



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Solano County Government Center
Board of Supervisors Chambers
675 Texas Street
Fairfield, CA 94533

April 10, 2023 10:00 A.M.
In-Person Only

AGENDA

1. **CALL TO ORDER AND SALUTE TO THE FLAG**
2. **ROLL CALL**
3. **REORGANIZATION OF THE COMMISSION**

By simple motion: Re-appointment of Public Member – Commissioner Shopay
LAFCO By-Laws Article II states that the Public Member commissioners are appointed by the City Members and County Members. The term of office for each member, after the initial appointments, shall be four (4) years. The expiration date of the term of office for each member shall be the last day in January in the year in which the term of the member expires. Members may be re-appointed to additional terms by their governing bodies.

4. **CHANGES AND APPROVAL OF THE AGENDA**
5. **PUBLIC COMMENT**

Opportunity for the public to speak to the Commission on any subject matter within the Commission's jurisdiction but not appearing on today's agenda.

6. **PUBLIC COMMENT ON CONSENT ITEMS**

Each speaker shall have 3 minutes to address any or all items under Consent.

7. **CONSENT ITEMS**

- A. Meeting Minutes – February 15, 2023
- B. Financial Reports – February-March 2023

Commissioners

John Vasquez, Chair • Nancy Shopay, Vice-Chair • Ron Kott • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II •
Mala Subramanian, Lead Legal Counsel

8. PUBLIC HEARING

- A. LAFCO Project No. 2022-13: 7717 W Ranch Lane Annexation to the Rural North Vacaville Water District** – Proposed annexation to RNVWD for the purpose of extending one potable water service connection to a 5.87-acre parcel located at 7717 W Ranch Lane, unincorporated Solano County. CEQA Lead Agency: RNVWD, Exempt per 15061(b)(3). (APN 0105-040-470).
- B. LAFCO Project No. 2023-01: Dissolution of Reclamation District 2134** – Consideration of Inactive Status of Reclamation District 2134 based on State Controller’s Office Notice of Inactive Special Districts. Staff recommends Commission Initiate the dissolution process pursuant to Govt. Code Section 56879. CEQA: This consideration is exempt from the California Environmental Quality Act (CEQA) under section 15320.
- C. LAFCO Fee Schedule Amendment for Fire Protect Service Contract** – Commission will consider adopting a new project type and associated fee on the Fee Schedule specific to requests for Fire Protection Services Contracts subject to GC § 56134. The proposed fee is \$7,500. CEQA: This is a report with no land use or environmental impacts and therefore is not a project under PRC Section 21060.5.

9. BUSINESS ITEMS

- A. LAFCO Meeting Policy Considerations for Potential By-Law Amendments to Change the Date and Time of Meetings and Provide Direction on Whether to Provide for Teleconferencing** – At Commission’s direction, staff researched other potential dates and times for meetings in response to conflicts. Such action would require amending the By-Laws related to Regular Meeting Dates. Staff also researched policies related to hybrid meetings after COVID. Moving forward with hybrid meetings consistent with new Brown Act regulations would require amending the By-Laws. Staff will be presenting information and requesting direction from Commission on what policy amendments to move forward with. CEQA: This is a report with no land use or environmental impacts and therefore is not a project under PRC Section 21060.5.
- B. LAFCO Project No. 2021-09: New Contract for Solano Irrigation District Municipal Service Review and Sphere of Influence Study** – Request that the Commission receive the proposed scope of work and services quote from Milani & Associates, and authorize the Executive Officer to sign the agreement and commence work. CEQA: This is a report with no land use or environmental impacts and therefore is not a project under PRC Section 21060.5.
- C. Draft Proposed Budget & Work Plan Fiscal Year 2023-2024** – Commission will review the Draft Proposed Budget and Work Plan for FY 2023-24, as recommended by Finance Committee. CEQA: This is a report with no land use or environmental impacts and therefore is not a project under PRC Section 21060.5.

10. EXECUTIVE OFFICER UPDATES

The Executive Officer will briefly provide Commission status updates on major ongoing tasks and inform Commission of any known upcoming projects.

11. CLOSED SESSION

None.

12. REPORT OF CLOSED SESSION

None.


13. ADJOURNMENT

Materials related to an item on this agenda are available for public inspection at the LAFCO office at 675 Texas St. Ste. 6700 Fairfield, CA during normal business hours and on LAFCO's website at <https://www.solanolaftco.com/>. **Please note: LAFCO meetings are recorded and posted on the Commission's website.**

Any person who has contributed \$250 or more to a Commissioner or Alternate is obligated to disclose the contribution to the Commissioner or Alternate or to LAFCO staff.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the LAFCO staff at (707) 439-3898 by email to clove@solanolaftco.com. Requests must be made as early as possible and at least two business days before the start of the meeting.

Non-confidential materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet will be e-mailed to you upon request. You may request materials by emailing clove@solanolaftco.com.

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Solano County Government Center
Board of Supervisors Chambers
675 Texas Street
Fairfield, CA 94533

February 15, 2023 10:00 A.M.

MINUTES

1. CALL TO ORDER AND SALUTE TO THE FLAG

10:02 am

2. OATH OF OFFICE

Commission Bird and Alternate Commissioner Williams stood for oath. Christina Love instructed members to hold up right hands and state “I do” if they agree to the oath after reading. Both members did so.

Alternate Commissioner Hernandez stood for oath separately because she arrived slightly late. Christina Love instructed member to hold up right hand and state “I do” if agree to the oath after reading. Alternate Commissioner Hernandez did so.

3. ROLL CALL

Present:

Commissioners: Nancy Shopay, John Vasquez, Mitch Mashburn, Ron Kott, Steven Bird

Alternate Commissioners: Wanda Williams, Alma Hernandez

Not Present:

Commissioners:

Alternate Commissioners: Robert Gurrero, (Alma Hernandez had to leave after roll call, but was present for oath of office)

Staff:

Rich Seithel, Executive Officer; Christina Love, Deputy Executive Officer; Aaron Norman, Analyst II; Mala Subramanian, Lead Legal Counsel

Commissioners

John Vasquez, Chair • Nancy Shopay, Vice-Chair • Ron Kott • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Mala Subramanian, Lead Legal Counsel

4. REORGANIZATION OF THE COMMISSION

Nomination of Chair (Public Member) – Nancy Shopay
Nomination of Vice Chair (City Mayor) – Ron Kott

5. CHANGES AND APPROVAL OF THE AGENDA

Commissioner Bird requested the possibility to review and discuss the 2023 meeting calendar with a potential request to move all meetings to a different time or day. Commissioners agreed to have staff research other potential days/times and return with a review and potential policy amendment. This request will be placed on a future agenda with requisite notice.

There were no changes made to the agenda. Com. Vasquez moved to approve the agenda as posted. Com. Mashburn seconded.

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

6. PUBLIC COMMENT

None.

Commissioner comment, not on the agenda – Com. Vasquez inquired of Legal Council if hybrid meeting/phone access is required to continue. Mala explained that if LAFCO wanted to do hybrid consistent with AB 2449, but must meet all the requirements and must be on video conference. Commission requested to bring the hybrid meeting consideration to next meeting.

7. PUBLIC COMMENT ON CONSENT ITEMS

None.

8. CONSENT ITEMS

Vice Chair Kott moved to approve. Com. Mashburn seconded.

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

9. PUBLIC HEARING

None.

10. BUSINESS ITEMS

- A. 2023 LAFCO Committee Appointments** – Staff presented the past committees and appointments: Personnel, Budget (Finance) Ad Hoc, and Fire Ad Hoc. Com. Vasquez corrected that the Budget Ad Hoc should be a standing committee, and Mala concurred. Ad hoc committees are for a single purpose, whereas standing committees are recurring and are subject to Brown Act. Com. Vasquez proposed to remove Fire Ad Hoc.

Commissioners shared which committee they would like to be a part of. The final results were:

Personnel Committee – Shopay, Vasquez, and Bird. Recognize this committee needs to meet soon for EO annual review.

Budget Committee – Kott and Mashburn

Close Fire Ad Hoc committee because the reorganization of Districts is on hold. More will be discussed in updates.

Com. Vasquez moved to approve. Com. Mashburn seconded.

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

- B. LAFCO Project No. 2023-01: Inactive District Consideration – Reclamation District 2134** – Staff presented the findings that RD 2134 does meet the warrants for the dissolution streamlined process defined in SB 488. Staff recommended that Commission adopt a resolution to initiate the SB 488 dissolution process for RD 2134. And the next meeting will have the final resolution to dissolve RD 2134. No public comments. No commission comments.

Com. Mashburn moved to approve. Com. Vasquez seconded.

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

- C. LAFCO Project No. 2023-02: Inactive District Consideration – Reclamation District 2034** – Staff presented findings that RD 2034 does not meet the warrants for the streamlined dissolution process defined in SB 488. Specifically, RD 2034 does still have assets and liabilities, and RD 2034 holds 2 agreements and a bank account; thereby failing two of the warrants. Staff recommended that Commission adopt the resolution finding that RD 2034 is not inactive, and direct staff to return a letter that informs the State Controller’s Office that RD 2034 cannot be dissolved and should be removed from the annual inactive list. Com. Kott asked about RD 2043 which was also listed on the SCO letter. Staff confirmed that RD 2043 was in fact dissolved and will be removed from the list. No public comments.

Com. Vasquez asked what would happen if RD 2034 was dissolved but still has easements. Staff explained the easements were why the streamlined dissolution process fails here because no one wanted to absorb the easements. Mr. Anderson (from RD

2034) explained the juxtaposition of the District and some of the complications. Staff explained that LAFCO will be working with RD 2034 to reestablish active status.

Com. Mashburn moved to approve. Vice Chair Kott seconded.

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

D. Fiscal Year 2022/23 Budget Mid-Year Report – Staff presented a comparison of the approved budget for FY 22/23 and the mid-year expenses and revenues as of December 1, 2022. Staff also reviewed the approved work plan for FY 22/23 and provided status updates on the work plan items. Lastly, staff presented an estimate of the anticipated year-end budget based on currently active projects/tasks, and those that are expected to begin prior to the end of the year.

No action required. This is a presentation and discussion item only.

11. EXECUTIVE OFFICER UPDATES

FY 22/23 Work Plan update:

- Fire Services – Fairfield/Cordelia long-term services contract still underway
- MSR updates – SID contract will be coming to next meeting. Vacaville will be starting soon. Also remind all out-of-date cities of MSR impacts.
- SOI updates – Suisun working on one
- Reorganizations – Fairfield Island Annexations package, and possible island campaign
- Mapping – new internal GIS, Aaron, doing reclamation districts and doing joint work with County GIS
- HR – new hire of office person is advertising, salary survey and personnel policies
- Special District election will be starting soon
- Fees update still need to be done

Relocation of LAFCO offices: Discuss lead to the creation of an Ad Hoc committee for the relocation discussions with the County CAO and General Services. Com. Vasquez and Com. Mashburn offered to be on the Relocation Ad Hoc Committee. Vice Chair Kott moved to approve, seconded by Com. Mashburn. All present commissioners approved.

12. CLOSED SESSION

None.

13. REPORT OF CLOSED SESSION

None.

14. ADJOURNMENT

11:23 am.

