



Solano Local Agency Formation Commission

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(707) 439-3897

www.solanolaftco.com

Solano County Government Center

Board of Supervisors Chambers

675 Texas Street

Fairfield, CA 94533

June 09, 2025, 10:00 A.M.

MINUTES

(Video record available on Solano LAFCO's website www.solanolaftco.com)

1. CALL TO ORDER AND SALUTE TO THE FLAG

The Solano County Local Agency Formation Commission June 9, 2025, meeting was called to order by Chair John Vasquez at 10:00 A.M., followed by a salute to the flag.

2. ROLL CALL

Present:

Commissioners: John Vasquez, Chair; Nancy Shopay, Vice Chair;
Mitch Mashburn, Steven Bird, John Carli (*departed at 10:35 A.M.*)

Alternate Commissioners: Alma Hernandez, Jack Batchelor

Not Present:

Commissioners:

Alternate Commissioners: Wanda Williams

Staff:

Rich Seithel, Executive Officer; Christina Love, Deputy Executive Officer; Aaron Norman, Analyst II; Tyra Hasdovic, Project Specialist; Jeffrey Lum, Project Specialist; Samantha Bass, Administrative Clerk; Mala Subramanian, Lead Legal Counsel

3. CHANGES AND APPROVAL OF THE AGENDA

Staff reported no changes to the June 9, 2025, agenda. Chair Vasquez called for a motion and second to approve the agenda.

Commissioner Mashburn moved to approve. Commissioner Carli seconded.

Commissioners

John Vasquez, Chair • Nancy Shopay, Vice Chair • Mitch Mashburn • Steve Bird • John Carli

Alternate Commissioners

Alma Hernandez • Wanda Williams • Jack Batchelor

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Tyra Hasdovic, Project Specialist • Jeffrey Lum, Project Specialist • Samantha Bass, Office Administrator/Clerk • Mala Subramanian, Lead Legal Counsel

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

4. CLOSED SESSION

There was no closed session conducted during this meeting.

5. REPORT OF CLOSED SESSION

No report was provided.

6. PUBLIC COMMENT

Chair Vasquez requested comments from the public on any matter not listed on the agenda but within the jurisdiction of the Commission. No public comments were made, and no public comment cards were received.

7. PUBLIC COMMENT ON CONSENT ITEMS

Chair Vasquez opened the floor for public comment on the consent calendar. No comments or comment cards were received.

8. CONSENT ITEMS

- A. Meeting Minutes – April 14, 2025
- B. Financial Reports – April – May 2025

Chair Vasquez called for a motion and second to approve consent calendar items.

Commissioner Mashburn moved to approve. Commissioner Shopay seconded.

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

9. BUSINESS ITEMS

A. Ad-Hoc Committee for Commission Meeting Media

The staff provided an update on research efforts to video record or live stream Commission meetings. The Commission chose not to form an Ad-Hoc committee and directed staff to move forward with video recording while researching livestream possibilities.

B. LAFCO Project No. 2025-01 Independent Auditor's Final Report for Fiscal Years 2024 and 2023

Staff presented the independent auditor's final report, conducted by James Marta & Company, LLP. Chair Vasquez called for a motion and second to approve the Final Audit Report. The Final Audit Report was approved unanimously by the commission.

Commissioner Mashburn moved to approve. Commissioner Shopay seconded.

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

C. LAFCO Project No. 2025-04 [Personnel and Salary matters]

Staff recommended the commission adopt the Resolutions to adjust the salary schedule for the Deputy Executive Officer and Executive Officer, revise the salary schedule for cost-of-living adjustments for all non-contracted employees and amend sections 5.01 and 5.3 of the Employment Contract for Solano LAFCO Executive Officer.

Chair Vasquez called for a motion and second to approve the resolutions to adjust the salary schedule for the Deputy Executive Officer and Executive Officer, effective April 14, 2025, the resolution for a cost-of-living adjustment for all non-contracted employees effective July 1, 2025, and the amendment to sections 5.01 Annual Salary and 5.3 Vacation Benefits, effective April 14, 2025. The Commission unanimously voted to adopt the various resolutions.

- Resolution 2025 – 01
- Resolution 2025 – 02
- Amendment 2025 – 01

Commissioner Mashburn moved to approve. Commissioner Bird seconded.

Resolutions passed unanimously by commission vote.

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

10. PUBLIC HEARING

A. AB 2561 Status of Employee Vacancies and Recruitment and Retention Efforts

Staff reported that AB 2561, effective January 1, 2025, requires all public agencies to present the status of vacancies, recruitment, and retention efforts at a public hearing at least once per fiscal year and prior to the adoption of the final budget.

Staff reported, there are no vacancies and no active recruitment efforts. If a vacancy arises, notices are published on LinkedIn, Governmentjobs.com, California Special District Association, CALAFCO, the Solano LAFCO website, and shared with Solano County.

For retention, the Executive Officer negotiates cost-of-living adjustments annually on behalf of staff to maintain regionally competitive salaries. LAFCO offers competitive benefits.

Chair Vasquez requested public comment. None was received.

