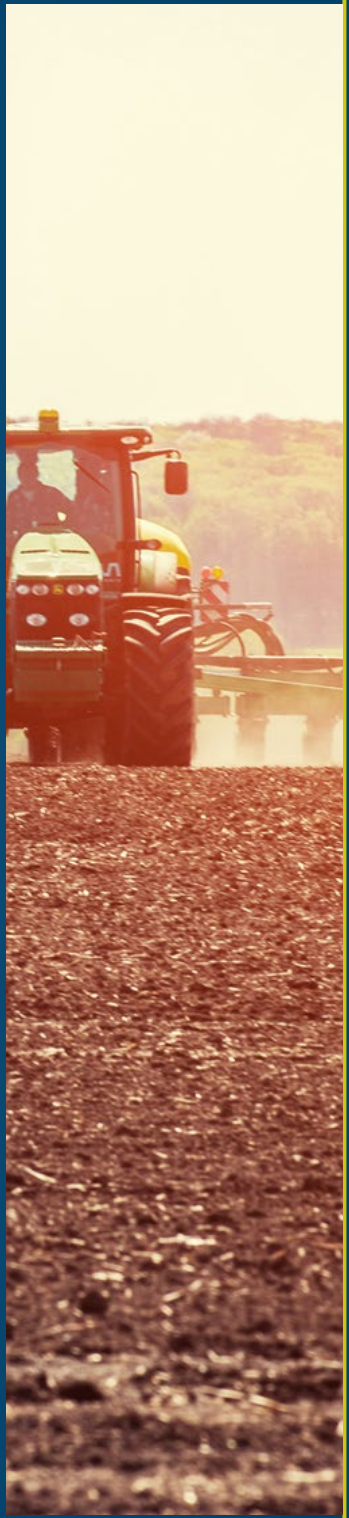
- Best Best and Kreiger (BBK) reviewed and updated Solano LAFCO Conflict of Interest Code, as a service for clients
  - Add new Solano LAFCO Positions, as adopted by Solano LAFCO Personnel and Salary Resolution
  - Remove unused Positions
  - Add footnotes for consistency with State Law





# #7B: RECOMMENDATION

- Adopt the Solano LAFCO resolution approve and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974



# DISCUSSION



# #7C: SOLANO LAFCO BY-LAWS UPDATE

## AGENDA ITEM #7C:

LAFCO Project 2023-16: Solano LAFCO Policy Updates – By-Laws



# #7C:

## BACKGROUND

- 2024-2025 Workplan includes reviewing and updating Solano LAFCO policies, updating Solano LAFCO By-Laws is a continuation of the process
- By-Laws last updated in 2019
- Solano LAFCO legal counsel reviewed and made several recommendation for updates
- Policy Ad-Hoc Committee reviewed the amendments on July 30, 2024 and recommends approval





# #7C: PROPOSED AMENDMENTS

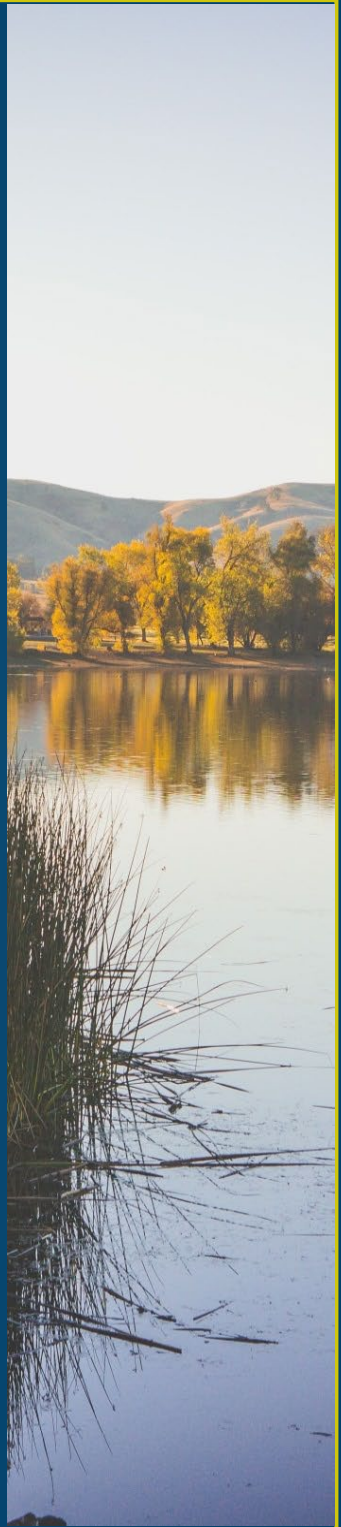
- 14 sections are proposed to be updated
  - Complete list of proposed amendments is in the staff report
- All but 2 proposed amendments are to bring the By-Laws into compliance with the Brown Act and Cortese-Knox-Hertzberg
- 2 unique proposed amendments
  - Art. VIII Sec. 6: Increase to Commissioner per diems
  - Art. VIII Sec. 7: Use Rosenberg's Rules of Order to guide meetings instead of Robert's Rules of Order



# #7C:

## DISCUSSION

- Art. VIII Sec. 6: Increase to Commissioner per diems
  - Per diems are payments made to each commissioner for every meeting they attend
  - Current per diem is \$100 per commissioner per meeting
  - Proposed per diem is \$150 per commissioner per meeting
- Art. VIII Sec. 7: Use Rosenberg's Rules of Order instead of Robert's Rules of Order
  - Solano LAFCO legal counsel recommends Rosenberg's because it is very similar but less complicated
  - Solano LAFCO meetings already comply, no new training required



# #7C: RECOMMENDATIONS

Staff and the Policy Ad-Hoc Committee recommend that Solano LAFCO:

- REVIEW, CONSIDER public testimony, and APPROVE the proposed updates to the Solano LAFCO By-Laws by resolution.