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y S T A T U S] 75% of Fiscal Year Page 1
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698353 J775-----prog: GL569 <1.16>---report id: GLSMSR01

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWMT within SUBOBJ within CATEGORY within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
345	LAFCO							
0050	DUE FROM OTHER FUNDS	0.00	0.00	-95,779.18	439,348.35	0.00	-439,348.35	9999%
0050	DUE FROM OTHER FUNDS	0.00	0.00	-95,779.18	439,348.35	0.00	-439,348.35	9999%
1000	SALARIES AND EMPLOYEE BENEFITS							
0001110	SALARY/WAGES REGULAR	426,170.00	0.00	55,938.39	240,068.64	0.00	186,101.36	56%
0001210	RETIREMENT-EMPLOYER	50,452.00	0.00	5,699.22	30,758.96	0.00	19,693.04	61%
0001212	DEFERRED COMP-COUNTY MATC	520.00	0.00	20.00	93.00	0.00	427.00	18%
0001220	FICA-EMPLOYER	6,180.00	0.00	843.98	3,792.30	0.00	2,387.70	61%
0001230	HEALTH INS-EMPLOYER	66,259.00	0.00	4,508.80	22,648.11	0.00	43,610.89	34%
0001231	VISION CARE INSURANCE	781.00	0.00	25.56	100.13	0.00	680.87	13%
0001240	COMPENSATION INSURANCE	1,900.00	0.00	0.00	1,410.12	0.00	489.88	74%
0001241	LT DISABILITY INSURANCE E	3,666.00	0.00	180.44	748.83	0.00	2,917.17	20%
0001250	UNEMPLOYMENT INSURANCE	1,500.00	0.00	33.39	777.00	0.00	723.00	52%
0001260	DENTAL INS-EMPLOYER	3,638.00	0.00	487.60	1,913.14	0.00	1,724.86	53%
0001270	ACCRUED LEAVE CTO PAYOFF	25,000.00	0.00	0.00	11,635.76	0.00	13,364.24	47%
0001290	LIFE INSURANCE-EMPLOYER	3,507.00	0.00	202.72	811.14	0.00	2,695.86	23%
1000	SALARIES AND EMPLOYEE BEN	589,573.00	0.00	67,940.10	314,757.13	0.00	274,815.87	53%
2000	SERVICES AND SUPPLIES							
0002021	COMMUNICATION-TELEPHONE S	1,000.00	0.00	215.34	433.14	0.00	566.86	43%
0002026	CELL PHONE ALLOWANCE	2,500.00	0.00	300.00	1,245.00	0.00	1,255.00	50%
0002028	TELEPHONE SERVICES	4,800.00	0.00	750.14	3,098.05	0.00	1,701.95	65%
0002051	LIABILITY INSURANCE	7,467.00	0.00	0.00	7,024.52	0.00	442.48	94%
0002140	MAINTENANCE-BLDGS & IMPRO	500.00	0.00	0.00	0.00	0.00	500.00	
0002170	MEMBERSHIPS	11,550.00	0.00	0.00	9,122.00	0.00	2,428.00	79%
0002180	BOOKS & SUBSCRIPTIONS	400.00	0.00	493.14	541.14	0.00	-141.14	135%
0002200	OFFICE EXPENSE	15,000.00	0.00	152.31	1,800.76	0.00	13,199.24	12%
0002202	CONT ASSETS COMPUTER RELA	3,000.00	0.00	0.00	83.37	14,901.30	-11,984.67	499%
0002203	COMPUTER COMPONENTS <\$1,5	0.00	0.00	584.17	584.17	0.00	-584.17	9999%

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y S T A T U S] 75% of Fiscal Year Page 2
MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698353 J775-----prog: GL569 <1.16>---report id: GLSMSR01

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWMT within SUBOBJ within CATEGORY within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
345	LAFCO							
	Object Description							
	=====	=====	=====	=====	=====	=====	=====	=====
	0002204 COMPUTER RELATED ITEMS:<\$	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
	0002205 POSTAGE	1,000.00	0.00	0.00	10.07	0.00	989.93	1%
	0002235 ACCOUNTING & FINANCIAL SE	29,500.00	0.00	13,000.00	14,995.28	0.00	14,504.72	51%
	0002239 LEGAL SERVICE	40,000.00	0.00	2,743.34	10,306.09	0.00	29,693.91	26%
	0002245 CONTRACTED SERVICES	180,000.00	0.00	200.00	21,794.92	8,500.00	149,705.08	17%
	0002250 OTHER PROFESSIONAL SERVIC	33,500.00	0.00	614.89	13,395.31	0.00	20,104.69	40%
	0002266 CENTRAL DATA PROCESSING S	23,100.00	0.00	3,837.90	17,270.55	0.00	5,829.45	75%
	0002271 SOFTWARE RENTAL / SUBSCRI	3,000.00	0.00	731.85	1,783.16	0.00	1,216.84	59%
	0002280 PUBLICATIONS AND LEGAL NO	1,500.00	0.00	108.50	108.50	0.00	1,391.50	7%
	0002285 LEASE EXPENSE-COPIERS/MFD	8,400.00	0.00	1,482.32	4,454.83	0.00	3,945.17	53%
	0002295 LEASE EXPENSE - BUILDINGS	25,000.00	0.00	0.00	0.00	0.00	25,000.00	
	0002310 EDUCATION & TRAINING	1,000.00	0.00	0.00	24.00	0.00	976.00	2%
	0002335 TRAVEL EXPENSE	12,000.00	0.00	1,302.90	4,830.69	0.00	7,169.31	40%
	0002339 MANAGEMENT BUSINESS EXPEN	2,000.00	0.00	655.83	959.29	0.00	1,040.71	48%
	0002354 CAR ALLOWANCE	7,200.00	0.00	1,200.00	5,580.00	0.00	1,620.00	78%
	0002355 PERSONAL MILEAGE	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
2000	SERVICES AND SUPPLIES	415,417.00	0.00	28,372.63	119,444.84	23,401.30	272,570.86	34%
9200	LICENSES, PERMITS & FRANCHISE							
0009229	LICENSES & PERMITS-OTHER	75,000.00	0.00	29,000.00	29,000.00	0.00	46,000.00	39%
9200	LICENSES, PERMITS & FRANCI	75,000.00	0.00	29,000.00	29,000.00	0.00	46,000.00	39%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	3,000.00	0.00	0.00	12,691.94	0.00	-9,691.94	423%
9400	REVENUE FROM USE OF MONEY	3,000.00	0.00	0.00	12,691.94	0.00	-9,691.94	423%
9500	INTERGOVERNMENTAL REVENUES							
0009511	OTHER GOVERNMENTAL AGENCI	895,788.00	0.00	0.00	895,788.00	0.00	0.00	100%
9500	INTERGOVERNMENTAL REVENUE	895,788.00	0.00	0.00	895,788.00	0.00	0.00	100%

** Solano County** 03/31/23 [M O N T H L Y S T A T U S] 75% of Fiscal Year Page 3
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698353 J775-----prog: GL569 <1.16>---report id: GLSMSR01

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWNT within SUBOBJ within CATEGORY within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
345	LAFCCO								
		Total Revenue	973,788.00	0.00	29,000.00	937,479.94	0.00	36,308.06	96%
		Total Expense	1,004,990.00	0.00	96,312.73	434,201.97	23,401.30	547,386.73	46%
					-67,312.73	503,277.97			

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 1
MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Ref.	Date	Dept. Description	Budget	Adjustments	Key	Key Description	Actual	Encumbrance	Balance	Pct.
0050	DUE FROM OTHER FUNDS	3450	LAFCO			0.00	0.00	3450	LAFCO	535,127.53	0.00	-535,127.53	9999%
0001025	INTRAFUND CLEARING					0.00							
	AutoID:AP082402 Job:66020			02/01/23	TTLOH - OH					-275.99			
	AutoID:AP082537 Job:66038			02/02/23	TTLOH - OH					-354.72			
	AutoID:AP082736 Job:66059			02/03/23	TTLOH - OH					-460.23			
	AutoID:JV019688 Job:66			02/03/23	23004489 - JE					-215.34			
	AutoID:AP082979 Job:66141			02/08/23	TTLOH - OH					-1,670.94			
	AutoID:JV019736 Job:66			02/08/23	23004621 - JE					-6.03			
	AutoID:JV019743 Job:66			02/10/23	PSDATA - JE					-17,303.28			
	AutoID:AP083692 Job:66328			02/22/23	TTLOH - OH					-197.71			
	AutoID:AP083887 Job:66365			02/23/23	TTLOH - OH					-541.37			
	AutoID:JV019842 Job:66			02/23/23	23004912 - JE					-1,918.95			
	AutoID:JV019843 Job:66			02/24/23	PSDATA - JE					-17,269.88			
	AutoID:AP084165 Job:66435			02/28/23	TTLOH - OH					-160.00			
	AutoID:AP084530 Job:66508			03/03/23	TTLOH - OH					-415.23			
	AutoID:AP084706 Job:66533			03/06/23	TTLOH - OH					-200.00			
	AutoID:AP084884 Job:66572			03/08/23	TTLOH - OH					-1,272.40			
	AutoID:AP084894 Job:66576			03/08/23	TTLOH - OH					-458.15			
	AutoID:JV019970 Job:66			03/08/23	23005303 - JE					-6.03			
	AutoID:JV019957 Job:66			03/10/23	PSDATA - JE					-17,269.90			
	AutoID:AP085049 Job:66616			03/10/23	TTLOH - OH					-15.82			
	AutoID:AP085400 Job:66750			03/17/23	TTLOH - OH					-447.50			
	AutoID:AP085630 Job:66838			03/23/23	TTLOH - OH					-13,000.00			
	AutoID:JV020015 Job:66			03/24/23	PSDATA - JE					-17,597.04			
	AutoID:AP085831 Job:66864			03/24/23	TTLOH - OH					-72.47			
	AutoID:JV020038 Job:66			03/27/23	23005586 - JE					-1,918.95			
	AutoID:AP086286 Job:66954			03/30/23	TTLOH - OH					-2,622.75			
	AutoID:AP086220 Job:66954			03/30/23	TTLOH - OH					-108.50			
0001025	INTRAFUND CLEARING					0.00	0.00			439,348.35	0.00	-439,348.35	9999%
0050	DUE FROM OTHER FUNDS					0.00	0.00			439,348.35	0.00	-439,348.35	9999%
1000	SALARIES AND EMPLOYEE BENEFITS												
0001110	SALARY/WAGES REGULAR					426,170.00	0.00			184,130.25	0.00	242,039.75	43%
	PeopleSoft Payroll Postin			02/10/23	PSDATA - JE					13,914.31			
	PeopleSoft Payroll Postin			02/24/23	PSDATA - JE					13,914.30			
	PeopleSoft Payroll Postin			03/10/23	PSDATA - JE					13,914.30			
	PeopleSoft Payroll Postin			03/24/23	PSDATA - JE					14,195.48			

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 2
MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Dept. Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
Object	Description	Date	Ref.	Budget	Adjustments	Actual	Encumbrance	Balance	Pct.
0001110	SALARY/WAGES REGULAR			426,170.00	0.00	240,068.64	0.00	186,101.36	56%
0001210	RETIREMENT-EMPLOYER			50,452.00	0.00	25,059.74	0.00	25,392.26	50%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE			1,414.33			
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE			1,414.33			
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE			1,414.33			
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE			1,456.23			
0001210	RETIREMENT-EMPLOYER			50,452.00	0.00	30,758.96	0.00	19,693.04	61%
0001212	DEFERRED COMP-COUNTY MATCH			520.00	0.00	73.00	0.00	447.00	14%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE			5.00			
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE			5.00			
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE			5.00			
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE			5.00			
0001212	DEFERRED COMP-COUNTY MATCH			520.00	0.00	93.00	0.00	427.00	18%
0001220	FICA-EMPLOYER			6,180.00	0.00	2,948.32	0.00	3,231.68	48%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE			209.97			
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE			209.97			
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE			209.99			
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE			214.05			
0001220	FICA-EMPLOYER			6,180.00	0.00	3,792.30	0.00	2,387.70	61%
0001230	HEALTH INS-EMPLOYER			66,259.00	0.00	18,139.31	0.00	48,119.69	27%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE			1,127.20			
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE			1,127.20			
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE			1,127.20			
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE			1,127.20			
0001230	HEALTH INS-EMPLOYER			66,259.00	0.00	22,648.11	0.00	43,610.89	34%
0001231	VISION CARE INSURANCE			781.00	0.00	74.57	0.00	706.43	10%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE			6.39			
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE			6.39			
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE			6.39			
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE			6.39			