B. Final Budget and Workplan for Fiscal Year 2025-2026

Staff recommended the Commission review and approve, or approve with modification, the Final Budget and Workplan and direct staff to distribute it to the cities, county, special districts, and the auditor. Gov. Code §56381

Discussion:

Alternate Commissioner Alma Hernandez asked staff when cities would be notified of increases in their contributions. Executive Officer Rich Seithel answered; LAFCO could have an idea as early as the adoption of the Proposed Budget and Workplan in April each year with final amounts confirmed in June.

Alternate Commissioner Hernandez asked how contributions are calculated and whether LAFCO's increase cost can be offset. Executive Officer Seithel explained that project time and expenses are tracked, and deposits are collected to help cover those costs.

Alternate Commissioner Hernandez confirmed that the Executive Officer would identify staffing needs based on workload. Executive Officer Seithel agreed.

Chair Vasquez called for a motion and second to adopt the Final Budget and Workplan resolution for fiscal year 2025-2026 without modifications. The Commission unanimously voted to adopt the Final Budget and Workplan Resolution without modifications.

Commissioner Mashburn moved to approve. Commissioner Bird seconded.

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

11. CORRESPONDENCE

Staff reported no correspondence was received.

12. EXECUTIVE OFFICER UPDATES

The Executive Officer, Rich Seithel, provided updates on the following items:

1. Cities:

- a. **Vacaville:** Staff is working with EPS, Vacaville's consultant, on their MSR. A meeting is scheduled for June 10, 2025.

Commissioner John Carli departed the meeting at 10:35 A.M. No votes occurred after his departure; quorum was maintained.

- b. **Dixon:** Staff listened to a City Council discussion on the Harvest Development project. A pre-MSR meeting is scheduled on June 18, 2025.

c. Other:

- LAFCO received an inquiry from a landowner for out-of-agency sewer connection in unincorporated Vacaville. Deputy Executive Officer Christina Love received the inquiry and addressed the commission.

Deputy Executive Officer Love reported that the property owner purchased the parcel earlier this year and expressed interest in constructing a Sikh Temple. He inquired about the possibility of an out-of-agency service agreement for a sewer connection. The landowner stated that the County mentioned the potential for a Municipal Service Agreement (MSA), and a County Supervisor mentioned a possible Joint Powers Agreement (JPA). Ms. Love stated that a JPA would not involve LAFCO. Ms. Love informed the property owner that the proposed project would not comply with GC §56133.

Commissioner Mashburn asked whether the County could establish such connections through a Joint Powers Agreement (JPA). Deputy Executive Officer Love confirmed that LAFCO is not involved in JPAs. Executive Officer Seithel added that there may be another option for this type of connection that could be explored.

- Landowner inquiry for potential General Plan amendment and subsequent annexation into the City of Fairfield:

Lewis Homes inquired about annexing property into the City of Fairfield. The current General Plan does not include the property. Deputy Executive Officer Love explained that a Sphere of Influence (SOI) update, a Municipal Service Review (MSR) update, and a General Plan Amendment would be required.

Commissioner Mashburn asked whether development would be permitted on the watershed. Deputy Executive Officer Love clarified that land use decisions fall outside of LAFCO's jurisdiction. Executive Officer Seithel added that LAFCO would conduct due diligence should that project move beyond the speculative stage.

2. **CALAFCO memberships:** CALAFCO contacted Solano LAFCO regarding membership status. Executive Officer Seithel confirmed that the membership fees have been included in the annual budget and recommended maintaining CALAFCO membership.
3. **Office Relocation:** The relocation is scheduled for June 10, 2025. At the time of this meeting, some furniture had not yet arrived, and General Services had not yet contacted LAFCO regarding the move.
4. **Executive Officer, Rich Seithel, provided an update on an item not listed on the agenda: Senate Bill 777** – Executive Officer Seithel explained that the bill would require LAFCOs to direct local agencies to assume responsibility for abandoned endowment care cemeteries. He stated that an abandoned endowment cemetery is one that had an endowment care fund and was formally licensed by the state bureau, but its certificate of authority was canceled, surrendered, or revoked. If no new cemetery authority assumes ownership within one year, the bureau notifies the applicable LAFCO, which must then identify a local agency within the county to take over care, maintenance, and embellishment of the cemetery. Mr. Seithel informed the Commission that Sky View Memorial Lawn in Vallejo may have an interested party to acquire it; however, if that does not occur, the matter may come before LAFCO.

Chair Vasquez asked whether, if the cemetery could not support itself, the Commission would be responsible for assigning it to another agency. Executive Officer Seithel responded that, based on the current understanding, the answer is yes. Deputy Executive Officer Love provided information on the bill's legislative background and current status. Mr. Seithel noted that CALAFCO is currently neutral on the bill and that further discussion would be needed to determine Solano LAFCO's position.

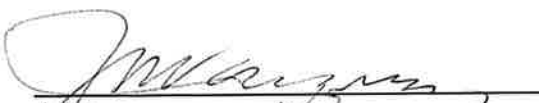
5. **Next meeting:** August 11, 2025

13. ADJOURNMENT

Chair Vasquez adjourned the meeting at 10:55 A.M.

ATTEST:


Samantha Bass, Administrative Clerk


John Vasquez, Chair
Presiding Officer Solano Local Agency
Formation Commission