



Solano LAFCO

Commission Meeting

June 13, 2022

10:00 a.m.

CONSENT

AGENDA ITEM #6A:

A. Minutes May 2, 2022

AGENDA ITEM #6B:

B. Financial Reports – April and May 2022

PUBLIC HEARING

AGENDA ITEM #7A:

LAFCO Final Budget and Workplan for Fiscal Year 2022-2023

7A: FINAL BUDGET & WORKPLAN

Budget Presentations

1. Staff Presented to City/County Planning Directors on April 21, 2022
2. Budget AdHoc meeting for Proposed Budget on April 25, 2022
3. Commission Adopted Proposed Budget May 2, 2022
4. Staff Presented to County/City Mangers Group on May 25, 2022

7A: FINAL BUDGET & WORKPLAN

Budget Considerations

1. Commission staffing recommendation
2. Office relocation
3. Bi-annual budget
4. Maintain Designated Reserve Policy
5. Recognize Commission's workplan goals/priorities.

7A: FINAL BUDGET

	Description	20/21 ACTUALS	21/22 Adjusted Budget (AB)	21/22 YE Estim e w/EN	FY 22/23 Proposed Budget (PB)	Diff Between PB and 20/21 AB: PB-AB	Pct of PB and AB: (PB-AB)/AB
1000	SALARIES AND EMPLOYEE BENEFITS						
0001110	SALARY/WAGES REGULAR	\$341,282	\$357,842	\$337,351	\$ 426,170	\$ 68,328	19%
0001121	SALARY/WAGES-EXTRA HELP	\$4,668	\$0	\$0	\$ -	\$ -	#DIV/0!
0001210	RETIREMENT-EMPLOYER	\$37,304	\$43,662	\$40,436	\$ 50,452	\$ 6,790	16%
0001212	DEFERRED COMP-COUNTY MATCH	\$373	\$390	\$368	\$ 520	\$ 130	33%
0001220	FICA-EMPLOYER	\$5,663	\$5,189	\$4,910	\$ 6,180	\$ 991	19%
0001230	HEALTH INS-EMPLOYER	\$30,908	\$47,181	\$43,737	\$ 66,259	\$ 19,078	40%
0001231	VISION CARE INSURANCE	\$393	\$475	\$435	\$ 781	\$ 306	64%
0001240	COMPENSATION INSURANCE	-\$208	\$1,909	\$1,837	\$ 1,900	\$ (9)	0%
0001241	LT DISABILITY INSURANCE ER	\$1,487	\$1,603	\$1,603	\$ 3,666	\$ 2,063	129%
0001250	UNEMPLOYMENT INSURANCE	\$1,064	\$1,302	\$1,302	\$ 1,500	\$ 198	15%
0001260	DENTAL INS-EMPLOYER	\$1,952	\$2,796	\$2,602	\$ 3,638	\$ 842	30%
0001270	ACCRUED LEAVE CTO PAYOFF	\$22,564	\$21,894	\$39,828	\$ 25,000	\$ 3,106	14%
0001290	LIFE INSURANCE-EMPLOYER	\$2,145	\$2,501	\$2,501	\$ 3,507	\$ 1,006	40%
TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$449,595	\$486,744	\$476,910	\$ 589,573	\$ 102,829	21%
2000	SERVICES AND SUPPLIES						
0002021	COMMUNICATION-TELEPHONE SYSTEM	\$798	\$748	\$748	\$ 1,000	\$ 252	34%
0002025	CELLULAR COMMUNICATION SERVICE	\$643	\$616	\$0	\$ -	\$ (616)	-100%
0002026	CELL PHONE ALLOWANCE	\$1,468	\$2,280	\$2,280	\$ 2,500	\$ 220	10%
0002028	TELEPHONE SERVICES	\$3,414	\$3,336	\$4,200	\$ 4,800	\$ 1,464	44%
0002051	LIABILITY INSURANCE	\$0	\$7,250	\$7,250	\$ 7,467	\$ 217	3%
0002140	MAINTENANCE-BLDGS & IMPROVE	\$423	\$400	\$400	\$ 500	\$ 100	25%
0002170	MEMBERSHIPS	\$8,745	\$10,267	\$10,267	\$ 11,550	\$ 1,283	12%
0002180	BOOKS & SUBSCRIPTIONS	\$240	\$400	\$400	\$ 400	\$ -	0%
0002200	OFFICE EXPENSE	\$2,633	\$3,000	\$4,000	\$ 15,000	\$ 12,000	400%
0002202	CONT ASSETS COMPUTER RELATED	\$5,865	\$0	\$6,000	\$ 3,000	\$ 3,000	#DIV/0!
0002204	COMPUTER RELATED ITEMS: -\$500	\$1,452	\$500	\$500	\$ 1,000	\$ 500	100%
0002205	POSTAGE	\$480	\$911	\$911	\$ 1,000	\$ 89	10%
0002216	MAINTENANCE/SERVICE CONTRACTS	\$0	\$83	\$0	\$ -	\$ (83)	
0002235	ACCOUNTING & FINANCIAL SERVICE	\$26,808	\$11,629	\$4,000	\$ 29,500	\$ 17,871	154%
0002239	LEGAL SERVICE	\$714	\$27,050	\$42,000	\$ 40,000	\$ 12,950	48%
0002245	CONTRACTED SERVICES	\$30,955	\$187,500	\$187,500	\$ 180,000	\$ (7,500)	-4%
0002250	OTHER PROFESSIONAL SERVICES	\$27,572	\$30,755	\$25,000	\$ 33,500	\$ 2,745	9%
0002255	CREDIT CARD PROCESSING FEES	\$28	\$0	\$0	\$ -	\$ -	
0002266	CENTRAL DATA PROCESSING SVCE	\$12,077	\$39,703	\$20,000	\$ 23,100	\$ (16,603)	-42%
0002270	SOFTWARE	\$0	\$900	\$1,000	\$ -	\$ (900)	-100%
0002271	SOFTWARE RENTAL / SUBSCRIPTION	\$1,341	\$947	\$1,000	\$ 3,000	\$ 2,053	217%
0002280	PUBLICATIONS AND LEGAL NOTICES	\$579	\$2,000	\$2,000	\$ 1,500	\$ (500)	-25%
0002285	RENTS & LEASES - EQUIPMENT	\$7,857	\$7,483	\$8,000	\$ 8,400	\$ 917	12%
0002295	RENTS & LEASES-BUILDINGS/IMPR	\$17,128	\$19,034	\$19,034	\$ 25,000	\$ 5,966	31%
0002310	EDUCATION & TRAINING	\$50	\$2,000	\$2,000	\$ 1,000	\$ (1,000)	-50%
0002335	TRAVEL EXPENSE	\$0	\$10,000	\$4,000	\$ 12,000	\$ 2,000	20%
0002339	MANAGEMENT BUSINESS EXPENSE	\$934	\$963	\$1,000	\$ 2,000	\$ 1,037	108%
0002354	CAR ALLOWANCE	\$7,830	\$7,200	\$8,000	\$ 7,200	\$ -	0%
0002355	PERSONAL MILEAGE	\$0	\$1,000	\$250	\$ 1,000	\$ -	0%
TOTAL	SERVICES AND SUPPLIES	\$160,035	\$377,957	\$361,740	\$ 415,417	\$ 37,460	10%
3000	OTHER CHARGES						
0003696	OTHER CHARGES	\$232	\$0	\$0	\$ -	\$ -	#DIV/0!
	OTHER EXPENSES						
0000730	20% RESERVE POLICY ADJ	\$21,233	\$0	\$0	\$ 43,798	\$ 43,798	#DIV/0!
TOTAL	TOTAL EXPENSES	\$631,095	\$864,701	\$838,649	\$ 1,048,788	\$ 184,087	21%