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 3
MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Department Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
0001231	VISION CARE INSURANCE					100.13	0.00	680.87	13%
0001240	COMPENSATION INSURANCE					1,410.12	0.00	489.88	74%
0001240	COMPENSATION INSURANCE					1,410.12	0.00	489.88	74%
0001241	LT DISABILITY INSURANCE ER					568.39	0.00	3,097.61	16%
	PeopleSoft Payroll Postin 02/10/23 PSDATA - JE					45.11			
	PeopleSoft Payroll Postin 02/24/23 PSDATA - JE					45.11			
	PeopleSoft Payroll Postin 03/10/23 PSDATA - JE					45.11			
	PeopleSoft Payroll Postin 03/24/23 PSDATA - JE					45.11			
0001241	LT DISABILITY INSURANCE ER					748.83	0.00	2,917.17	20%
0001250	UNEMPLOYMENT INSURANCE					743.61	0.00	756.39	50%
	PeopleSoft Payroll Postin 02/10/23 PSDATA - JE					33.39			
0001250	UNEMPLOYMENT INSURANCE					777.00	0.00	723.00	52%
0001260	DENTAL INS-EMPLOYER					1,425.54	0.00	2,212.46	39%
	PeopleSoft Payroll Postin 02/10/23 PSDATA - JE					121.90			
	PeopleSoft Payroll Postin 02/24/23 PSDATA - JE					121.90			
	PeopleSoft Payroll Postin 03/10/23 PSDATA - JE					121.90			
	PeopleSoft Payroll Postin 03/24/23 PSDATA - JE					121.90			
0001260	DENTAL INS-EMPLOYER					1,913.14	0.00	1,724.86	53%
0001270	ACCRUED LEAVE CTO PAYOFF					11,635.76	0.00	13,364.24	47%
0001270	ACCRUED LEAVE CTO PAYOFF					11,635.76	0.00	13,364.24	47%
0001290	LIFE INSURANCE-EMPLOYER					608.42	0.00	2,898.58	17%
	PeopleSoft Payroll Postin 02/10/23 PSDATA - JE					50.68			
	PeopleSoft Payroll Postin 02/24/23 PSDATA - JE					50.68			
	PeopleSoft Payroll Postin 03/10/23 PSDATA - JE					50.68			
	PeopleSoft Payroll Postin 03/24/23 PSDATA - JE					50.68			

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 4
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Department Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
0001290	LIFE INSURANCE-EMPLOYER		3,507.00	0.00	811.14	0.00	2,695.86	23%	
1000	SALARIES AND EMPLOYEE BENEFITS		589,573.00	0.00	314,757.13	0.00	274,815.87	53%	
2000	SERVICES AND SUPPLIES								
0002021	COMMUNICATION-TELEPHONE SYSTEM		1,000.00	0.00	217.80	0.00	782.20	22%	
	10/22-12/22 LAFCO COMM CH 02/03/23 23004489 - JE				215.34				
0002021	COMMUNICATION-TELEPHONE SYSTEM		1,000.00	0.00	433.14	0.00	566.86	43%	
0002026	CELL PHONE ALLOWANCE		2,500.00	0.00	945.00	0.00	1,555.00	38%	
	PeopleSoft Payroll Postin 02/10/23 PSDATA - JE				75.00				
	PeopleSoft Payroll Postin 02/24/23 PSDATA - JE				75.00				
	PeopleSoft Payroll Postin 03/10/23 PSDATA - JE				75.00				
	PeopleSoft Payroll Postin 03/24/23 PSDATA - JE				75.00				
0002026	CELL PHONE ALLOWANCE		2,500.00	0.00	1,245.00	0.00	1,255.00	50%	
0002028	TELEPHONE SERVICES		4,800.00	0.00	2,347.91	0.00	2,452.09	49%	
	COMCAST A:8155 30 030 170 02/02/23 833593 - OH				182.36				
	COMCAST A:8155 30 030 170 02/02/23 833594 - OH				172.36				
	COMCAST A: 905861264 02/ 02/22/23 834650 - OH				197.71				
	COMCAST ACCT:905861264 3 03/17/23 835859 - OH				197.71				
0002028	TELEPHONE SERVICES		4,800.00	0.00	3,098.05	0.00	1,701.95	65%	
0002051	LIABILITY INSURANCE		7,467.00	0.00	7,024.52	0.00	442.48	94%	
0002051	LIABILITY INSURANCE		7,467.00	0.00	7,024.52	0.00	442.48	94%	
0002140	MAINTENANCE-BLDGS & IMPROVE		500.00	0.00	0.00	0.00	500.00		
0002140	MAINTENANCE-BLDGS & IMPROVE		500.00	0.00	0.00	0.00	500.00		
0002170	MEMBERSHIPS		11,550.00	0.00	9,122.00	0.00	2,428.00	79%	

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 5
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND
 SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Ref.	Budget	Adjustments	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	11,550.00	0.00	3450	LAFCO	9,122.00	0.00	2,428.00	79%
0002170	MEMBERSHIPS										
0002180	BOOKS & SUBSCRIPTIONS			400.00	0.00			48.00	0.00	352.00	12%
	CALAFCO 2022 UPDATED CKH	02/28/23	835093	- OH				160.00			
	DAILY REPUBLIC A:519588 1	03/17/23	835860	- OH				168.00			
	US BANK A:4246 0445 5569	03/30/23	836404	- OH				153.14			
	US BANK A:4246 0445 5569	03/30/23	836404	- OH				12.00			
0002180	BOOKS & SUBSCRIPTIONS			400.00	0.00			541.14	0.00	-141.14	135%
0002200	OFFICE EXPENSE			15,000.00	0.00			1,648.45	0.00	13,351.55	11%
	ODP BUSINESS SO ACCT:8958	02/23/23	834904	- OH				85.48			
	ODP BUSINESS SO A: 895866	03/08/23	835447	- OH				32.49			
	ODP BUSINESS SO A: 895866	03/10/23	835637	- OH				15.82			
	ODP BUSINESS SO A: 895866	03/17/23	835861	- OH				18.52			
0002200	OFFICE EXPENSE			15,000.00	0.00			1,800.76	0.00	13,199.24	12%
0002202	CONT ASSETS COMPUTER RELATED			3,000.00	0.00			83.37	0.00	2,916.63	3%
	DELL LATI	03/13/23	S053229	- EN				6,481.60			
	MONITOR, DELL 23-INCH MON	03/13/23	S053229	- EN				259.56			
	DOCK STATION, DELL THUNDE	03/13/23	S053229	- EN				729.98			
	DESKTOP, OPTIPLEX 5400 AL	03/13/23	S053229	- EN				2,482.63			
	DELL LATI	03/23/23	S053360	- EN				6,481.60			
	MONITOR, DELL 23-INCH MON	03/23/23	S053360	- EN				259.56			
	DOCK STATION, DELL THUNDE	03/23/23	S053360	- EN				729.98			
	DESKTOP, OPTIPLEX 5400 AL	03/23/23	S053360	- EN				2,482.63			
	DELL LATI	03/23/23	S053360	- EN				-1,273.60			
	MONITOR, DELL 23-INCH MON	03/23/23	S053360	- EN				-89.54			
	DOCK STATION, DELL THUNDE	03/23/23	S053360	- EN				-145.98			
	DELL LATI	03/23/23	S053360	- EN				-2,604.00			
	DESKTOP, OPTIPLEX 5400 AL	03/23/23	S053360	- EN				-1,275.63			
	ECOMM_LABELS: CART_SALEST	03/23/23	S053360	- EN				364.51			
	ECOMM_LABELS: CART_SALEST	03/23/23	S053360	- EN				364.51			
	ENVIRONMENTAL FEE	03/23/23	S053360	- EN				18.00			
	Adjustment	03/23/23	S053360	- EN				-364.51			

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 6
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Ref.	Date	Dept. Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO			3450	LAFCO				
0002202	CONT ASSETS COMPUTER RELATED				3,000.00	0.00	83.37	14,901.30		-11,984.67	499%
0002203	COMPUTER COMPONENTS <\$1,500				0.00	0.00	0.00	0.00		0.00	
0002203	ODP BUSINESS SO A: 895866 03/30/23 836403 - OH				0.00	584.17	584.17	0.00		-584.17	9999%
0002204	COMPUTER RELATED ITEMS:<\$500				1,000.00	0.00	0.00	0.00		1,000.00	
0002204	COMPUTER RELATED ITEMS:<\$500				1,000.00	0.00	0.00	0.00		1,000.00	
0002205	POSTAGE				1,000.00	0.00	10.07	0.00		989.93	1%
0002205	POSTAGE				1,000.00	0.00	10.07	0.00		989.93	1%
0002235	ACCOUNTING & FINANCIAL SERVICE				29,500.00	0.00	1,995.28	0.00		27,504.72	7%
	JAMES MARTA & C AUDIT YEA 03/23/23 835972 - OH						6,500.00				
	JAMES MARTA & C AUDIT YEA 03/23/23 835972 - OH						6,500.00				
0002235	ACCOUNTING & FINANCIAL SERVICE				29,500.00	0.00	14,995.28	0.00		14,504.72	51%
0002239	LEGAL SERVICE				40,000.00	0.00	7,562.75	0.00		32,437.25	19%
	BEST BEST & KRI INV 95679 02/08/23 834142 - OH						1,470.94				
	BEST BEST & KRI INV 95922 03/08/23 959223 - OH						1,272.40				
0002239	LEGAL SERVICE				40,000.00	0.00	10,306.09	0.00		29,693.91	26%
0002245	CONTRACTED SERVICES				180,000.00	0.00	21,594.92	8,500.00		149,905.08	17%
	ROLLINGS & MCDO INV: 163 02/08/23 834143 - OH						200.00				
	INV: 163 02/01/23 02/08/23 C0104980 - PP							-200.00			
0002245	CONTRACTED SERVICES				180,000.00	0.00	21,794.92	8,500.00		149,705.08	17%
0002250	OTHER PROFESSIONAL SERVICES				33,500.00	0.00	12,780.42	0.00		20,719.58	38%
	CALPERS FEB-23 02/08/23 23004621 - JE						6.03				
	RONALD A KOTT STIPEND LAF 02/23/23 834902 - OH						100.00				
	MITCHELL H MASH STIPEND L 02/23/23 834903 - OH						100.00				
	NANCY SHOPAY STIPEND LAF 02/23/23 834906 - OH						100.00				
	JOHN M VASQUEZ STIPEND LA 02/23/23 834907 - OH						100.00				
	CORRECT DISTRICTS JV'S 03/02/23 23005011 - JE						2.83				
	STEVEN BIRD LAFCO MEETING 03/06/23 835359 - OH						100.00				
	WANDA WILLIAMS LAFCO MEET 03/06/23 835360 - OH						100.00				