# DISCUSSION

# #7D: ADJUSTMENT FOR FY24/25 BUDGET

## AGENDA ITEM #7D:

LAFCO Project No. 2024-10: FY 2024-2025 Adjusted Budget to Allocate Funds for an Additional Employee and for Increased Commissioner Per Diems



# #7D: BACKGROUND

- Final Budget and Workplan for FY 2024-2025 was approved June 10, 2024
- During the June hearing, Commission instructed staff to return in August to consider:
  - Funding for an additional employee because of intense Workplan
  - Funding for a \$50 increase to Commissioner per diems
- Staff review fund balance and proposes a budget adjustment to support both considerations





# #7D: DISCUSSION

- Additional Employee
  - Best candidate position for Workplan is Senior Analyst or Project Specialist
  - Anticipates new hire to start late September
  - Includes necessary office equipment and supplies
- Commissioner per diems
  - Have not been changed in at least 10 years
  - Current per diem is \$100
  - Proposed per diem is \$150



# #7D: DISCUSSION

Object Description	FY 24/25 Approved Final Budget	New Hire Expenses	FY 24/25 Proposed Adjusted Budget
<b>Salaries &amp; Benefits (1000s)</b>	\$927,746	\$137,354	\$1,065,100
<b>Services &amp; Supplies (2000s)</b>	\$303,719	\$5,750	\$311,869
<i>Services &amp; Supplies Adjustment for per diems</i>	-	\$2,400	
<b>Total Budget</b> (includes subobjects not being changed)	\$1,286,963	\$145,504	\$1,432,466
<b>Fund Balance Allocation</b>	\$275,000	\$145,504	\$420,504





# #7D: RECOMMENDATIONS

REVIEW and APPROVE the Solano LAFCO resolution approving the FY 24-25 Adjusted Final Budget allocating funds for a new employee and commissioner per diems.



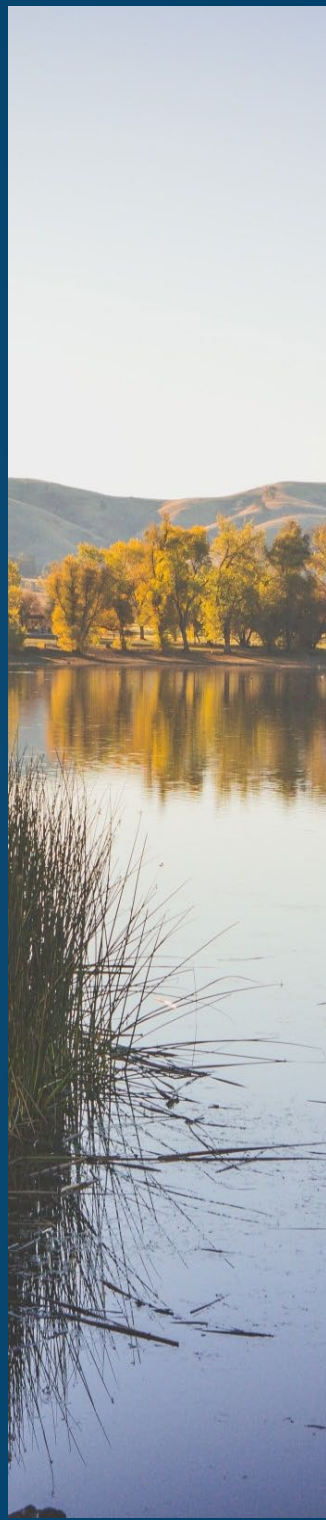


# DISCUSSION

# #8A: SOLANO COUNTY MOSQUITO ABATEMENT DISTRICT MSR

## AGENDA ITEM #8A:

LAFCO Project No. 2024-03: Mosquito Abatement District Municipal  
Service Review Public Draft



# #8A:

## BACKGROUND

- MSR required every five years
- Comprehensive evaluation of:
  - Service needs
  - Operational efficiency
  - Financial viability
  - Governance
  - Service delivery capacity
- CKH Act requires LAFCOs to adopt and periodically update Spheres of Influence concurrent or subsequent to the MSR
- SCMAD MSR and SOI last updated in 2006





# #8A: CONSIDERATIONS

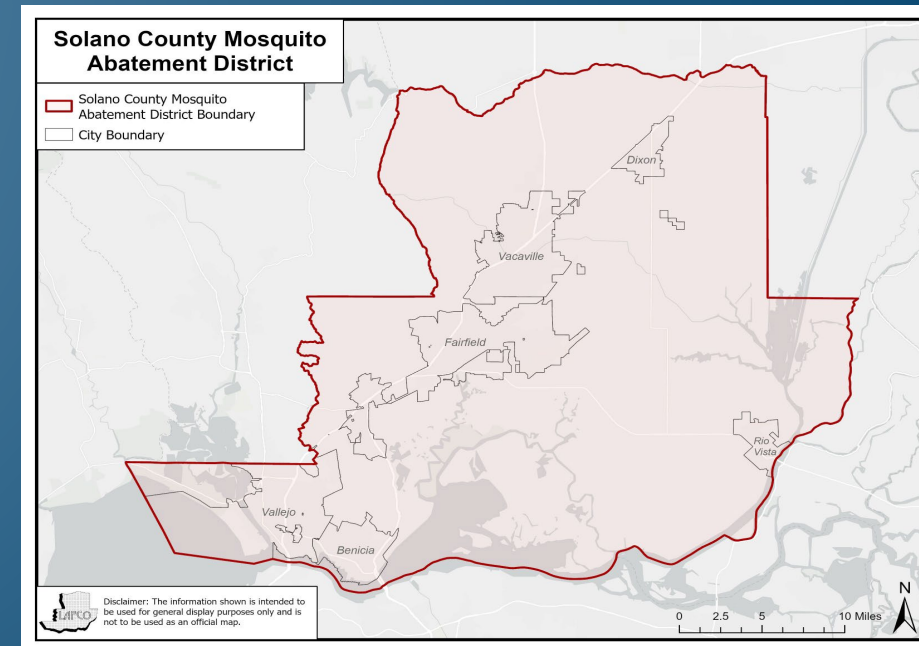
MSR studies include:

- An executive summary
- An introduction
- Identification of required governance and operational functions of the District in accordance with the District's Principal Act
- Determinations for each of the seven MSR factors as required by the Cortese-Knox-Hertzberg Act (CKH)
- Summary of Findings, Recommendations, and Determinations
- Conclusion and Recommendation



# #8A: OVERVIEW

- Independent Special District
- Formed in 1930
- Principal Act: Mosquito Abatement and Vector Control District Law
- Mission: “Control all mosquitoes”
- Coterminous service boundary with County boundary





# #8A:

## SUMMARY OF SERVICES

- Provide comprehensive control services of all mosquitos
  - Provides public education
  - Larval Control
  - Adult Mosquito Control
  - Trapping
  - Monitoring
- Services provided year round
- Spring and Summer are busiest seasons