		REVENUES						
9200	LICENSES, PERMITS & FRANCHISE							
0009229	LICENSES, PERMITS & FRANCHISE	\$49,000	\$20,000	\$75,000	\$ 75,000	\$ 55,000	275%	
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	REVENUE FROM USE OF MONEY/PROP	\$6,239	\$3,000	\$3,000	\$ 3,000	\$ -	0%	
9500	INTERGOVERNMENTAL REVENUES							
0009511	INTERGOVERNMENTAL REVENUES	\$711,739	\$711,401	\$711,404	\$ 895,788	\$ 184,387	26%	
	OTHER REVENUE							
740	FUND BALANCE FROM PY	\$82,494	\$40,953	\$49,245	\$ 75,000	\$ 34,047	83%	
TOTAL	TOTAL REVENUES	\$849,472	\$775,354	\$838,732	\$ 1,048,788	\$ 273,434	35%	
	EXPENSES							
1000			\$486,744	\$476,910	\$ 589,573	\$ 102,829	21%	
2000			\$377,957	\$361,740	\$ 415,417	\$ 37,460	10%	
3000			\$0	\$0	\$ -	\$ -	#DIV/0!	
	Reserve Adjustment		\$0	\$0	\$ 43,798	\$ 43,798	#DIV/0!	
	TOTAL EXPENDITURES		\$864,701	\$838,649	\$ 1,048,788	\$ 184,087	21%	
	REVENUES							
9200		\$20,000	\$75,000	\$ 75,000	\$ 55,000	275%		
9400		\$3,000	\$3,000	\$ 3,000	\$ -	0%		
9500		\$711,401	\$711,401	\$ 895,788	\$ 184,387	26%		
	Fund Balance Appropriation	\$40,953	\$49,248	\$ 75,000	\$ 34,047	83%		
	Encumbrance Roll-over	\$89,346	\$0	\$ -	\$ (89,346)	-100%		
	TOTAL REVENUES	\$864,700	\$838,649	\$ 1,048,788	\$ 184,088	21%		

7A: FINAL BUDGET

Summary of Final Budget FY 22-23

Expense Categories	2021-22 Adjusted Budget	2022-23 Proposed Budget	+/-	% Change
Salaries and Benefits (1000)	\$486,744	\$589,573	\$102,829	21%
Services and Supplies (2000)	\$377,957	\$415,417	\$37,460	10%
Designated Reserve (730)	\$0	\$43,798	\$43,798	-
TOTAL	\$864,701	\$1,048,788	\$184,087	21%

Revenue Categories	2021-22 Adjusted Budget	2022-23 Proposed Budget	+/-	% Change
Licenses and Permits (9200)	\$20,000	\$75,000	\$55,000	275%
Interest Money (9400)	\$3,000	\$3,000	-	0%
Intergovernmental Revenues	\$711,404	\$895,788	\$184,384	26%
Fund Balance Appropriation (740)	\$40,953	\$75,000	\$34,047	83%
Encumbrance Rollover	\$89,346	-	(\$89,346)	-
TOTAL	\$864,703*	\$1,048,788	\$184,085	21%

*Slight variance in totals do to rounding

7A: FINAL BUDGET

Notable Changes from Prior Fiscal Year

Operating Expenses

- Additional Hire (September) Approximately \$80,000
- Bi-annual Audit Approximately \$16,000
- Office Relocation Approximately \$12,000

Designated Reserve Increase \$43,800

20% of Operating Budget (Policy)

Revenues

- Application Intake and Closure \$55,000
- Fund Balance Appropriation \$75,000

7A: FINAL BUDGET

Estimated Billing to County and Cities

ESTIMATED BILLING TO COUNTY AND CITIES FOR FY 2022-23

Agency	Governmental Funds Revenues (FY 19/20)*	Share %	FY 21/22 Actual Invoice per Auditor	Proposed FY 22-23 Estimate (\$75,000)
Benicia	\$50,640,435	8.40%	\$29,543	\$37,613
Dixon	\$38,746,653	6.43%	\$19,799	\$28,779
Fairfield	\$146,434,537	24.28%	\$90,542	\$108,765
Rio Vista	\$10,197,734	1.69%	\$7,737	\$7,574
Suisun City	\$27,848,217	4.62%	\$15,127	\$20,684
Vacaville	\$162,524,795	26.95%	\$92,221	\$120,716
Vallejo	\$166,622,537	27.63%	\$100,729	\$123,760
<i>Subtotal: Cities</i>	<i>\$603,014,908</i>	<i>100%</i>	<i>\$355,702</i>	<i>\$447,894</i>
County			\$355,702	\$447,894
TOTAL			\$711,404	\$895,788