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 7
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Department Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
Object	Description	Date	Ref.	Budget	Adjustments	Actual	Encumbrance	Balance	Pct.
		03/08/23	23005303 - JE	33,500.00	0.00	13,395.31	0.00	20,104.69	40%
0002250	OTHER PROFESSIONAL SERVICES								
0002266	CENTRAL DATA PROCESSING SVCE			23,100.00	0.00	13,432.65	0.00	9,667.35	58%
	CDP FY 22-23 (February)	02/23/23	23004912 - JE			1,918.95			
	CDP FY 22-23 (March)	03/27/23	23005586 - JE			1,918.95			
0002266	CENTRAL DATA PROCESSING SVCE			23,100.00	0.00	17,270.55	0.00	5,829.45	75%
0002271	SOFTWARE RENTAL / SUBSCRIPTION			3,000.00	0.00	1,051.31	0.00	1,948.69	35%
	US BANK A:4246 0445 5569	02/01/23	833507 - OH			275.99			
	US BANK A:4246 0445 5569	03/08/23	835449 - OH			12.00			
	US BANK A:4246 0445 5569	03/08/23	835449 - OH			15.00			
	US BANK A:4246 0445 5569	03/08/23	835449 - OH			90.00			
	US BANK A:4246 0445 5569	03/08/23	835449 - OH			14.99			
	US BANK A:4246 0445 5569	03/30/23	836404 - OH			308.88			
	US BANK A:4246 0445 5569	03/30/23	836404 - OH			14.99			
0002271	SOFTWARE RENTAL / SUBSCRIPTION			3,000.00	0.00	1,783.16	0.00	1,216.84	59%
0002280	PUBLICATIONS AND LEGAL NOTICES			1,500.00	0.00	0.00	0.00	1,500.00	
	DAILY REPUBLIC A:00002684	03/30/23	300114213 - OH			108.50			
0002280	PUBLICATIONS AND LEGAL NOTICES			1,500.00	0.00	108.50	0.00	1,391.50	7%
0002285	LEASE EXPENSE-COPIERS/MFD'S ST			8,400.00	0.00	2,972.51	0.00	5,427.49	35%
	GREAT AMERICA F AGREE:015	02/03/23	833765 - OH			460.23			
	RAY MORGAN COMP A: SL18	02/23/23	834905 - OH			55.89			
	GREAT AMERICA F AGREE:015	03/03/23	835265 - OH			415.23			
	RAY MORGAN COMP A:SL18 11	03/17/23	835862 - OH			63.27			
	RAY MORGAN COMP C: SL18 3	03/24/23	836172 - OH			72.47			
	GREAT AMERICA F A #015-15	03/30/23	836402 - OH			415.23			
0002285	LEASE EXPENSE-COPIERS/MFD'S ST			8,400.00	0.00	4,454.83	0.00	3,945.17	53%
0002295	LEASE EXPENSE - BUILDINGS ST			25,000.00	0.00	0.00	0.00	25,000.00	

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 8
 MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND
 SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Department Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
0002295	LEASE EXPENSE - BUILDINGS ST		25,000.00	0.00	0.00	0.00	0.00	25,000.00	
0002310	EDUCATION & TRAINING		1,000.00	0.00	24.00	0.00	0.00	976.00	2%
0002310	EDUCATION & TRAINING		1,000.00	0.00	24.00	0.00	0.00	976.00	2%
0002335	TRAVEL EXPENSE		12,000.00	0.00	3,527.79	0.00	0.00	8,472.21	29%
	BALANCE SHEET ACCOUNTS	03/09/23	23005206 - JE		530.92				
	US BANK A:4246 0445 5569	03/30/23	836404 - OH		771.98				
0002335	TRAVEL EXPENSE		12,000.00	0.00	4,830.69	0.00	0.00	7,169.31	40%
0002339	MANAGEMENT BUSINESS EXPENSE		2,000.00	0.00	303.46	0.00	0.00	1,696.54	15%
	US BANK A:4246 0445 5569	03/08/23	835449 - OH		158.58				
	US BANK A:4246 0445 5569	03/08/23	835449 - OH		52.12				
	US BANK A:4246 0445 5569	03/08/23	835449 - OH		82.97				
	BALANCE SHEET ACCOUNTS	03/09/23	23005206 - JE		-0.20				
	US BANK A:4246 0445 5569	03/30/23	836404 - OH		42.00				
	US BANK A:4246 0445 5569	03/30/23	836404 - OH		199.00				
	US BANK A:4246 0445 5569	03/30/23	836404 - OH		40.10				
	US BANK A:4246 0445 5569	03/30/23	836404 - OH		81.26				
0002339	MANAGEMENT BUSINESS EXPENSE		2,000.00	0.00	959.29	0.00	0.00	1,040.71	48%
0002354	CAR ALLOWANCE		7,200.00	0.00	4,380.00	0.00	0.00	2,820.00	61%
	PeopleSoft Payroll Postin	02/10/23	PSDATA - JE		300.00				
	PeopleSoft Payroll Postin	02/24/23	PSDATA - JE		300.00				
	PeopleSoft Payroll Postin	03/10/23	PSDATA - JE		300.00				
	PeopleSoft Payroll Postin	03/24/23	PSDATA - JE		300.00				
0002354	CAR ALLOWANCE		7,200.00	0.00	5,580.00	0.00	0.00	1,620.00	78%
0002355	PERSONAL MILEAGE		1,000.00	0.00	0.00	0.00	0.00	1,000.00	
0002355	PERSONAL MILEAGE		1,000.00	0.00	0.00	0.00	0.00	1,000.00	

Agenda Item 7B - Financials: February-March 2023

** Solano County** 03/31/23 [M O N T H L Y D E T A I L] 75% of Fiscal Year Page 9
MON, APR 03, 2023, 2:40 PM --req: CLOVE-----leg: GL CP--loc: EXTERNAL--job:6698355 J776-----prog: GL571 <1.13>---report id: GLMDET01

SORT ORDER: SUBOBJ within CATEGORY within KEY within DEPTMNT within FUND

SELECT ACCOUNT KEY: 3450

Fund	Fund Description	Dept.	Dept. Description	Key	Key Description	Actual	Encumbrance	Balance	Pct.
345	LAFCO	3450	LAFCO	3450	LAFCO				
Object	Description	Date	Ref.	Budget	Adjustments	Actual	Encumbrance	Balance	Pct.
2000	SERVICES AND SUPPLIES			415,417.00	0.00	119,444.84	23,401.30	272,570.86	34%
9200	LICENSES, PERMITS & FRANCHISE								
0009229	LICENSES & PERMITS-OTHER			75,000.00	0.00	0.00	0.00	75,000.00	
	DEF REV TO LIC/PERMITS	02/15/23	23004692 - JE			29,000.00			
0009229	LICENSES & PERMITS-OTHER			75,000.00	0.00	29,000.00	0.00	46,000.00	39%
9200	LICENSES, PERMITS & FRANCHISE			75,000.00	0.00	29,000.00	0.00	46,000.00	39%
9400	REVENUE FROM USE OF MONEY/PROP								
0009401	INTEREST INCOME			3,000.00	0.00	12,691.94	0.00	-9,691.94	423%
0009401	INTEREST INCOME			3,000.00	0.00	12,691.94	0.00	-9,691.94	423%
9400	REVENUE FROM USE OF MONEY/PROP			3,000.00	0.00	12,691.94	0.00	-9,691.94	423%
9500	INTERGOVERNMENTAL REVENUES								
0009511	OTHER GOVERNMENTAL AGENCIES			895,788.00	0.00	895,788.00	0.00	0.00	100%
0009511	OTHER GOVERNMENTAL AGENCIES			895,788.00	0.00	895,788.00	0.00	0.00	100%
9500	INTERGOVERNMENTAL REVENUES			895,788.00	0.00	895,788.00	0.00	0.00	100%
Key Total - Revenue				973,788.00	0.00	937,479.94	0.00	36,308.06	96%
Key Total - Expense				1,004,990.00	0.00	434,201.97	23,401.30	547,386.73	46%
						503,277.97			
Dept Total - Revenue				973,788.00	0.00	937,479.94	0.00	36,308.06	96%
Dept Total - Expense				1,004,990.00	0.00	434,201.97	23,401.30	547,386.73	46%
						503,277.97			
Fund Total - Revenue				973,788.00	0.00	937,479.94	0.00	36,308.06	96%
Fund Total - Expense				1,004,990.00	0.00	434,201.97	23,401.30	547,386.73	46%



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: April 10, 2023
TO: Local Agency Formation Commission
FROM: Rich Seithel, Executive Officer
SUBJECT: **LAFCO Project No. 2022-13 7717 W Ranch Ln. Annexation to the Rural North Vacaville Water District (APN: 0105-040-470)**

Recommendation:

CONSIDER and ADOPT the LAFCO Resolution approving the annexation of 7717 W Ranch Lane (APN 0105-040-470) (5.87 acres) to the Rural North Vacaville Water District (RNVWD).

REVIEW and CONSIDER the Notice of Exemptions (NOE) as the Responsible Agency pursuant to the California Environmental Quality Act (CEQA).

WAIVE the conducting authority proceedings pursuant to Government Code (GC) Section 56662.

Executive Summary:

The RNVWD has submitted an annexation application initiated by resolution (Attachment A) to provide potable water service to 7717 W. Ranch Lane, located north of the City of Vacaville in unincorporated Solano County. The property owner has a well but desires a more reliable source of potable water and is requesting one water connection due to a proposed ADU, sparse groundwater, and a desire for greater fire protection.

The property is within the District's Sphere of Influence (SOI), contiguous to the RNVWD pipeline, and is designated Rural Residential (RR-5) in the County's General Plan. There are no plans for city annexation, and the property is not located within the City of Vacaville's sphere of influence or general plan area.

This annexation is subject to 1. the statutory Government Code's (GC§ 56668) seventeen factors, 2. consistency with Solano LAFCO's eleven locally adopted standards, and, 3. the determination that the District has the capability and capacity to service APN 0105-040-470. As outlined further in the staff report, staff has determined that this proposal is consistent with State law and the Commission's adopted standards. In addition, based on the District's 2022 Draft Municipal Service Review (MSR), the RNVWD has the capability and capacity to extend service to the subject property.

Commissioners

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Mala Subramanian, Lead Legal Counsel

Given that the proposed area is considered legally uninhabited (fewer than 12 registered voters) and that the property owner has submitted a letter consenting to the annexation (see Attachment B), the Commission can waive the: notice, hearing, and the conducting authority (protest) proceeding. Should the Commission approve the proposed annexation, the property owner intends to purchase one existing inactive water connection.

Background:

The following staff report is divided into an analysis of the following topics: I. project description; II. RNVWD's profile; III. project analysis (which considers CEQA, statutory and policy considerations of both the factors under CKH and the Commission's adopted Standards); IV. the conducting authority/protest proceeding analysis; V. summary of findings and determinations, and VI. conditions of approval.

I. Project Description

The RNVWD proposes to annex 5.87 acres located on 7717 W. Ranch Lane, north of the City of Vacaville, in unincorporated Solano County (APN 0105-040-470), at the intersection of W. Ranch Lane and Ciarlo Lane. The property owner has a well but desires a more reliable source of potable water and is requesting one water connection. The map and geographic description are attached to the LAFCO Resolutions as Exhibit A.

Application for this change of organization is made subject to GC § 56650 et seq. by RNVWD Resolution 2021-61 (Attachment A). The proposal is exempt from the requirements of notice and public hearing because it is legally uninhabited per GC § 56046, the landowner has submitted a letter to the Commission providing 100% consent.

II. District Profile

The RNVWD was formed in 1996 as a community services district (CSD) to provide potable water and water for fire suppression in the Steiger Hills and English Hills areas in unincorporated Solano County north of the City of Vacaville. RNVWD is governed by an elected Board of Directors who reside within the District.

The physical operation and maintenance of the water system are contracted to Solano Irrigation District (SID). RNVWD is funded solely by fees and charges for services it provides; it does not receive ad-valorem property tax revenues.

The RNVWD was designed for 533 water connections. Currently, there are 416 "active" connections. In addition, the District advises that this annexation will be assigned Water Right Serial #531.



III. Project Analysis

California Environmental Quality Act (CEQA):

The District, as the Lead Agency, has determined the proposal to be exempt from CEQA according to Section 15061(b)(3) because there is no possibility of causing a significant effect on the environment for the following reasons:

- The proposal does not increase the total number of 533 approved connections
- The proposal area is located within the District's current approved SOI.
- The proposal site is substantially surrounded by the District's existing service boundary.
- The proposal area is within the proximity of a meter/backflow connection point.

For the Commission's review and consideration, RNVWD has filed a Notice of Exemption (NOE) under CEQA (Attachment C). As the responsible agency, staff recommends the Commission review, consider, and subsequently file an NOE upon approval.