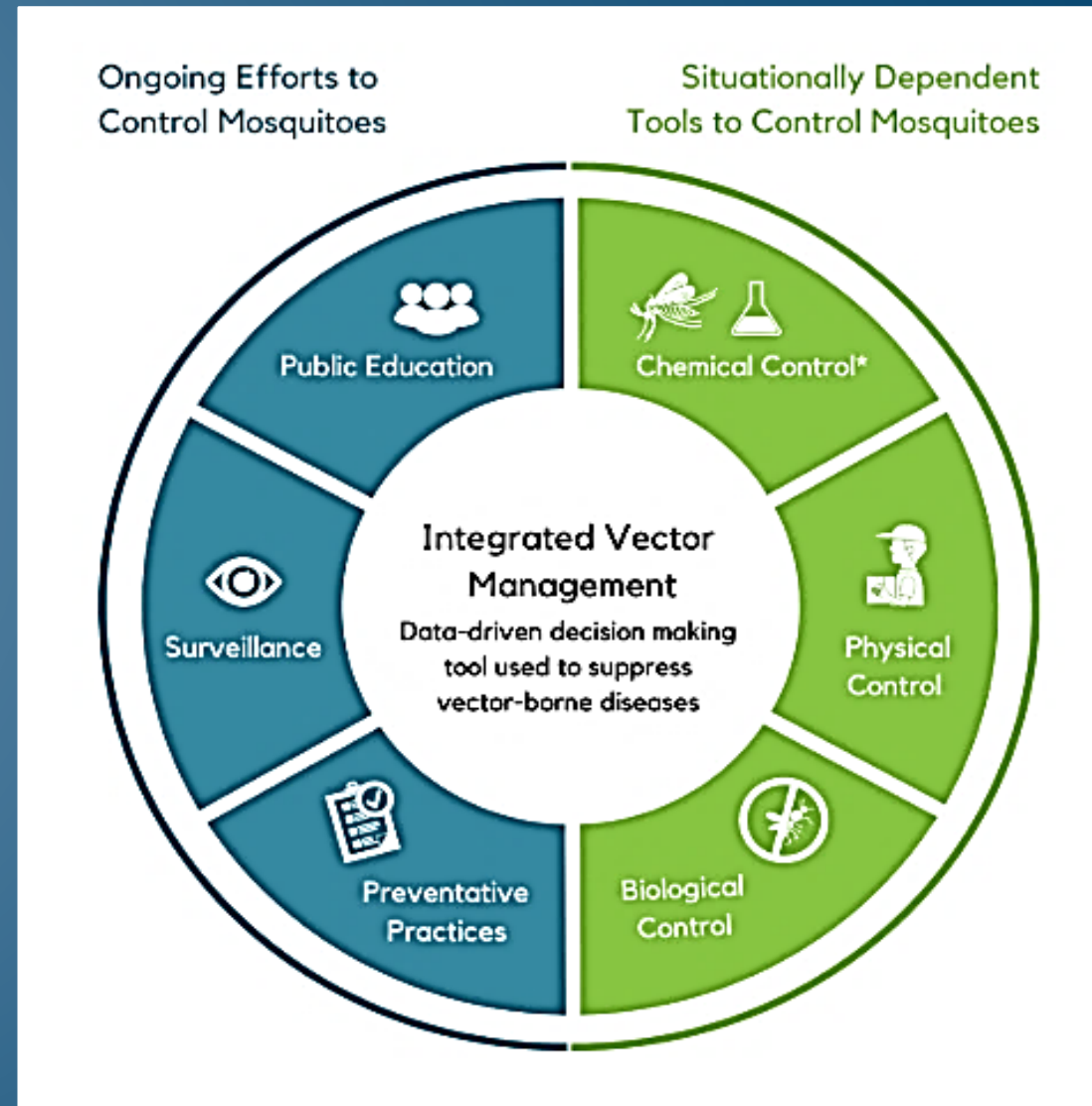




# #8A:

# INTEGRATED VECTOR MANAGEMENT (IVM)

- **IVM:** Rational Decision-Making Process for optimal use of resources for vector control
- **Purpose:** Improve efficacy, cost-effectiveness, ecological sounds and sustainability of disease vector control



# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 1. Growth and Population Projections

- Between 2010 and 2020, Solano County grew by 9.4%. (2030 estimate = 495,057)
- As population increases, and growth occurs within Solano County, SCMAD service demands will increase.
- Expansion of SCMAD's services is facilitated by increases in revenues due to increases in property tax income from new development.
- As service demands continue, the District has the financial and administrative resources necessary to hire additional personnel when warranted.
- Current mechanisms are sufficient to allow the District the flexibility necessary to meet current and future service demands.

No Further Action Necessary





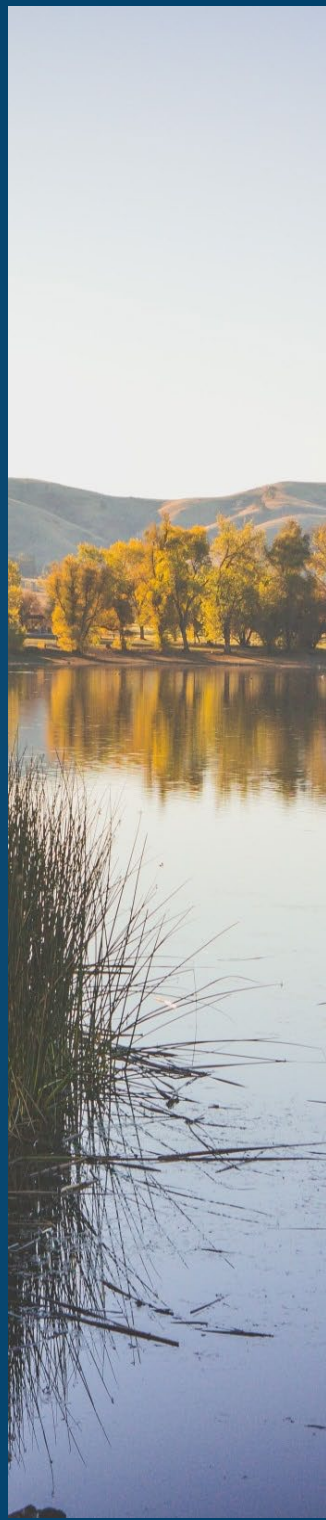
# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 2. Disadvantaged Unincorporated Communities (DUCs)

- DUCs - A community with a household AMI that is less than 80% of the statewide household AMI
- 3 DUCs in Solano County
- SCMAD service area is conterminous with County Boundary

No Further Action Necessary





# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 3. Present and Planned Capacity of Public Facilities

- As of FY 23, the District has \$1,418,971 in capital assets.
- The District maintains reserve funds to ensure the ability to continue to provide services.
- The District purchases capital assets as needed.

No Further Action Necessary



# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 4. Financial Ability to Provide Services

- Services provided by the District are primarily funded from property taxes.
- The District's revenues have exceeded its expenditures for the past 5 years.
- The District maintains a reserve fund policy that addresses public health emergencies, natural disasters, capital improvement fund, working capital, and pension liability.
- The District maintains sufficient reserves for future capital plans and contingencies.
- The District has sufficient resources and funding to serve Solano County.



# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 4. Financial Ability to Provide Services

Funds	Target Balance	Type of Fund	Uses	Rationale
Public Health Emergency*	\$1 Million	Committed	Financial mitigation for vector-borne diseases and/or prevention of a future threat	Vector/Mosquito best practices
Natural Disaster*	\$1.2 Million*	Committed	To insure a timely response to natural disasters	Based on estimated cost of personnel, equipment, supplies, and duration of a natural disaster
Capital Improvement Fund*	\$1 Million	Committed	To replace vehicles, equipment, and facilities, and to renovate and/or improve the District's buildings	Estimated cost to replace and/or improve capital assets
Pension Liability*	\$790,314	Committed	To pay down unfunded pension liabilities	As of June 30, 2021, projected unfunded liability.
Working Capital (Discretionary)	60% of Operating Budget	Assigned	Salaries and Employee Benefits	Maintains 60% of Operating Budget





# #8A:

## KEY FINDINGS AND DETERMINATIONS

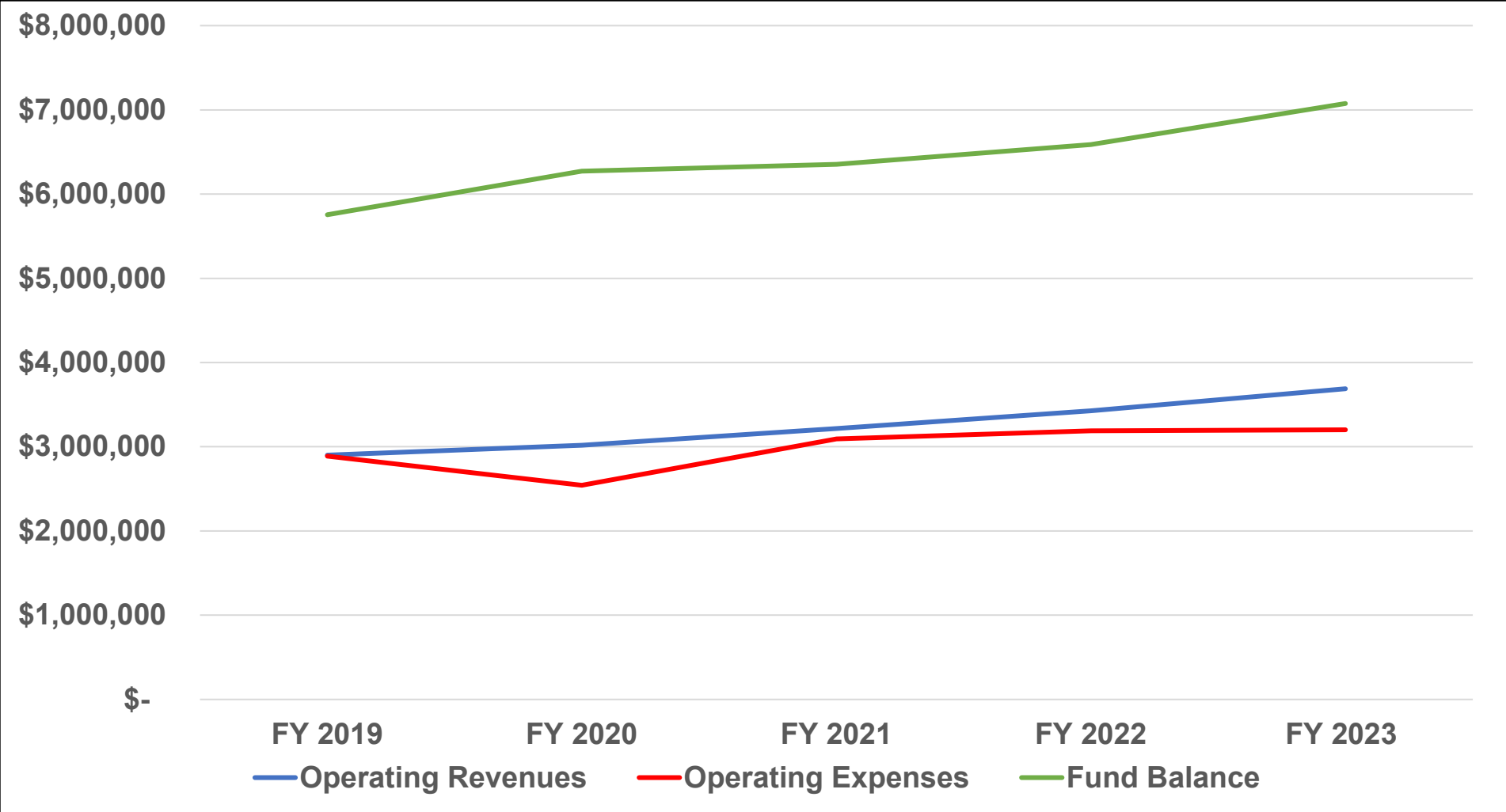
### 4. Financial Ability to Provide Services

Fiscal Year	Total Revenue	Total Expenditures	Excess of Revenues over Expenditures	Fund Balance
FY 19	\$2,900,000	\$2,889,607	\$10,393	\$5,756,078
FY 20	\$3,017,880	\$2,541,232	\$476,648	\$6,643,344
FY 21	\$3,214,921	\$3,092,365	\$122,556	\$6,355,282
FY 22	\$3,427,242	\$3,187,876	\$239,366	\$6,587,612
FY 23	\$3,689,363	\$3,200,643	\$488,720	\$7,076,355



# #8A: KEY FINDINGS AND DETERMINATIONS

## 4. Financial Ability to Provide Services





# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 5. Status of and Opportunities for Shared Facilities

- The District is a member of the American Mosquito Control Association (AMCA). AMCA provides education, training, and advocacy for mosquito and other related vector issues at a national level.
- The District, along with the Suisun Resource Conservation District, annually presents information to duck club owners. The major topic at these workshops is Best Management Practices (BMPs) for reducing mosquito populations.