7A: FINAL WORKPLAN

Final Workplan FY 22-23

#	Task/Project	Priority	Category	Comments
1	Fire Services	High	C/P	Con't. working with the applicant, districts, stakeholders, and Fire Ad Hoc Committee in analyzing the proposed reorganization.
2	Municipal Service Review (MSR)/Sphere of Influence (SOI) Updates	High	P/L	<ul style="list-style-type: none"> • City of Dixon (c 2014) • City of Vacaville (c 2017) (PY funds) • Solano Irrigation District (c 2014)
3	SOI Updates	High	C/P	<ul style="list-style-type: none"> • Rural North Vacaville Water District • Suisun City • Fire Protection Districts • Adopt remaining SOI for RDs with boundary issues.
4	Reorganizations	High	P	<p>Fire Districts</p> <p>Fairfield:</p> <ul style="list-style-type: none"> • Sunset Townhomes Sunset Ave/ East Tabor Ave • DeNova Pittman Road • Property on Sunset Ave /Railroad Ave <p>Benicia:</p> <ul style="list-style-type: none"> • Benicia Road /Columbus Pkwy (Island Annexation) • Goodyear Road – 'Compost Site' <p>Vacaville: Nut Tree Airport vicinity (Island Annexation)</p> <p>Dixon:</p> <ul style="list-style-type: none"> • East Central Dixon • Lombardo Property

7A: FINAL WORKPLAN

Final Workplan FY 22-23

#	Task/Project	Priority	Category	Comments
5	Boundary and Sphere of Influence (SOI) Mapping/Reconciliation	High <u>Medium</u>	L	Verify, correct, and map Cemetery District boundaries and SOIs. Con't work with County GIS to update and correct boundary layers.
6	Human Resource	High	A/C	Hire an Office/Administrative person, <u>and replacement staff.</u>
7	Audit	High <u>Medium</u>	A/L	Contract with outside consultant to conduct an audit.
8	Outreach	High	C	Ongoing outreach to local agencies, cities, county, developers, and the public: <ul style="list-style-type: none"> • Ag Innovation Group: Assist and participate in the creation and kick-off of the Ag Innovations Collaboration group. • Solano Economic Development Corporation • Planning Directors Meeting • CALAFCO – Bay Area EO Group Improve outreach by improving website design by changing vendors.
9	Independent Special District Member Representative for Oversight Board	High	L	Run election within Special Districts to fill vacant seat on Solano Consolidation Oversight Board

7A: FINAL WORKPLAN

Final Workplan FY 22-23

#	Task/Project	Priority	Category	Comments
10	Fees Update	Medium	A/C	Update application charge out rates to reflect the Commission's current costs for processing projects.
11	Website Improvement	Medium	L/A	Address ADA compliance, improve usability, and usefulness.
12	Island Campaign	Medium <u>Low</u>	C	Develop island annexation campaign with Resource Management and the Cities.
13	Policies and Standards	Medium	A	Improve outreach by improving website design by changing vendors. Create Submittal Checklists.

7A: FINAL BUDGET & WORKPLAN

Recommended Commission Actions

- **ADOPT** or adopt with modification(s) Resolution 2022-08 for the Final Budget and Revised Workplan for Fiscal Year (FY) 2022-23.
- **DIRECT** staff to distribute the Final Budget to the cities, County, special districts, and the Auditor per GC §56381.

PUBLIC HEARING

AGENDA ITEM #7B:

LAFCO Project No. 2021-08 Rural North Vacaville Water District (RNVWD) Municipal Service Review (MSR)

7B: RNVWD MSR

Meetings with RNVWD Board

- Staff held a workshop with the RNVWD Board on May 3, 2022
- All Board Members were present
- The full PowerPoint is included in Commission Packet
- There were 7 major points discussed



Solano LAFCO

Rural North Vacaville

Water District

Municipal Service Review

May 3, 2022

AGENDA

1. Introduction to LAFCO
2. District Formation History
3. Parcel Data
4. Water Rights Overview
5. Research Areas
6. Production/Consumption Analysis
7. Recommendations

Introduction to LAFCO

What is LAFCO?

- Independent regulatory authority of the State of California
- Created in 1963 to be the Legislature’s “watchdog” to manage the orderly growth and development of cities and districts
- State’s steward of “good government”

What LAFCO is not?

- State agency
- County department
- Directly regulating land-use
- Oversight of
 - School or College Districts
 - Community Facilities or Mello Roos Districts
 - County boundary lines
 - Joint Powers Authorities (JPAs)

LAFCO’s Responsibilities

1. City and district boundaries – annexations, consolidations, dissolutions, mergers, incorporations
2. Conducting Municipal Service Review; may recommend or initiate changes in boundaries, services and governance
3. Preparing a sphere of influence for each city and special district

Introduction to LAFCO

Sphere of Influence

A plan for the probable physical boundaries and service area of a local government agency (Government Code Section 56076). **Probable = within 5 years*

In determining the SOI, the commission considers:

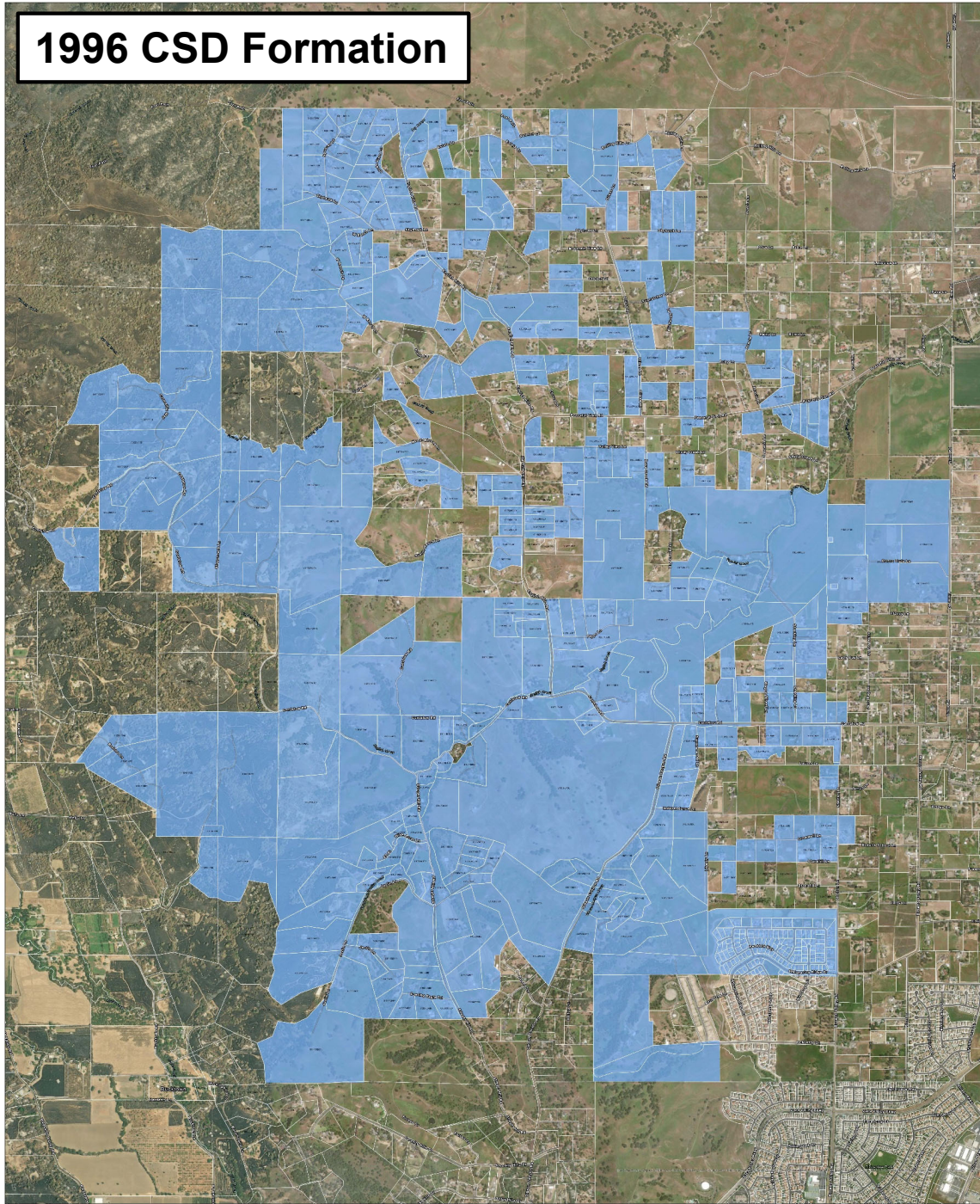
- Present and probable need for public facilities and services
- Present capacity of public facilities and adequacy of public services
- Present and planned land uses, including ag and open-space
- Existence of any social or economic communities of interest

Municipal Service Review

1. Comprehensive update of the service needs, operational efficiency, financial viability, governance, and service delivery capacity of the Rural North Vacaville Water District.
2. CKH Act requires LAFCOs to adopt and periodically update Spheres of Influence concurrent or subsequent to MSR. RNVWD SOI last updated in 2016.



1996 CSD Formation



Rural North Vacaville Water District Formation in 1996

Data Source: LAFCO Database RNWVD Formation Project No. 1996-01A



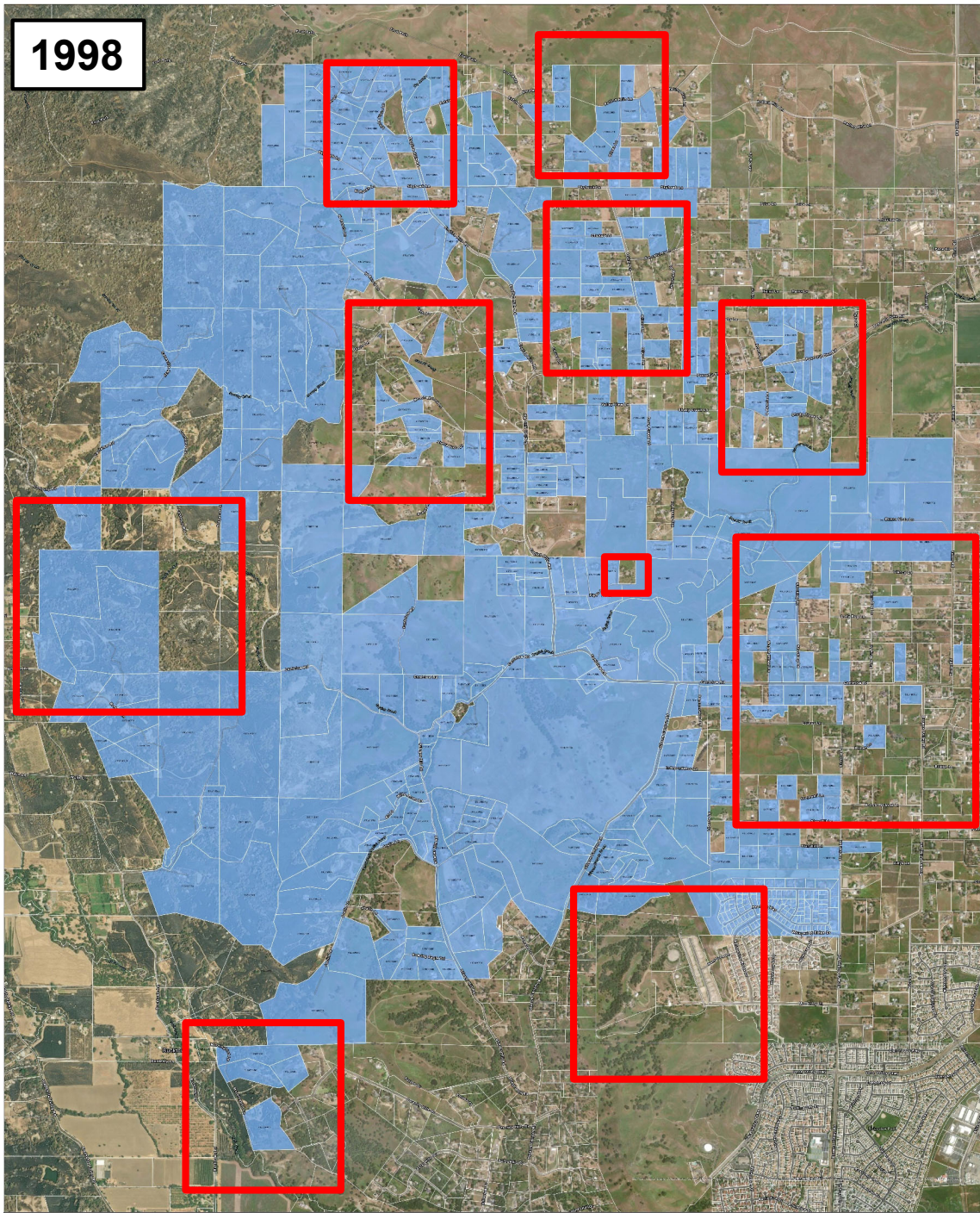
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■ Rural North Vacaville Water District