Statutory and Policy Considerations:

Per the requirements of the Cortese-Knox-Hertzberg (CKH) Act, the Commission is required to consider seventeen Factors (a-q)¹. Additionally, the Commission must consider its adopted policies (Standards per Section 56375(g)) when reviewing an application for a change of organization or reorganization.

- **GC §56668 – Factors to be Considered in Review of a Proposal:** CKH requires the Commission to consider seventeen (a-q) specific factors when reviewing proposals for a change of organization. Below are the factors followed by staff's analysis:
 - a. ***Population and population density; land area and land use; assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; and the likelihood of significant growth in the area, and in adjacent incorporated and unincorporated areas, during the next 10 years.***

Under the County's adopted General Plan, the land use designation is Rural Residential (RR-5). This is consistent with properties within the general vicinity of W. Ranch Lane.

The project area's topography is flat. There are no natural boundaries or drainage basins within the proposed area. There are no plans for city annexation of the proposal area, and they are not located within the City of Vacaville's SOI or general plan area. Given Measure T² and the County's adopted General Plan, no significant growth is anticipated in the adjacent unincorporated area.

¹ GC Section 56668.

² On November 4, 2008, Solano voters passed Measure T, which was an amendment to Solano County's 1994 Orderly Growth Initiative that updated certain provisions of the Solano County General Plan related to agriculture and open space policies and land use designations and extended the amended initiative until December 31, 2028. By passing Measure T, the voters required that the County would maintain the current development strategy of city-centered growth (among other directives).

- b. The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; and probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.***

The proposal will allow the property owner to purchase one potable water connection from the District. Following is a discussion of services:

Fire Protection and Emergency Medical Service

The Vacaville Fire Protection District is currently responsible for providing fire protection to the affected territory. No service change will occur on annexation approval.

Law Enforcement Service

The Solano County Sheriff's Office is responsible for providing law enforcement services to the affected territory. No service change will occur.

Sewer Service

On-site sewage disposal must adhere to County code standards and requirements.

Water Service

The subject areas are in a water-scarce area, and the property owners want a more reliable source for potable water. If approved for annexation, the property owner intends to purchase one water connection to receive potable water service.

- c. The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.***

This annexation does not have a negative effect on the adjacent areas, mutual social and economic interest, or the local governmental structure of Solano County.

- d. The conformity of the proposals and their anticipated effects with; 1. the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and 2. the policies and priorities in Section 56377.***

The subject proposal does not affect the Commission's policy for providing planned, orderly, and efficient patterns of urban development. Annexation of the subject property to the District does not entitle the property owner to additional development rights they would not otherwise be entitled to under the County's General Plan and Zoning Ordinance. This factor is not applicable to the subject proposal.

- e. The effect of the proposals on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.***

Should the Commission approve the changes of organization, there are no effects on agricultural lands. According to GC § 56016, "agricultural lands" means land currently used for producing an agricultural commodity for commercial purposes, land left fallow under a crop rotational program, or land enrolled in an agricultural subsidy or set-aside program. The subject property is not used for any of these purposes; therefore, this factor is not applicable

to the subject proposal.

f. *The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.*

A map and a geographic description (Exhibit A to LAFCO Resolution) have been prepared, which identifies the boundaries of the affected territory per the requirements of the State Board of Equalization, the Solano County Surveyor, and the County Assessor's Office, and LAFCO. These documents, which have been reviewed by the County Surveyor, provide certainty regarding the exact boundaries of the affected territories.

g. *A regional transportation plan adopted pursuant to Section 65080.*

Solano County adopted a Regional Transportation Plan (RTP). The proposed annexation has no impact.

h. *The proposal's consistency with city or county general and specific plans.*

The subject proposal is within the land use jurisdiction of Solano County. The County's General Plan designates the affected territory as rural residential. The County's General Plan allows for Rural Residential zoning to apply to areas appropriate for rural, low-density, single-family homes, where agriculture is not the sole land use, and commercial agricultural production capability is low. The proposal will not result in a change in land use. The proposal to annex the property to RNVWD's service area will not affect the property's consistency with the County's General Plan.

i. *The sphere of influence of any local agency that may be applicable to the proposal being reviewed.*

The RNVWD is the nearest agency capable of providing potable water to the property. The property is north of the City of Vacaville and Solano Irrigation District boundaries; however, the parcel is not within their spheres of influence.

j. *The comments of any affected local agency or other public agency.*

LAFCO staff has not received any comments from other agencies.

k. *The ability of the newly formed or receiving entity to provide the services that are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.*

Based on the District's most recent MSR reviewed by the Commission in February 2022, the RNVWD has adequate service capacities and financial resources to serve the affected properties.

The RNVWD was designed and approved for 533 water connections. Currently, there are 416 reported connections. In addition, the District advises that the water right associated with this connection is Serial # 531.

Regarding revenue sufficiency, RNVWD is an enterprise district and will be able to collect fees for the active connection to fund the District's services and related activities. The District does not receive ad-valorem property tax.

l. Timely availability of water supplies adequate for projected needs as specified in Section 65352.5.

The municipal service review for the RNVWD indicates that there is enough water supply to serve the proposed annexation territory. The affected territory will be able to receive potable water for its needs from the RNVWD upon approval of the change of organization and the purchase of the water connection.

m. The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.

The proposed annexations to the RNVWD have no effect on the RHNA.

n. Any information or comments from the landowner or landowners, voters, or residents of the affected territory.

LAFCO staff has received the consent of the property owner for the change of organization.

o. Any information relating to existing land use designations.

The County General Plan designates the affected territory as Rural Residential (RR-5).

p. The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment and meaningful involvement of people of all races, cultures, incomes, and national origins, with respect to the location of public facilities and the provision of public services, to ensure a healthy environment for all people such that the effects of pollution are not disproportionately borne by any particular populations or communities.

These annexations have no measurable effect on either promoting or discouraging environmental justice.

q. Information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone pursuant to Section 51178 or maps that identify land determined to be in a state responsibility area pursuant to Section 4102 of the Public Resources Code, if it is determined that such information is relevant to the area that is the subject of the proposal.

The proposed annexation area is located in the State Response Area and CALFIRE's designated fire hazard severity zone. However, the annexation of the subject property to the District will not entitle the landowner to additional development rights that are not already allowed under the County's General Plan and Zoning Ordinance. This factor is not relevant

to the district annexation proposal.

- GC §56375(g) Locally Adopted Standards:** LAFCOs are required to adopt written procedures or Standards for the evaluation of proposals including written definitions consistent with existing state law. Following is an analysis of the proposal’s consistency with the Commission’s adopted Standards 1-11.

Standard	Policy Consistency	Analysis
1. Consistency with Sphere of Influence (SOI) Boundaries	Consistent	The subject parcel is within the District’s sphere that was approved in 2016. The SOI will be amended to reflect said annexations. Therefore, the proposal meets this Standard.
2. Change of Organization and Reorganization to the Limits of the SOI Boundaries	Not applicable	The project area is not in an area designated as open space. The Solano County General Plan designates this property as Rural Residential; it is not a park, recreation facilities, protected open space, reservoirs, or detention basins. Therefore, this Standard is not applicable.
3. Consistency with City General Plan, Specific Plan, Area-Wide Plan, and Zoning Ordinance	Not applicable	This Standard is not applicable as this proposal is not a city annexation.
4. Consistency with the County General Plan of Proposed Change of Organization or Reorganization Outside of a City’s SOI Boundary	Consistent	There is no anticipated change in land use. Therefore, the proposal meets this Standard
5. Requirement for Pre-Approval	Consistent	RNVWD’s Board adopted Resolution No. 2022-67 (Attachment A), requesting LAFCO initiate proceedings for the reorganizations. Standard met.
6. Effect on Natural Resources (California Environmental Quality Act – CEQA)	Consistent	Acting as the lead agency pursuant to CEQA, the District adopted a Notice of Exemption (NOE) for the proposed annexation area. Staff recommends the Commission adopt and file the NOE as the responsible agency following approval of the annexations.
7. Establishing Proposal Boundaries, Map and Geographic Description	Consistent	No irregular or overlapping boundaries will be created as a result of the proposed change of organization. The attached maps and geographic descriptions have been reviewed and corrected by the Solano County Surveyor.

Standard	Policy Consistency	Analysis
8. Likelihood of Significant Growth and Effect on Other Territory	Not applicable	This Standard is not applicable since the proposal does not include the conversion of open space land to urban use.
9. Protection of Prime Agricultural Land	Not applicable	The subject property does not contain prime agricultural land.
10. Provision and Cost of Community Services	Consistent	Upon annexation, the property owners will purchase one water connection. No other services are proposed.
11. Effect on Adjacent Areas, Mutual Social and Economic Interests, and on Local Governmental Structure	Consistent	No negative effect on other agencies. As previously noted, there is no tax base exchange as a result of the approval; however, the District will be able to collect fees and charges for their services. This Standard has been met.

IV. Conducting Authority (Protest Hearing)

The proposal area is legally uninhabited per GC Section 56079.5 (there are fewer than 12 registered voters in the proposal area). Furthermore, the property owner has submitted a letter to the Commission consenting to the annexation. Therefore, staff recommends the Commission waive the conducting authority proceeding pursuant to GC Section 56662(d).

V. Summary of Findings and Determinations

Staff recommends the following findings and determinations based on project research and analysis included in prior sections of this document, State law, and the Commission’s adopted policies:

1. The RNVWD is the nearest agency capable of providing potable water to the properties. The property is located within the RNVWD’s sphere of influence which was reviewed and adopted by the Commission on April 16, 2016.
2. The proposal will allow the property owner to purchase one potable water connection and receive potable water services from RNVWD. No other new municipal services will be extended.
3. The RNVWD’s most recent municipal service review found the RNVWD has adequate service capacities and financial resources to serve the affected property.
4. The RNVWD is an enterprise district and will be able to collect fees for the active connections to fund the District’s services and related activities.
5. The proposed annexation will not have a negative effect on RNVWD or their service area as the proposal does not increase the number of connections. Upon annexation, the property owner will be able to purchase one available inactive connection.

6. No base tax exchange will occur because of this proposal; the RNVWD does not receive ad-valorem property tax revenue.
7. The proposal area is legally uninhabited and the property owner has submitted a letter to the Commission consenting to the annexation. Therefore; the Commission waives the notice, hearing, and conducting authority proceeding.
8. The proposal is exempt from CEQA pursuant to Section 15061(b)(3); general rule exemption
9. The proposal is consistent with the Commission's policy with respect to providing planned, orderly, and efficient patterns of urban development.
10. The map and geographic description prepared for the subject proposal has been reviewed by the County Surveyor, and these documents provide certainty regarding the exact boundary of the affected territory.
11. The proposals are within the land use jurisdiction of Solano County and will have no effect on the property's consistency with the County's General Plan.

VI. Terms and Conditions of Approval per GC §: 56885, 56885.5, and 56886

Staff recommends the Commission approve the proposed change of organization with the following terms and conditions of approval:

1. The Commission orders the changes of organization without election as provided by GC § 56885.5.
2. Immediately following LAFCO approval, the property owner shall submit warrants to LAFCO for 1) the CA State Board of Equalization totaling \$350.00 and 2) the Solano County Assessor-Recorder totaling \$119.00 for each annexation.
3. The effective date of the change of organization shall be the date of the recordation made with the County Recorder of the Certificate of Completion per GC §57202.