No Further Action Necessary





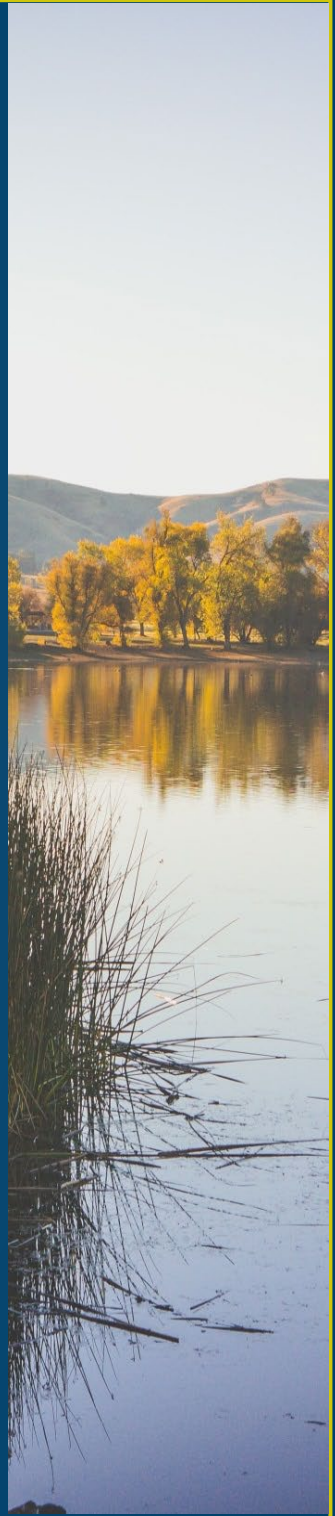
# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 6. Government Structure

- The overall management structure of the District is sufficient to account for necessary services and maintain operations in an efficient and effective manner.
- The District works actively to meet its internal goals.

No Further Action Necessary



# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 6. Local Accountability

- The District is largely consistent with Assembly Bill 434 (AB 434). The website could be brought into full compliance with minor amendments:
  - Update the District's website to be consistent with Assembly Bill 434 (AB 434) which requires the District's website to be consistent with Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 or newer.
  - Update the District's website to be consistent with the Special Districts Transparency Act.

No Further Action Necessary



# #8A:

## KEY FINDINGS AND DETERMINATIONS

### 7. LAFCO Policies Affecting Service Delivery

- SCMAD's boundary is coterminous with Solano County's boundary.
- The District is not proposing to amend its current boundary.
- The MSR supports the SCMAD retaining its current SOI.

No Further Action Necessary





# #8A:

## KEY FINDINGS AND DETERMINATIONS

### LAFCO Policies Affecting Service Delivery

- SCMAD's boundary is coterminous with Solano County's boundary.
- The District is not proposing to amend its current boundary.
- MSR supports SCMAD retaining its current SOI.
- The overall management structure of the District performs its operations in an efficient and effective manner. The District works actively to meet its internal goals.

No Further Action Necessary



# #8A:

## CONCLUSIONS

- SCMAD is operating efficiently and effectively. Its revenues cover or exceed their expenses. Its available budgetary fund balances are healthy enough to cover additional or unexpected expenses. SCMAD is liquid enough to cover liabilities, such as CalPERS payments.
- MSR supports and recommends that the SCMAD SOI be reaffirmed.





# #8A: RECOMMENDATION

Staff recommends that Commission:

- RECEIVE and COMMENT on the Draft Solano County Mosquito Abatement District Municipal Service Review.

If there are not substantial changes, then:

- DIRECT staff to publish the Draft of the SCMAD MSR for a 30-Day public review and comment period.

Anticipated 30-day public review: August 13th – September 12th



# DISCUSSION



# AGENDA ITEM #9: EXECUTIVE OFFICER UPDATE

- ☐ Draft SID and Cemetery MSRs
- ☐ Sphere of Influence Policy
- ☐ Suisun Logistics Center EIR and Fairfield General Plan Update EIR
- ☐ CALAFCO October Conference
- ☐ Voting Delegate
- ☐ Fire Districts Reorganization
  - ☐ MOU
  - ☐ Calpers