1998

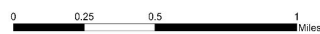


Rural North Vacaville Water District Group Annexations & Detachments in 1998

Data Source: LAFCO Database RNWWD Group Annexations No. 1 to 41 & Detachments No. 1 to 66 Project No. 1998-03A, -03B, -08, -09



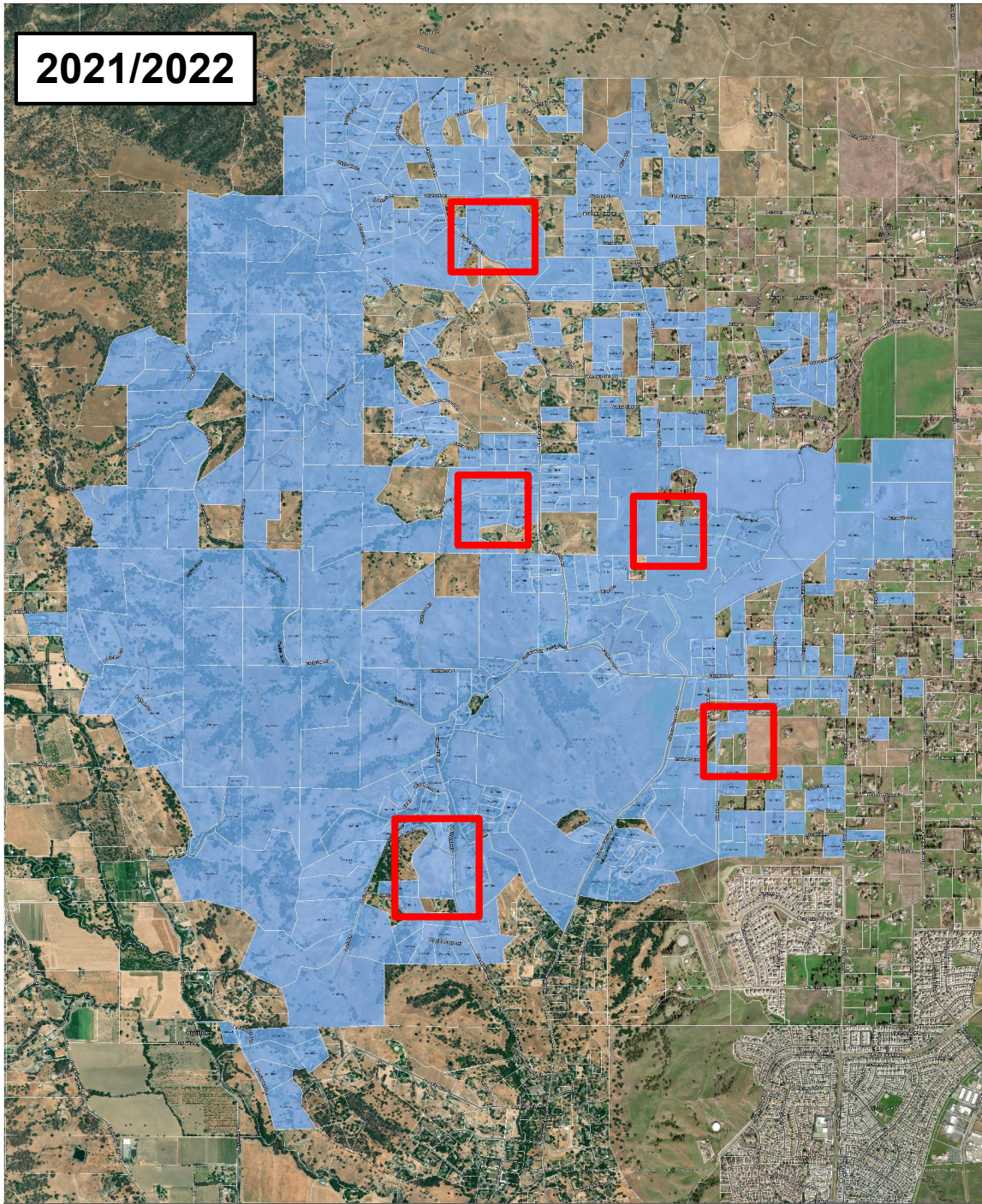
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■ Rural North Vacaville Water District



2021/2022

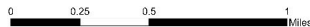


Rural North Vacaville Water District Annexations in 2021

Data Source: LAFCO Database RNWVD Annexations Project No. 2020-04, 2021-10, -11, -12, -13, -15



Disclaimer: The information shown is intended to be used for general display only and is not to be used as an official map.