Attachments:

Action Item – Solano LAFCO Resolution of Annexation of 7717 W Ranch Lane into the Rural North Vacaville Water District (APN: 0105-040-470)

- A – RNVWD Resolution #2022-67
- B – 100% consent letter
- C – CEQA Notice of Exemption

LAFCO RESOLUTION NO. 2023-XX

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SOLANO COUNTY APPROVING THE ANNEXATION OF 7717 W. RANCH LANE
INTO THE RURAL NORTH VACAVILLE WATER DISTRICT (APN: 0105-040-470)
(LAFCO PROJECT No. 2022-13)**

WHEREAS, a resolution of application for the proposed annexation of certain territory to the Rural North Vacaville Water District (RNVWD) in Solano County was filed with the Executive Officer of this Local Agency Formation Commission (LAFCO/Commission) pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act, commencing with §56000, *et seq.* of the California Government Code by the RNVWD; and,

WHEREAS, the Executive Officer has examined the proposal and certified that it is complete and has accepted the proposal for filing as of April 10, 2023; and,

WHEREAS, the proposal is exempt from the requirements for notice and hearing pursuant to Government Code §56662 because 100% of the landowner have provided written consent to the proposal; and,

WHEREAS, the Executive Officer, pursuant to Government Code §56665 has reviewed this proposal and prepared a report including recommendations, and has furnished a copy of this report to each person entitled to a copy; and,

WHEREAS, the Rural North Vacaville Water District, as the lead agency of the subject proposal has found the subject proposal exempt from the California Environmental Quality Act (CEQA) per Section 15061(b)(3) General rule exemption via RNVWD Resolution 2021-61 adopted on December 14, 2021, the Commission, as the responsible agency, has considered the environmental documents prepared and approved by the lead agency; and,

WHEREAS, the Commission has received, heard, discussed, and considered all oral and written testimony related to the proposal, including but not limited to comments and objections, the staff report and recommendation, the environmental document and determination, spheres of influence, the District's municipal service review, and the County's general plan and zoning ordinance; and,

WHEREAS, the Commission has considered and made findings with respect to the reorganization's compliance with Solano LAFCO's "Standards for Evaluation of Annexation Proposals"; and,

WHEREAS, the Commission does hereby make the following findings and determinations regarding the proposal:

1. The RNVWD is the nearest agency capable of providing potable water to the property. The property is located within the RNVWD's sphere of influence, which was reviewed and adopted by the Commission on April 16, 2016.
2. The proposal will allow the property to purchase one inactive potable water connection and receive potable water services. No other new municipal services will be extended.
3. The RNVWD's most recent municipal service review and sphere of influence update found the RNVWD has adequate service capacities and financial resources to serve the affected property.
4. The RNVWD is an enterprise district and will be able to collect fees for the active/inactive connection to fund the District's services and related activities.
5. The annexation will not have a negative effect on RNVWD or their service area as the proposal does not increase the number of connections. Upon annexation, the property owner will be able to purchase one available inactive connection.
6. No base tax exchange will occur because of this proposal; the RNVWD does not receive property tax revenue.
7. The proposal area is uninhabited, the property owners have submitted a letter to the Commission consenting to the annexation, and therefore the Commission waives the notice, hearing, and conducting authority proceeding.
8. The proposal is exempt from CEQA pursuant to § 15061(b)(3); general rule exemption.
9. The District annexation will have no effects on the Commission's policy with respect to providing planned, orderly, and efficient patterns of urban development.
10. The map and geographic description prepared for the subject proposal have been reviewed by the County Surveyor, and these two documents provide certainty regarding the exact boundary of the affected territory.
11. The proposal is within the land use jurisdiction of Solano County and will have no effect on the property's consistency with the County's General Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED, AND ORDERED
as follows:

1. 7717 W Ranch Lane (APN 0105-040-470) Annexation to the Rural North Vacaville Water District is approved, subject to the terms and conditions of approval listed below.
2. Said territory is annexed as proposed and as set forth and described in the attached descriptive map and geographical description marked “Exhibit A” and by this reference incorporated herein.
3. Pursuant to § 15096 of the CEQA Guidelines, LAFCO has reviewed and considered the Notice of Exemption adopted by the Lead Agency. Upon LAFCO approval, the Executive Officer is directed to file a Notice of Exemption in compliance with CEQA Guidelines and local ordinances implementing the same.
4. Said territory includes approximately 5.87 acres and is found to be legally uninhabited, and the territory is assigned the following short form designation:

7717 W. Ranch Lane Annexation to the Rural North Vacaville Water District

5. The proposal area shall be removed from the sphere of influence of the Rural North Vacaville Water District concurrent with the subject annexation.
6. The following changes of organization or reorganization are approved:

Annexation to the Rural North Vacaville Water District
7. All subsequent proceedings in connection with this annexation shall be conducted only in compliance with the approved boundaries and conditions set forth in the attachments and any terms and conditions specified in this Resolution.
8. The Commission waives the Conducting Authority proceeding.

Terms and Conditions of Approval:

1. The Commission orders the change of organization without election as provided by GC § 56885.5.
2. Prior to the recordation of the Certificate of Completion, the property owner shall submit warrants to LAFCO for 1) the CA State Board of Equalization totaling \$350.00 and 2) the Solano County Assessor-Recorder totaling \$119.00.
3. The effective date of the change of organization shall be the date of the recordation made with the Solano County Recorder of the Certificate of Completion per GC Section 57202.

The foregoing Resolution was duly passed and adopted by the Local Agency Formation Commission of Solano County at a regular meeting, held on the 10th day of April 2023, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

Nancy Shopay, Chair
Presiding Officer Solano Local Agency
Formation Commission

ATTEST:

Christina Love, Clerk to the Commission

Exhibit A: Map and Legal

EXHIBIT A

LAFCO PROJECT NO. 2022-13

**7717 WEST RANCH LANE
ANNEXATION TO THE RURAL NORTH
VACAVILLE WATER DISTRICT
GEOGRAPHIC DESCRIPTION**

Being a portion of the Northeast ¼ of section 19,
Township 7N, Range 1W, Mount Diablo Base and Meridian
County of Solano, State of California

Description consists of 2 pages.
Plat map consists of 1 page.

ENGINEER'S STATEMENT:

This description and exhibit of "7717 West Ranch Lane Annexation to RNWWD" boundary is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for assessment purposes only.

Prepared on March 1, 2023 by or under the direction of:



Brad Foulk, PLS 7071
Foulk Civil Engineering, Inc.

COUNTY SURVEYOR'S STATEMENT:

This description and exhibit meets the requirements of the State Board of Equalization, the Solano County Assessor/Recorder's Office, and conforms to the lines of assessment.

Dated March 3, 2023



Danielle L. Goshert, PLS 8491
Deputy Solano County Surveyor

APPROVED BY LOCAL AGENCY FORMATION COMMISSION:

Dated: _____, 2023

Richard J. Seithel, Executive Officer
Solano LAFCO

FOULK CIVIL ENGINEERING, INC.
CIVIL ENGINEERING - LAND SURVEYING
4777 MANGELS BOULEVARD
FAIRFIELD, CA 94534
OFFICE (707) 864-0784
FAX (707) 864-0793

March 1, 2022
22-035

EXHIBIT A

**ANNEXATION NO. 2022-13
7717 WEST RANCH LANE
ANNEXATION TO THE RURAL NORTH VACAVILLE WATER DISTRICT
GEOGRAPHIC DESCRIPTION**

Being a portion of the Northeast $\frac{1}{4}$ of Section 19 in Township 7 North, Range 1 West, Mount Diablo base and meridian more particularly described as follows:

Beginning at the northeasterly corner of parcel A as shown on parcel map filed in book 26 of Parcel Maps, page 39, Solano County records, said point being on the boundary of the Rural North Vacaville Water District as described in document filed August 7, 1996 as document 1996-53529, Solano County records, said point being the true **Point of Beginning** of this description:

Thence leaving said Rural North Vacaville Water District boundary as described in said document 1996-53529, Solano County records along the easterly line of parcel A as shown on parcel map filed in book 26 of Parcel Maps, page 39, Solano County records,
(1) South $08^{\circ}36'59''$ West, 423.90 feet to the beginning of a non-tangent curve concave to the southeast having a radius of 150.00 feet to which curve a radial line bears North $0^{\circ}23'17''$ West; Thence (2) along said curve on a southeasterly line of said parcel A, 113.73 feet through central angle $43^{\circ}26'26''$ and a chord bearing and distance of South $67^{\circ}53'30''$ West and 111.02 feet to a non-tangent line on the southerly line of said parcel A, thence northwesterly along the southwesterly line of said parcel A the following courses and distances;

- (3) North $79^{\circ}21'35''$ West, 88.88 feet;
- (4) North $68^{\circ}30'43''$ West 119.09 feet;
- (5) North $58^{\circ}46'33''$ West 77.17 feet;
- (6) North $48^{\circ}54'49''$ West 176.18 feet;
- (7) North $39^{\circ}47'41''$ West 188.74 feet to the most westerly line of said parcel A and the Rural North Vacaville Water District boundary as described in said document 1996-53529;

Thence northerly and easterly along the westerly and northerly lines of said parcel A and the Rural North Vacaville Water District boundary as described in said document 1996-53529 the following courses and distances;

- (8) North 00°43'19" East 101.22 feet;
- (9) North 68°59'54" East 204.70 feet and
- (10) South 81°23'01" East 497.35 feet to the true **Point of Beginning** of this description.

Containing 5.87 acres, more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the subdivision map act and may not be used as the basis for an offer for sale of the land described.



Bradley D Foulk 3/1/23
Brad D Foulk, PLS 7071
Expires: 12/31/2024

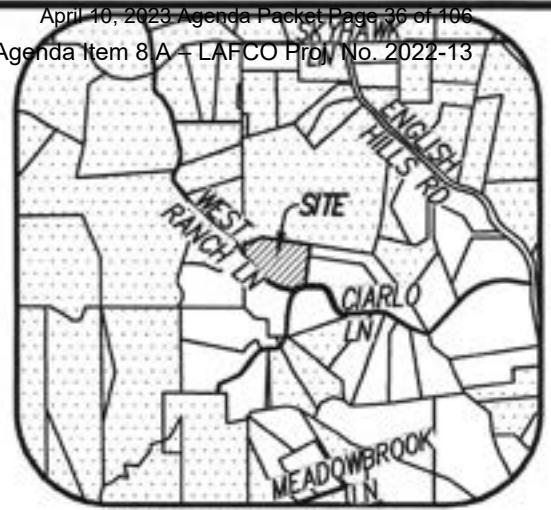
NOTE: FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