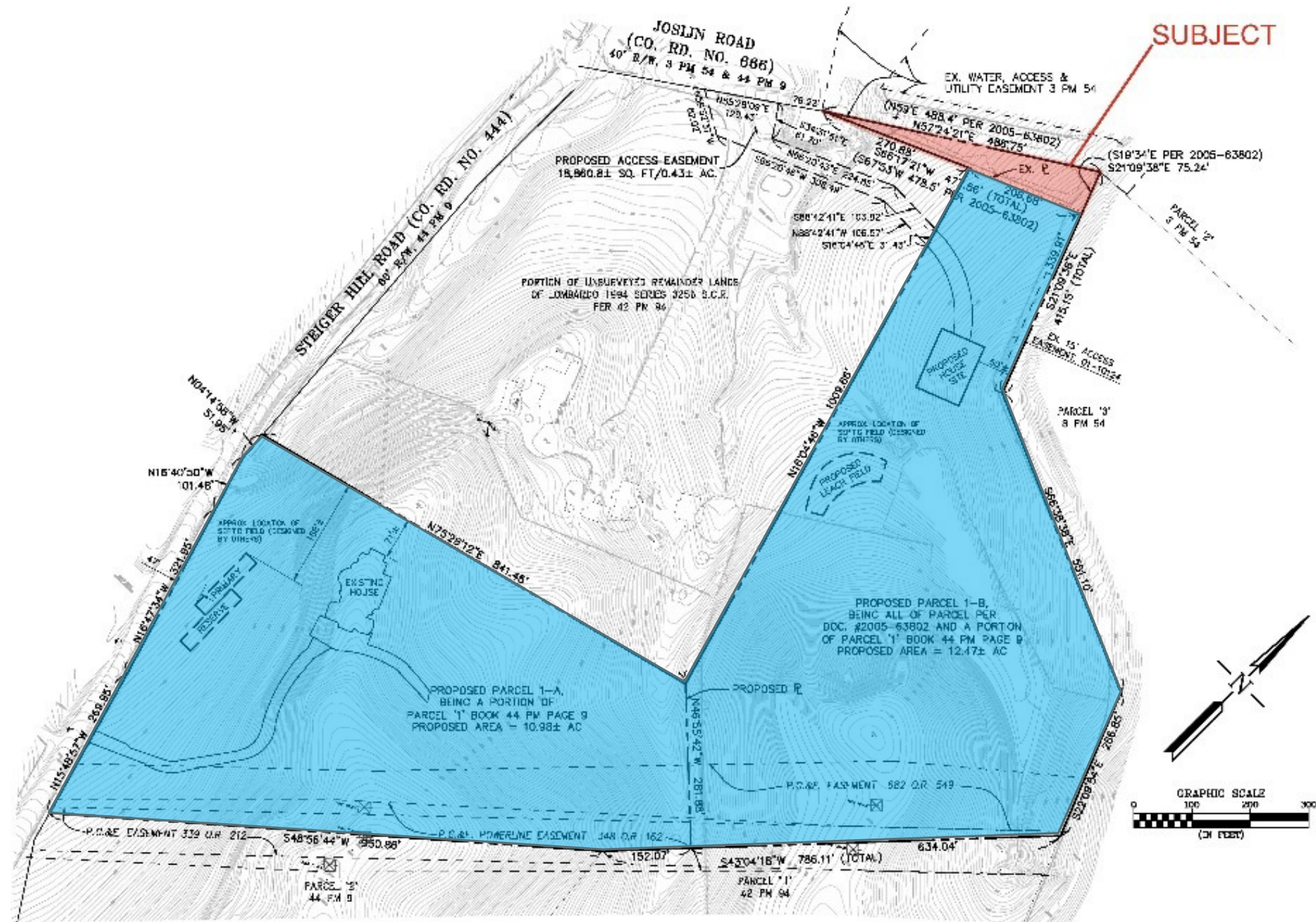




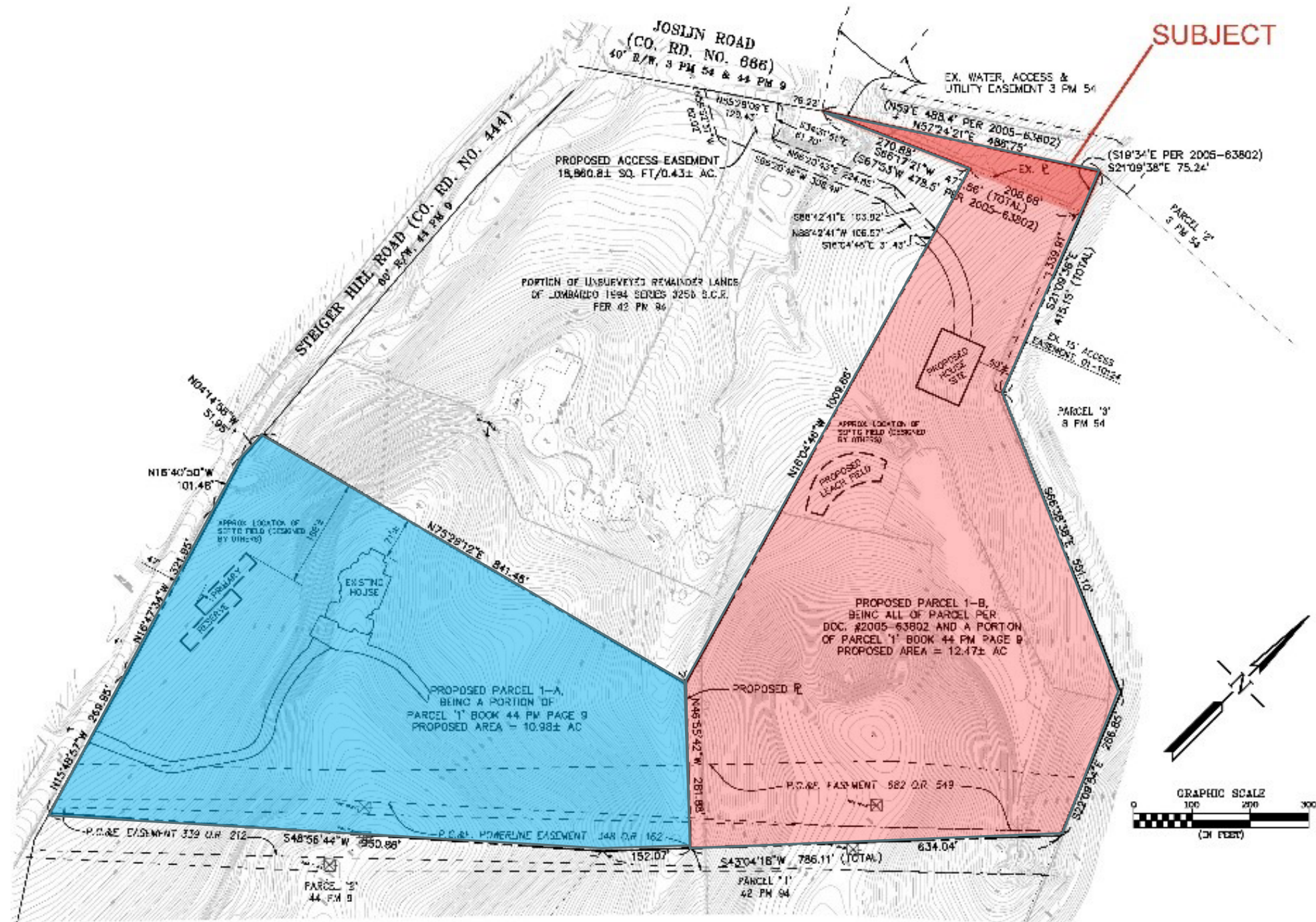
# NEXT MEETING

October 21, 2024

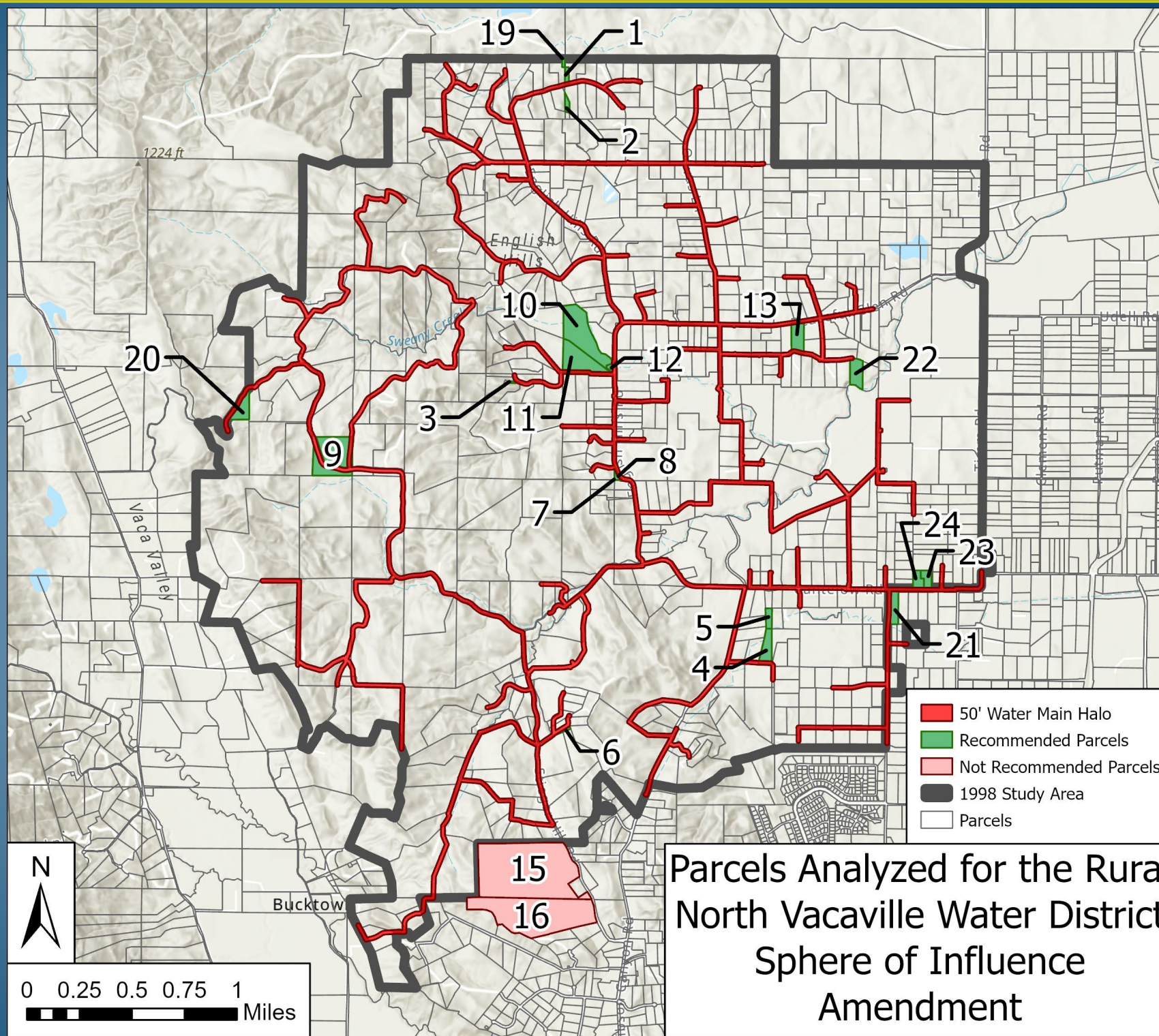














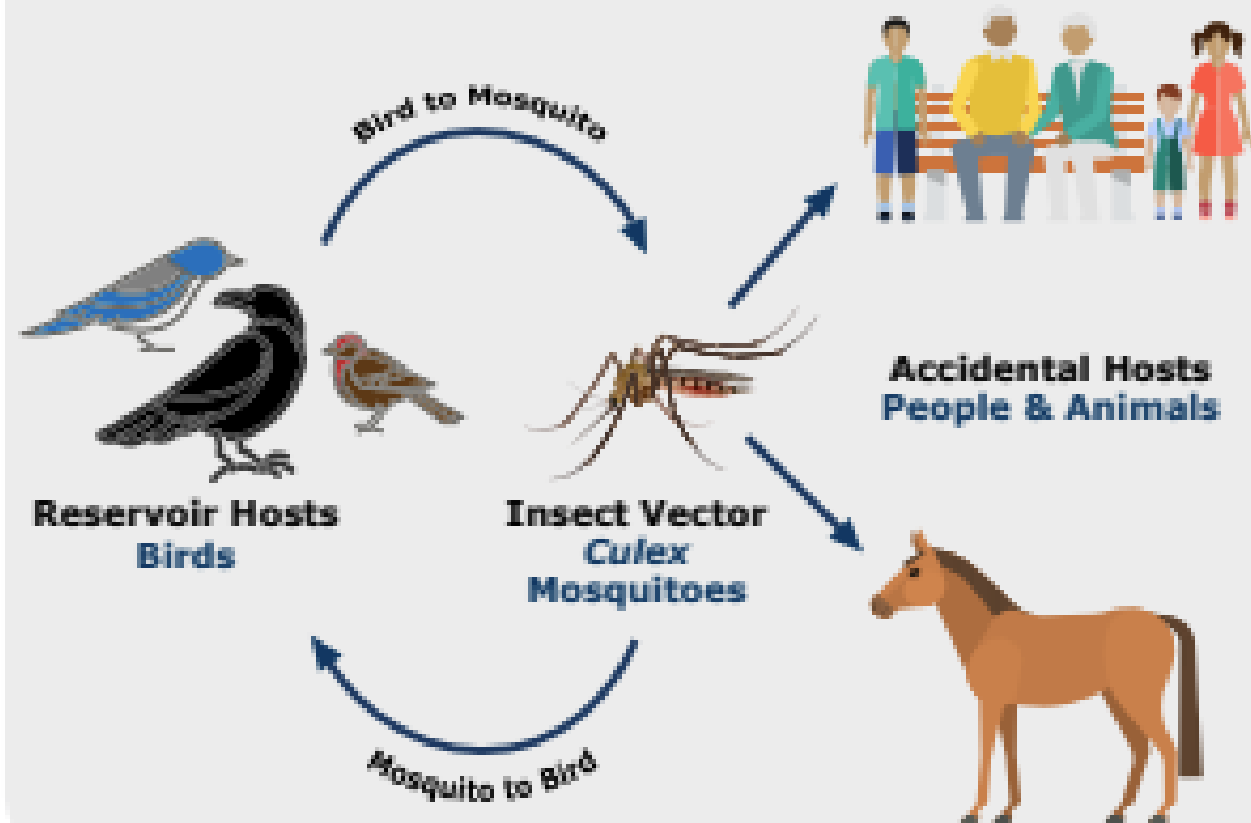
# Key Findings and Determinations

## Financial Ability to Provide Services

	FY 19	FY 20	FY 21	FY 22	FY 23
<b>Buildings and Improvements</b>	\$2,704,720	\$2,704,720	\$2,704,720	\$2,704,720	\$2,704,720
<b>Automotive Equipment</b>	\$373,295	\$459,333	\$414,371	\$440,388	\$554,016
<b>Equipment</b>	\$195,546	\$195,546	\$195,546	\$178,902	\$204,825
<b>Office Equipment</b>	\$51,720	\$51,720	\$51,720	\$61,890	\$64,046
<b>Total Capital Assets being Depreciated</b>	\$3,325,281	\$3,411,319	\$3,366,357	\$3,385,900	\$3,527,607
<b>Accumulated Depreciation</b>	\$2,356,124	\$2,461,212	\$2,521,338	\$2,574,230	\$2,610,440
<b>Land</b>	\$501,803	\$501,803	\$501,803	\$501,804	\$501,804
<b>Total Capital Assets</b>	\$1,470,960	\$1,451,910	\$1,346,822	\$1,313,474	\$1,418,971