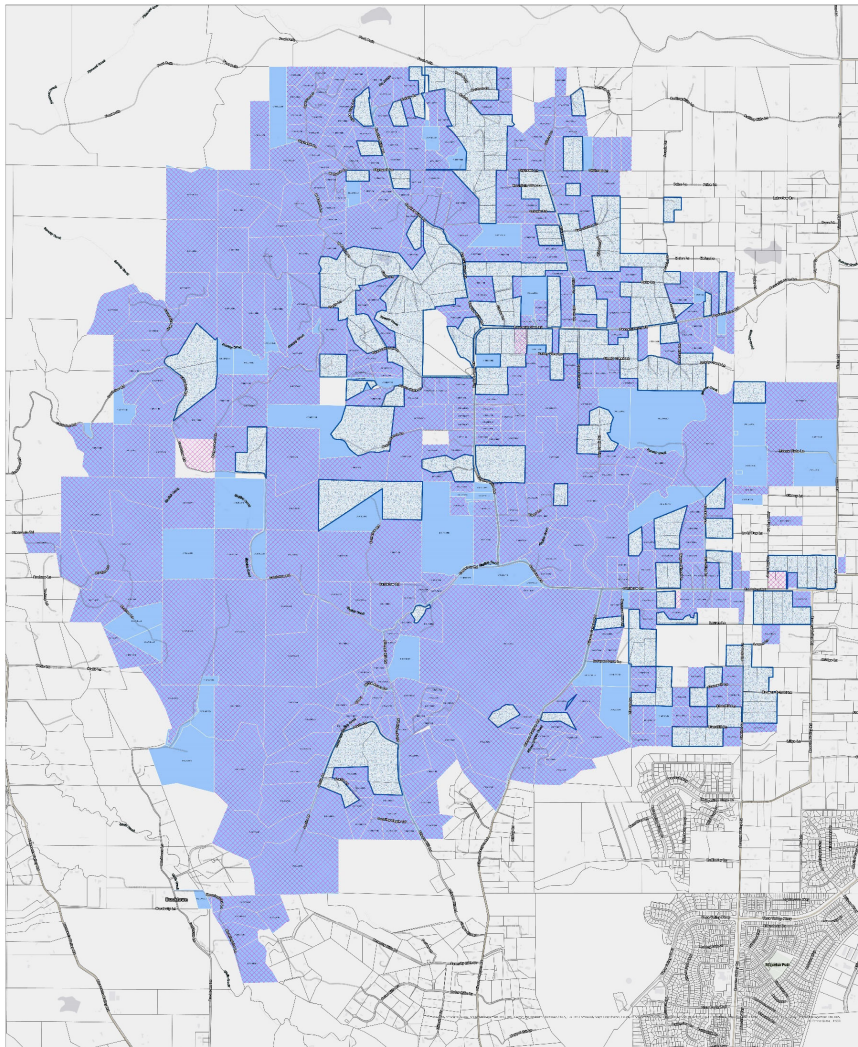


Rural North Vacaville Water District



7B: RNVWD MSR

Rural North Vacaville Water District



Rural North Vacaville Water District Boundary, Sphere of Influence, Water Rights

Data Source: LAFCO Database Annexations and Detachments from 1998 to 2021, RNVWD Sphere of Influence Update in April 2016, Water Rights Data from RNVWD Control Group 09-16-21



Disclaimer: The information shown is intended to be used for general display only and is not to be used as an official map.



■ Rural North Vacaville Water District
■ Rural North Vacaville Water District Sphere of Influence
■ Parcel with Water Rights

Path: C:\Users\jqu\Documents\Project\Rural_North_Vacaville_Water_District_Facilities\RNVD\Boundary Mapping 1998 to 2021\RNVD Boundary Mapping 1998 to 2021.aprx Date Saved: 12/08/2021 9:25 AM

		Parcels	Parcels with a Single Water Rights	Parcels with Multiple Water Rights	Parcels with No Water Rights
CURRENT	In District	480	381	25	74
	In SOI	217	1	0	216
	Outside	3	3	0	0
	Total	700	385	25	290

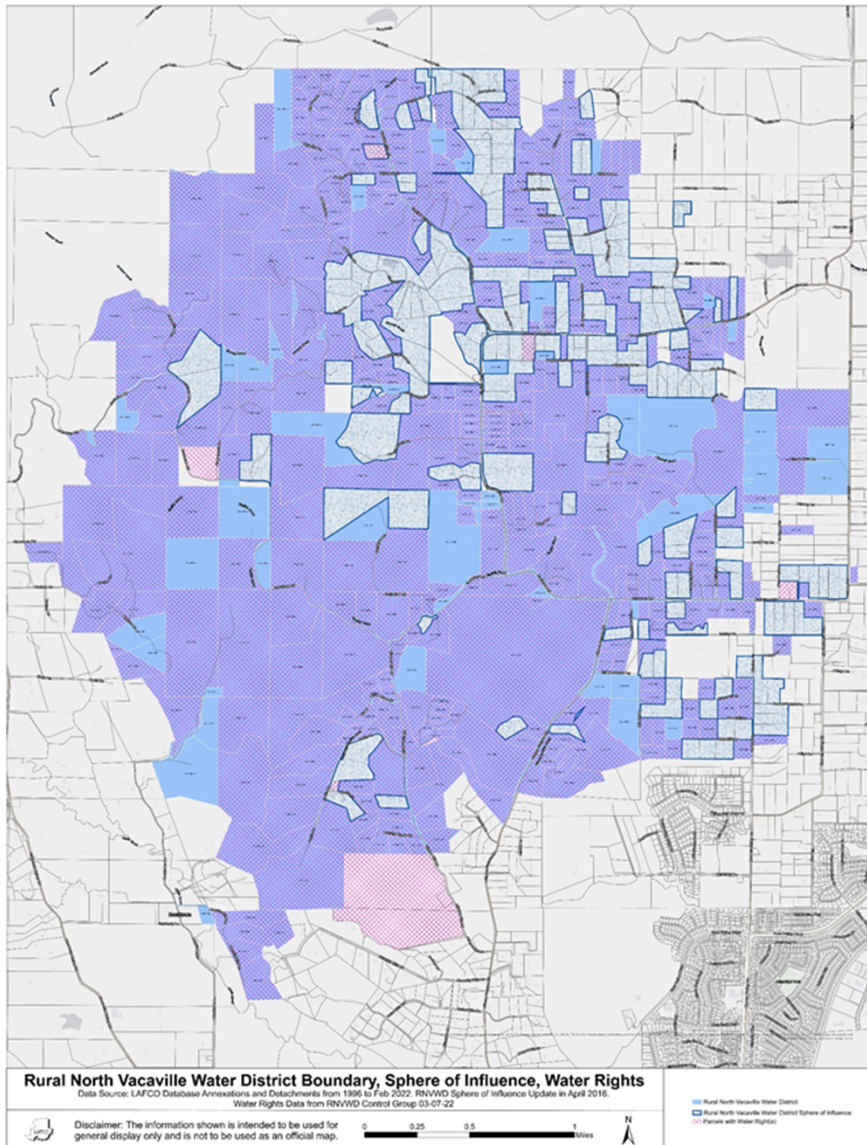
		Purchased	District Owned	Total
WATER RIGHTS	In District	516		
	In SOI	1		
	Outside	3		
	Total	520	13	533