Bradley D. Foulk 3/1/23

BRADLEY D. FOULK
 EXPIRES

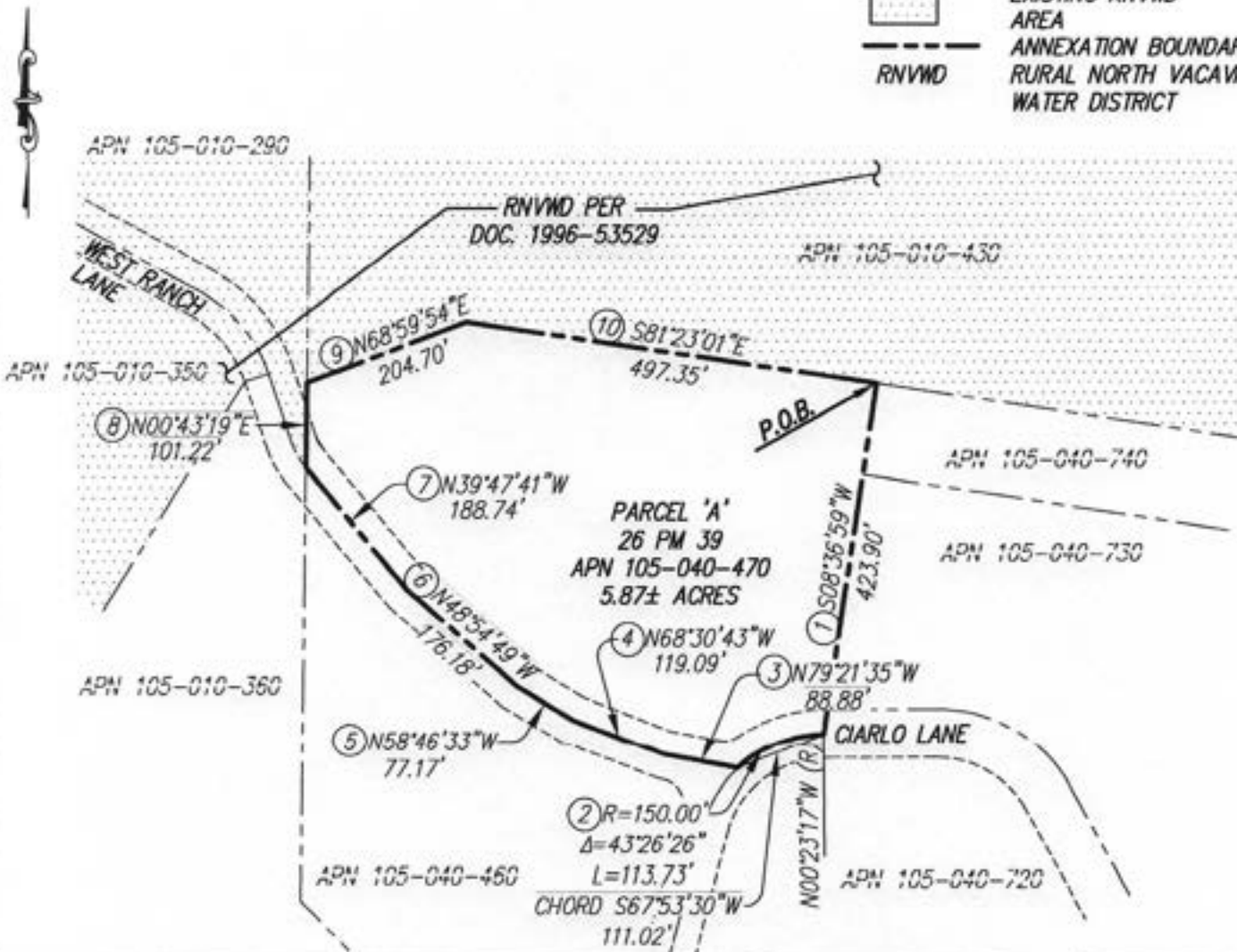
PLS 7071
 12-31-24



VICINITY MAP

LEGEND

- P.O.B. POINT OF BEGINNING
- ① COURSE NUMBER
- [Dotted Box] EXISTING RNVMD AREA
- [Dashed Line] ANNEXATION BOUNDARY
- RNVMD RURAL NORTH VACAVILLE WATER DISTRICT



FCE

FOULK CIVIL ENGINEERING, INC.

Civil Engineering Land Surveying Planning
 4777 Mangels Boulevard, Fairfield, CA 94534

(707)864-0784 fax (707)864-0783 e-mail: foulkce@gmail.com

LAFCO PROJECT NO. 2022-13
 7717 WEST RANCH LANE ANNEXATION TO
 RNVMD BEING A PORTION OF THE
 NORTHEAST 1/4 OF SECTION 19 T.7N.,
 R.1W., MDB&M SOLANO COUNTY, CA

SCALE:	1"=200'
DATE:	03/01/23
DWG:	22-035
JOB NO:	22-035
DRAWN BY:	NRF
CHECKED BY:	BOF

Attachment A

RESOLUTION 2022-67

**A RESOLUTION OF APPLICATION BY THE
RURAL NORTH VACAVILLE WATER DISTRICT
REQUESTING THE SOLANO LOCAL AGENCY FORMATION COMMISSION TO
INITIATE PROCEEDINGS FOR THE CHANGE OF ORGANIZATION OF TERRITORY**

WHEREAS, the Rural North Vacaville Water District desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Act of 2000, commencing with the section 56000 of the California Government Code, for a reorganization which would annex territory to the Rural North Vacaville Water District; and,

WHEREAS, notice of intent to adopt this resolution of application has been given, and this Board has conducted a public hearing based upon this notification; and,

WHEREAS, the principal reasons for the proposed change of organization is to allow for the sale of a domestic water right and service connection as provided for under section 21 of the District Rules and Regulations and this Resolution 2022-67; and,

WHEREAS, no other agency or agencies would be affected by the proposed jurisdictional changes, and,

WHEREAS, the territory proposed for a change of organization is 7717 W Ranch Ln, Vacaville, CA 95688. APN# 0105-040-470, the landowner Forfang, requested and agreed to be annexed to the District; and,

WHEREAS, the District Board of Directors authorizes the preparation of a map and description of the boundaries of the territory known as the Forfang property APN# 0105-040-470, 7717 W Ranch Ln, Vacaville, CA 95688 to be submitted to LAFCO as part of the District's application; and,

WHEREAS, it is desired to provide that the proposed change of organization be subject to the following terms and conditions: ("None"); and,

WHEREAS, this proposal is consistent with the adopted sphere of influence for the agencies subject to this reorganization; and,

WHEREAS, this Board of Directors certifies that the project is Exempt under Section 15061 (b)(3) of the California Environmental Quality Act (CEQA) and,

NOW, THEREFORE, this Resolution of Application is hereby adopted and approved by the Board of Directors of the Rural North Vacaville Water District, and the Local Agency Formation of Solano County is hereby requested to take proceedings for the annexation of territory as authorized and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED the 11th day of Oct 2022, By the Board of Directors of the Rural North Vacaville Water District, County of Solano, State of California, by the following vote:

AYES: Chris, Bob, Elizabeth, Patrick, Steve
NOES: _____
ABSTAIN: _____
ABSENT: _____

DocuSigned by:
Chris Calvert
1BF93E8E38264BC
RNVWD Board of Directors

ATTEST: *N. Veerkamp*
Nancy Veerkamp
RNVWD Board Clerk

Attachment B

October 20, 2022


Solano LAFCO

675 Texas St Ste. 6700

Fairfield, CA 94533

This letter is to inform your Commission that as the real property owner of APN 0105-040-470, I am in support of the proposed annexation of this property to the Rural North Vacaville Water District.

Sincerely,

DocuSigned by:
 10/20/2022
F3CF8A666B18439

Dennis Forfang

7717 W Ranch Ln, Vacaville, CA 95688

707-451-3558

dforfang@gmail.com

Attachment C

Official Departmental Receipt - County of Solano 1066561

FAIRFIELD, CALIF., November 3, 2022

RECEIVED FROM Rural North Vacaville Water District \$ 50.⁰⁰
Fifty dollars ONLY DOLLARS

IN PAYMENT OF NRE - Admin Fee
F&W: 48-11032022-204 CK: 2750
DOC: 11032022-204 CAO / BUS

ORIGINAL

BY [Signature], DEPUTY DEPARTMENT

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Solano

From: (Public Agency): Rural North Vacaville Water District
P.O. Box 5097
Vacaville, CA 95696
(Address)

DEPUTY CLERK
SOLANO COUNTY
NOV 03 2022
FILED

Project Title: Dennis Forfang (7717 W Ranch Ln) Annexation to the Rural North Vacaville Water District (RNVWD).

Project Applicant: Dennis Forfang

Project Location - Specific:

APN # 0105-040-470, 7717 W Ranch Ln, Vacaville CA, 95688

Project Location - City: Vacaville Project Location - County: Solano

Description of Nature, Purpose and Beneficiaries of Project:

The property owner desires to have a water connection to the public water supply (RNVWD)

Name of Public Agency Approving Project: Rural North Vacaville Water District

Name of Person or Agency Carrying Out Project: Gordon Stankowski

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15061(b)(3)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Existing water main adjacent to property. Property currently has an assessment for fire hydrant protection.

Lead Agency
Contact Person: Gordon Stankowski Area Code/Telephone/Extension: 707-447-8420

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Gordon Stankowski Date: 11/03/2022 Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21106, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Document Posted From
11/3/2022 to _____

Deputy Clerk of the Board

Revised 2011



State of California - Department of Fish and Wildlife
2022 ENVIRONMENTAL DOCUMENT FILING FEE
CASH RECEIPT
 DFW 753.5a (REV. 01/01/22) Previously DFG 753.5a

RECEIPT NUMBER:
 48 — 11/03/2022 — 204
 STATE CLEARINGHOUSE NUMBER *(if applicable)*

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY RURAL NORTH VACAVILLE WATER DISTRICT		LEAD AGENCY EMAIL	DATE 11/03/2022
COUNTY/STATE AGENCY OF FILING Solano <input type="button" value="v"/>		DOCUMENT NUMBER 11032022-204	

PROJECT TITLE

DENNIS FORFANG (7717 W RANCH LN)

PROJECT APPLICANT NAME RURAL NORTH VACAVILLE WATER DISTRICT	PROJECT APPLICANT EMAIL	PHONE NUMBER (707) 447-8420	
PROJECT APPLICANT ADDRESS PO BOX 5097	CITY VACAVILLE	STATE CA	ZIP CODE 95696

PROJECT APPLICANT *(Check appropriate box)*

- Local Public Agency School District Other Special District State Agency Private Entity

CHECK APPLICABLE FEES:

- | | | | |
|---|------------|----------|-------|
| <input type="checkbox"/> Environmental Impact Report (EIR) | \$3,539.25 | \$ _____ | 0.00 |
| <input type="checkbox"/> Mitigated/Negative Declaration (MND)(ND) | \$2,548.00 | \$ _____ | 0.00 |
| <input type="checkbox"/> Certified Regulatory Program (CRP) document - payment due directly to CDFW | \$1,203.25 | \$ _____ | 0.00 |
|
 | | | |
| <input checked="" type="checkbox"/> Exempt from fee | | | |
| <input checked="" type="checkbox"/> Notice of Exemption (attach) | | | |
| <input type="checkbox"/> CDFW No Effect Determination (attach) | | | |
| <input type="checkbox"/> Fee previously paid (attach previously issued cash receipt copy) | | | |
| <hr/> | | | |
| <input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only) | \$850.00 | \$ _____ | 0.00 |
| <input checked="" type="checkbox"/> County documentary handling fee | | \$ _____ | 50.00 |
| <input type="checkbox"/> Other | | \$ _____ | 0.00 |

PAYMENT METHOD:

- Cash Credit Check Other

TOTAL RECEIVED \$ _____ 50.00


SIGNATURE

X

AGENCY OF FILING PRINTED NAME AND TITLE

VERONICA LAKE, DEPUTY

Check Number: 2750
 Receipt Number: 1066561

	<p align="center">Solano Local Agency Formation Commission</p>
	<p align="center">675 Texas St. Ste. 6700 • Fairfield, California 94533</p>
	<p align="center">(707) 439-3897 • FAX: (707) 438-1788</p>

STAFF REPORT

DATE: April 10, 2023

TO: Local Agency Formation Commission

FROM: Rich Seithel

SUBJECT: **LAFCO Project No. 2023-01 Dissolution of Reclamation District 2134**

Recommendation:

ADOPT the attached LAFCO Resolution setting the Commission’s determinations and approval of the dissolution of Reclamation District 2134.

DIRECT staff to inform the State Controller’s Office of the Commission’s determination.

Executive Summary:

In November 2022, the Commission received notification from the State Controller’s Office (SCO) identifying Reclamation District (RD) 2134 as an inactive special district in Solano County. Pursuant to Government Code Section (GC §) 56879, the Commission is required to initiate the dissolution of inactive special districts by resolution, unless the Commission determines that the district does not meet the dissolution criteria in GC § 56042.

On February 15, the Commission adopted LAFCO Resolution 2023-01 (Attachment A) affirming that RD 2134 is an inactive district, initiated the dissolution, and directed staff to notice a public hearing for final Commission action on April 10.

Pursuant to Government Code Section 56879(c), the Commission’s action associated with this dissolution must occur following a public hearing. LAFCO has provided individual notices (Attachment B) to landowners and registered voters within RD 2134’s boundary in accordance with State law and adopted Commission policies. To date, no written comments in opposition have been received regarding the consideration of this project.