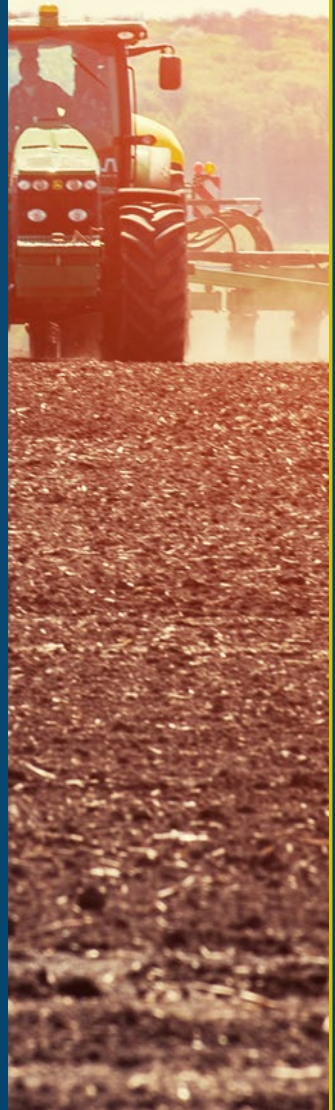
## WEST NILE VIRUS TRANSMISSION CYCLE





# Number of Positive West Nile Virus Cases

Year	Humans	Dead Birds	Mosquito Samples	Sentinel Chickens	Horses
2023	6	18	n/a	11	n/a
2022	3	9	12	-	-
2021	2	2	22	-	-
2020	1	3	8	4	1
2019	1	-	5	4	-
2018	-	-	3	7	-
2017	1	4	9	11	-
2016	4	13	16	5	-
2015	1	10	6	7	-
2014	5	33	11	23	-
2013	1	15	1	11	-
2012	2	28	3	2	-



# Accountability

## ANNUAL REPORT 2023

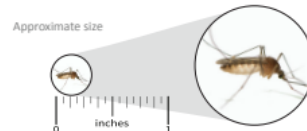
Solano  
County  
Mosquito  
Abatement  
District

### WHAT IS WEST NILE VIRUS?

West Nile virus (WNV) is a common mosquito-borne virus in the United States. WNV was first detected in California in 2003 and is now established throughout the state. WNV transmission to people occurs most often in summer and early fall when temperatures are warm and mosquitoes are active. This virus can make people sick and can lead to death.

### WHICH MOSQUITOES SPREAD WEST NILE VIRUS?

Several species of *Culex* mosquitoes spread WNV. *Culex* mosquitoes are common in California.

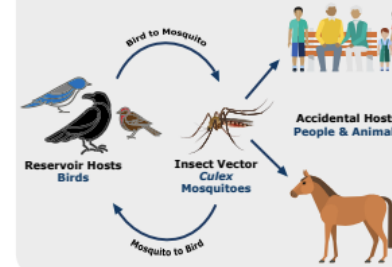


*Culex* mosquitoes usually feed on birds, the main source of West Nile virus for mosquitoes. These mosquitoes will also bite people, but WNV is not spread from person to person by mosquitoes (see the **WNV transmission cycle**).

### WHAT ARE THE SYMPTOMS OF WEST NILE VIRUS?

- About **80%** of people infected with WNV have no symptoms.
- About **20%** of people infected with WNV will become ill with symptoms such as fever, headache, and nausea. Most people recover completely. However, some people may feel tired and sick for weeks.
- Less than **1%** of people infected with WNV will become very ill. In these cases, the virus affects the brain and/or nervous system. Symptoms include vision loss, numbness, and paralysis. WNV can be fatal.

### WEST NILE VIRUS TRANSMISSION CYCLE



### Who is most at risk of becoming very ill from West Nile virus?

- People over the age of 60 years
- People with weakened immune systems
- People with diabetes, kidney disease, or some other medical condition

These groups should take extra precautions to avoid mosquito bites. See your doctor if you think you have WNV.

### Mosquito-bite prevention



Use repellent

Stay covered



Fix screens



Drain water

### WHY ARE BIRDS IMPORTANT?

Many types of birds carry WNV and can die from infection. This makes them good indicators of where WNV is active.

If you find a dead bird, please report it to the **WNV and Dead Bird Hotline** toll-free at **1-877-WNV-BIRD** (1-877-968-2473) (available from mid-April to mid-October) or by filling out a report online at [www.westnile.ca.gov](http://www.westnile.ca.gov) (available year-round). If the bird meets the criteria for testing, someone will contact you to arrange a pickup. All dead bird reports are useful, even if some birds cannot be tested.

Two common birds likely to get WNV include:



American Crow  
16-21 inches



California Scrub-Jay  
11-12 inches

More bird photos can be seen on the online report form.

### DO OTHER ANIMALS GET WEST NILE VIRUS?

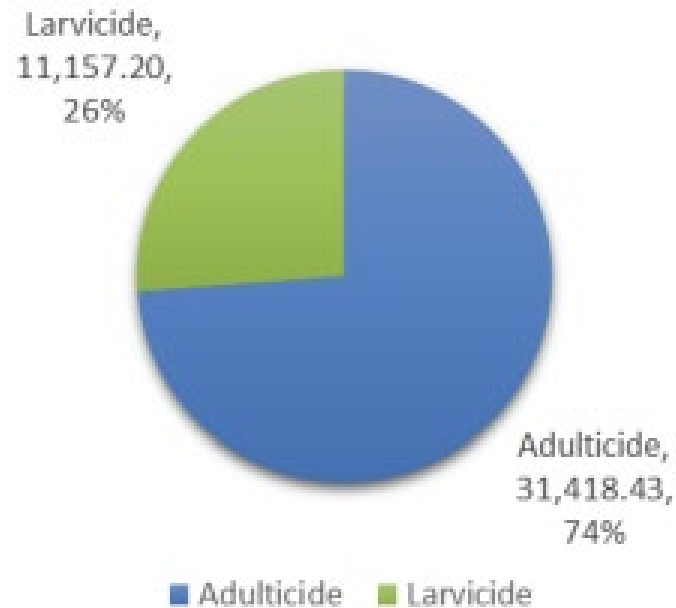
Yes. WNV can cause severe illness in **horses** and even death. Symptoms include stumbling, muscle twitching, and reduced appetite. **A WNV vaccine for horses is available and strongly recommended.**

A **dog or cat** may occasionally get WNV, but dogs and cats usually do not become sick. Talk to your veterinarian if you are concerned about your pet.



# Accountability

## 2023 Proportion of Total Acres Treated Larvicide vs. Adulticide



## WHAT ARE THE SYMPTOMS OF WEST NILE VIRUS?

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