POTENTIAL SUBDIVISION GROWTH	In District	259		
	In SOI	32		
	Outside	0		
	Total	291		

Current Parcels w/o Water Rights	290
Potential Subdivided Parcel Growth	291
<i>Subtotal Potential Parcel Growth</i>	<i>581</i>
<i>Less Parcels with Multiple Water Rights</i>	<i>25</i>
<i>Less District Owned Water Rights</i>	<i>13</i>
Potential Water Rights Needed	543

¹ RNVWD Water Rights Tracking Sheet; Email dated 8/23/21

Post MSR Publishing Stats



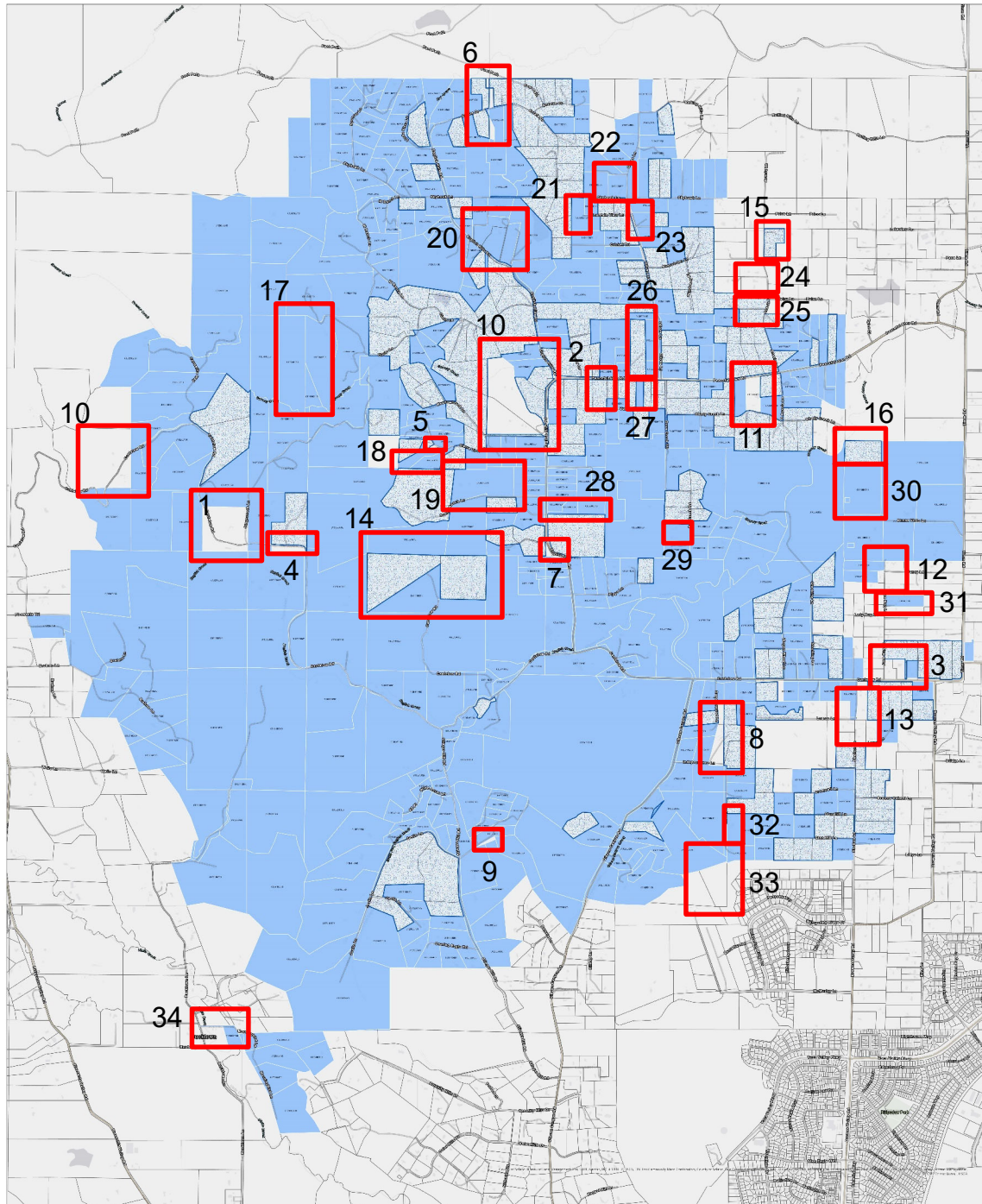
		Parcels	Parcels with a Single Water Rights	Parcels with Multiple Water Rights	Parcels with No Water Rights
CURRENT	In District	486	387	25	68
	In SOI	211	3	0	208
	Outside	7	7	0	0
	Total	704	397	25	276

		Purchased	District Owned	Total
WATER RIGHTS	In District	522		
	In SOI	3		
	Outside	7		
	Total	532	1	533

POTENTIAL SUBDIVISION GROWTH	In District	259		
	In SOI	32		
	Outside	0		
	Total	291		

Current Parcels w/o Water Rights	276
Potential Subdivided Parcel Growth	291
Subtotal Potential Parcel Growth	567
Less Parcels with Multiple Water Rights	25
Less District Owned Water Rights	1
Potential Water Rights Needed	541

¹ RNWWD Water Rights Tracking Sheet; Email dated March 2022

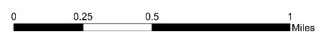


Rural North Vacaville Water District Boundary and Sphere of Influence

Data Source: LAFCO Database Annexations and Detachments from 1996 to 2021. RNWD Sphere of Influence Update in April 2016

