



## Solano Local Agency Formation Commission

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MINUTES OF  
THE LOCAL AGENCY FORMATION COMMISSION OF SOLANO COUNTY  
April 13, 2020  
Board of Supervisors Chambers & via Teleconference  
675 Texas Street  
Fairfield, CA 94533

1. CALL TO ORDER AND SALUTE TO THE FLAG

The meeting was called to order at 10:00 a.m. by Vice-Chair Rowlett with a salute to the flag. Vice-Chair Rowlett informed the audience that the meeting was also being teleconferenced so that commissioners and the public could call in if they wanted to participate.

2. ROLL CALL

Present: Commissioners: Ron Rowlett, Harry Price, Jim Spring and John Vasquez (in chamber). Nancy Shopay (on phone)  
Alternate Commissioners: Ron Kott (on phone)

Not Present: Alternate Commissioners Shawn Smith and Skip Thomson

Staff Present: Rich Seithel, Executive Officer (in chamber), Michelle McIntyre, Sr. Analyst and Kevin Stichter, Analyst (on phone), and Jeanette Neiger, Clerk (in chamber)

3. CHANGES AND APPROVAL OF THE AGENDA

There were no changes to the agenda. Commissioner Vasquez moved to approve the consent items, seconded by Commissioner Price. The motion was approved with the following votes:

AYES: Rowlett, Price, Spring and Vasquez

NOES: None.

ABSENT: Shopay

ABSTAIN: None.

4. PUBLIC COMMENT

There were no comments from the public.

5. PUBLIC COMMENT ON CONSENT CALENDAR

There were no comments from the public.

Commissioner Nancy Shopay joined the meeting via teleconference.

6. CONSENT ITEMS

- A. Minutes March 9, 2020
- B. Financial Reports – February 2020
- C. Approval of Engagement Letter with James Marta & Company, LLP for Audit of Financial Statements for FY18/19 and FY19/20, contract total \$14,500

Commissioner Price moved to approve the consent items, seconded by Commissioner Vasquez. The motion was approved with the following votes:

AYES: Rowlett, Price, Spring and Vasquez  
NOES: None.  
ABSENT: Shopay  
ABSTAIN: None.

7. BUSINESS ITEMS

**A. Personnel and Salary Resolution Amendment: The Commission will consider amending the Personnel and Salary Resolution including the following sections: Division 9 - Position Description for LAFCO Analyst; Appendix A – Salary Schedule, and Appendix B – List of Positions Exempt from Overtime Requirements.**

Executive Director Rich Seithel introduced and provided an overview of the item.

Commissioner Spring noted that Commissioner Shopay was a voting member of the Commission and should be allowed to vote.

Commissioner Price moved to amend the Personnel and Salary Resolution including the following sections: Division 9 - Position Description for LAFCO Analyst; Appendix A – Salary Schedule, and Appendix B – List of Positions Exempt from Overtime Requirements, seconded by Commissioner Vasquez. The motion was approved with the following votes:

AYES: Rowlett, Price, Shopay, Spring and Vasquez  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

8. PUBLIC HEARING

**A. Proposed Budget and Work Plan Fiscal Year 2020/21**

Executive Director Rich Seithel introduced and provided an overview of the item.

In response to a question from Commissioner Spring, Mr. Seithel provided an overview of how the city apportionment percentages were developed based on their general revenues.

Commissioner Vasquez commented on general revenues, noting that it was a reason that special districts chose not to take two seats on the commission.

Mr. Seithel noted that the Finance Committee had looked at this method and had considered taking unspent funds from last year and returning them back to the cities and County in order to lower next year invoices. He then provided information on other options that the Commission could decide to take relating to appropriations.

Commissioner Vasquez commented on the current state of the economy, noting that he felt the unspent funds should be held onto due to the fact that a new recession was coming.

In response to a question from Commissioner Spring, Mr. Seithel advised that the budget would be discussed with the cities after the proposed budget was adopted and noted that it would come back to the Commission for final approval.

Commissioner Spring and Price both agreed with Commissioner Vasquez concerning holding on to the unspent funds.

Commissioner Vasquez, Mr. Seithel advised that the Solano Irrigation District had not addressed opening annexations and noted that there was a lot of cleanup attachments to do that would be lengthy. He advised that he would follow up on this.

Commissioner Vasquez advised that the SID was also looking at shrinking revenues and the possibility of filling in some areas by annexations.

Mr. Seithel advised that he would bring this back to the commission for discussion.

There were no public comments for the public hearing.

Commissioner Shopay left the meeting.

Commissioner Vasquez moved to approve the Proposed Budget and Work Plan Fiscal Year 2020/21, seconded by Commissioner Spring. The motion was approved with the following votes:

AYES: Rowlett, Price, Spering and Vasquez  
NOES: None.  
ABSENT: Shopay  
ABSTAIN: None.

**B. LAFCO Project No. 2020-02: County Service Area No. S-1 Dissolution**  
**The Commission will consider dissolution of County Service Area No. S-1 pursuant to Gov't Code Section 56879, inactive district. The proposal area is located near Green Valley Estates in unincorporated Solano County. CEQA Lead Agency: LAFCO, Exempt Section 15061(b)(3).**

Executive Director Rich Seithel introduced and provided an overview of the item.

There were no public comments for the public hearing.

Commissioner Price moved to approve dissolution of County Service Area No. S-1 pursuant to Gov't Code Section 56879, seconded by Commissioner Vasquez. The motion was approved with the following votes:

AYES: Rowlett, Price, Spering and Vasquez  
NOES: None.  
ABSENT: Shopay  
ABSTAIN: None.

9. ADJOURNMENT

Vice-Chair Rowlett adjourned the meeting at 10:27 a.m.

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Ron Rowlett, Vice-Chair  
Solano Local Agency Formation Commission

ATTEST:

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Rich Seithel, Executive Officer