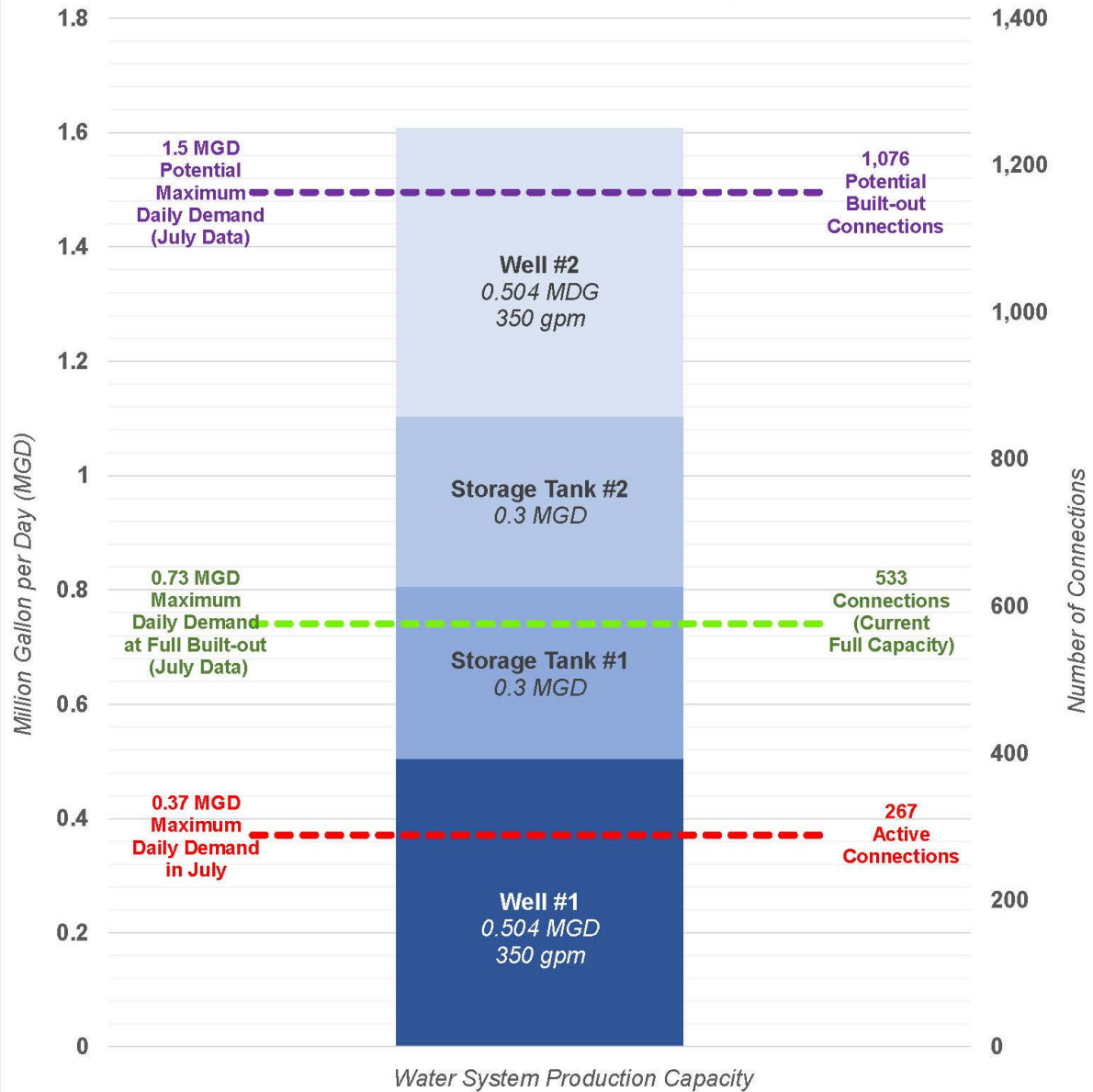


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■ Rural North Vacaville Water District
■ Rural North Vacaville Water District Sphere of Influence

RNVWD Water System



Notes: ¹Maximum Daily Demand in July = July Total Consumption / No. of Days in Month x Peaking Factor
 (7.67 MG / 31 days x 1.5 PF)

²Consumption Rate = Maximum Daily Demand / No. of Active Connections (0.37 MGD / 267)

³Maximum Daily Demand at Full Built-out = 533 x Consumption Rate (0.0014 MGD)

⁴Potential Maximum Daily Demand = 1,076 x Consumption Rate (0.0014 MGD)

7B: RNVWD MSR

Four Foundational Elements

1. APN Inventory/Analysis (detailed data-base table)
 - APN #
 - # of water rights tied to that parcel
 - Acreage
 - Use code
 - Zoning
 - Situs address
 - Status (i.e. in-district; in SOI; outside of both)
2. Comment and Response Log
3. SOI Update Analysis
2. Recommendations

Resolution #2022-09 Recommendations

- 1) District reconciliation with the Registrar of Voters eligibility list.
- 2) District initiates a 5 and 10-year strategic/infrastructure plan that address the need for water service to parcels within the District without water rights/service.
- 3) District provide a new/updated engineering report and aquifer monitoring program.
- 4) District will conduct regular monitoring of groundwater levels and work with neighboring water provider agencies and local GSA.
- 5) Recommend that the District review and address its “First Come, First Serve” Water Rights Policy and its impact on parcels within the District without water rights and/or service connections.
- 6) District to serially number the District’s 533 “water rights” for tracking purposes.
- 7) Adopt a new policy requiring “will serve” letters that demonstrate the District intends to provide service, has the ability to serve the parcel(s) requesting annexation, confirm APN is located within the SOI, and that the District has the capacity to meet State Water Works Standards including MDD requirements per CCR §64544.

7B: RNVWD MSR

Recommended Commission Actions

- **RECEIVE** and **ADOPT** the RNVWD Final Municipal Service Review;
- **ADOPT** LAFCO Resolution #2022-09



NEXT MEETING

AUGUST 8, 2022