Discussion:

Senate Bill (SB) 448 (Wieckowski) was passed in 2017 to streamline the process for LAFCOs to dissolve special districts that are inactive. The legislation requires the State Controller’s Office (SCO) to create a list of inactive districts and notify LAFCOs of the list. The Commission is then required to initiate the dissolution of inactive districts, by resolution, within 90 days of receiving the notification from SCO unless the Commission determines the special district(s) does not meet the criteria outlined in the inactive district definition.

Commissioners

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Mala Subramanian, Lead Legal Counsel

Government Code (GC) §56042 defines an inactive district as a district that meets all the following:

- a) The district is a special district as defined in Section 56036;
- b) Per Section 56036 a special district is defined as, “an agency of the state, formed for general law or special act, for the performance of governmental or proprietary functions within limited boundaries and in areas outside the boundaries when authorized by LAFCO pursuant to GC Section 56133.”
- c) The special district has had no financial transactions in the previous fiscal year;
- d) The special district has no assets and liabilities;
- e) The special district has no outstanding debts, judgments, litigation, contracts, liens, or claims.

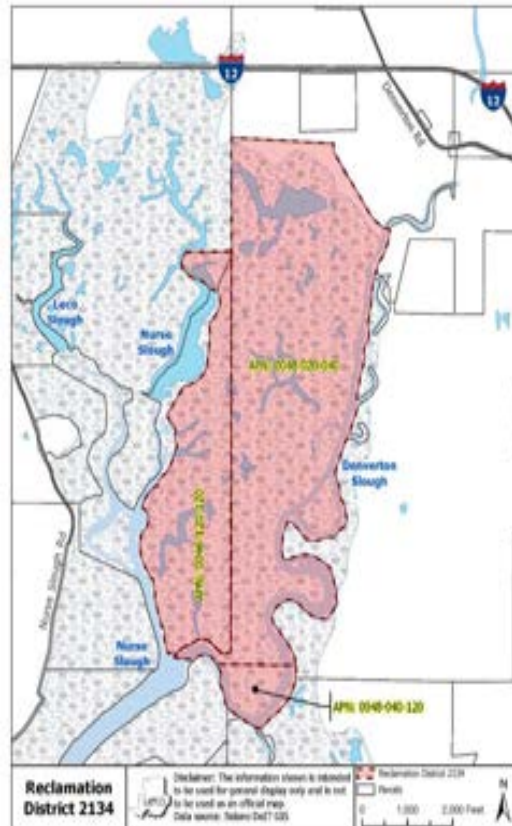
The Commission determined on February 15 that RD 2134 meets all the inactive district criteria set forth in GC §56042.

Background:

RD 2134 was formed in 2000 as an independent public agency under the terms of the reclamation District Law and is comprised of three parcels (APN 0046-120-120, APN 0048-020-040, and APN 0048-040-210) totaling approximately 852 acres. The District’s primary property owner is the California Waterfowl Association (CWA Denverton LLC).

Additionally:

- RD 2134 is generally located within the Suisun Marsh bounded by Nurse and Denverton Sloughs.
- Landowners self-assess the cost of operating, repairing, and maintaining drainage facilities, roads, and levees within the boundaries of the District. The district receives no ad-valorem property tax.
- A primary reason for District formation is to qualify for funding opportunities available to public agencies (i.e. FEMA).
- The land is designated as marshland and is included within the Suisun Marsh Resource Conservation Overlay.
- There are no registered voters or residents within District boundaries and no expectations for growth or development of the District



Environmental Determination

The dissolution of RD 2134 is exempt from the California Environmental Quality Act (CEQA) under section 15320 “Changes in the organization of local agencies.” The dissolution of a district that provides no services would have no direct or reasonably foreseeable indirect impact on the environment and is therefore not considered to be a project.

It is recommended that the Commission find the subject dissolution exempt from CEQA pursuant to Guidelines Section 15320 where the changes do not change the geographical area in which previously existing powers are exercised.

Public Hearing Notice

Pursuant to Government Code Section 56879(c), the Commission’s action associated with this dissolution must occur following a public hearing. If found to be inactive, LAFCO will provide individual notice to the District landowners in accordance with State law and adopted Commission policies. (Attachment A). There are no registered voters residing within RD 2134 according to the information provided by the Registrar of Voters Office on December 22, 2022.

Conclusion

RD 2134 meets all the inactive district criteria set forth in GC §56042. The Commission initiated the dissolution on February 15 and mailed a 21-day notice to the landowners of record Pursuant to GC §56879. Given that there were no contrary comments received as of the writing of this report, staff recommends that the Commission adopts the attached resolution dissolving RD 2134 and notifies the State Controller’s Office appropriately.

Attachments:

Action Item – Resolution for the Dissolution of Reclamation District 2134 (LAFCO Project 2023-01)

Attachment A – Notice of Hearing to Landowners and Registered Voters

Attachment B – RD 2134 Board Resolution

LAFCO RESOLUTION NO. 23-XX

**RESOLUTION FOR THE DISSOLUTION OF RECLAMATION DISTRICT 2134
(LAFCO PROJECT 2023-01)**

WHEREAS, the Local Agency Formation Commission of Solano County initiated a proposal pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), commencing with section 56000 of the California Government Code, for the dissolution of Reclamation District 2134; and

WHEREAS, in accordance with Government Code 56375(a)(2)(G), LAFCO may dissolve an inactive district pursuant to section 56879; and

WHEREAS, the California State Controller has notified the Commission pursuant to Government Code Section 56879 in November 2022 that the Reclamation District 2134 (RD 2134) is an inactive special district; and

WHEREAS, the Commission pursuant to Government Code Section 56879 shall initiate the dissolution of RD 2134 within 90 days of the receipt of the notice from the State Controller’s Office unless the Commission finds that RD 2134 is not inactive as defined in Government Code 56042; and

WHEREAS, the Commission has received, heard, discussed and considered all oral and written testimony related to the proposal, including but not limited to comments and objections, the staff report and recommendation, the environmental document and determination; and

WHEREAS, the Commission does hereby make the following findings and determinations regarding the proposal:

1. Compliance with Government Code Section 56879 has been met by completing the dissolution of RD 2134 because the State Controller’s Office has identified RD 2134 as an inactive district. Within 90 days of receiving such determination, LAFCO is required to initiate the dissolution of inactive special districts by resolution. The State Controller’s notification was received at LAFCO on November 17, 2022.
2. The Commission’s determinations on the proposal incorporate the information and analysis provided in the staff report presented on February 15, 2023.
3. The Commission serves as the lead agency under the California Environmental Quality Act (CEQA) in considering the impacts of the proposal and that the Commission independently finds the action is a project under CEQA, but exempt from further CEQA review under the California Public Resources Code Section 15320.

4. The Commission finds that RD 2134 is an inactive district defined in Government Code 56042 and hereby initiates the dissolution of RD 2134.

The foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of Solano County at a regular meeting, held on the 10th day of April 10, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Nancy Shopay, Chair
Presiding Officer Solano Local Agency
Formation Commission

ATTEST:

Christina Love, Clerk to the Commission

Attachment A**Solano Local Agency Formation Commission**

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 759-3439 • FAX: (707) 438-1788

February 27, 2023

NOTICE OF HEARING

Notice is hereby given that the Solano Local Agency Formation Commission (LAFCO) will hold a hearing at **10:00 a.m. on Monday, April 10, 2023**, or as soon thereafter as possible, in the Board of Supervisors Chambers, County Administration Building, 675 Texas Street, Fairfield, CA, to consider the following item:

LAFCO Project No. 2023-01 Dissolution of Reclamation District 2134

Actions include adopting a Resolution approving the dissolution of Reclamation District 2134.

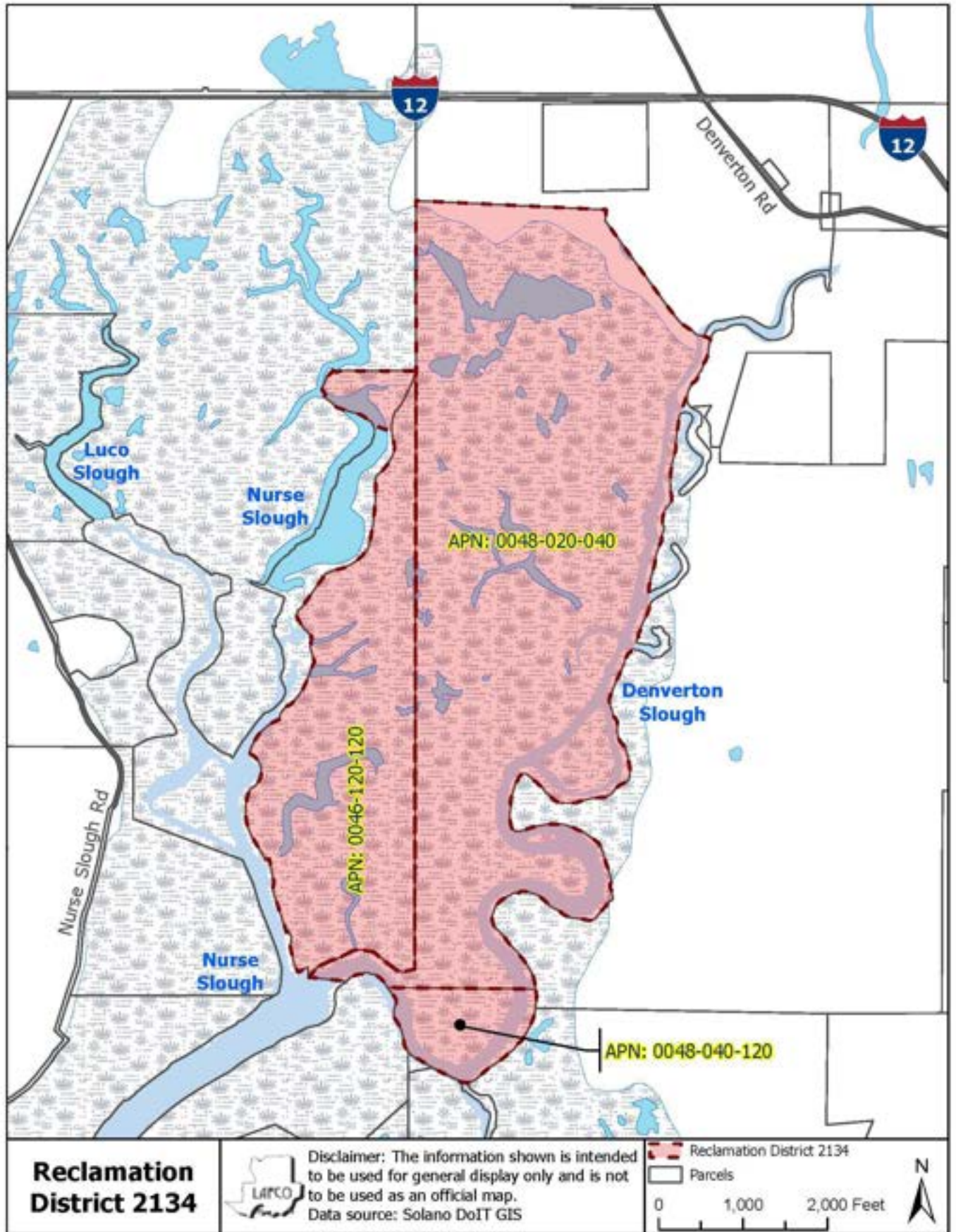
Reclamation District 2134 (RD 2134) consists of three parcels (APNs): 0046-120-120, APN 0048-020-040, and APN 0048-040-210 totaling approximately 852 acres, and is generally located within the Suisun Marsh bounded by Nurse Slough and the Denverton Slough. A map of RD 2134 is shown behind this notice.

On November 4, 2022, the Commission received notification from the State Controller Office identifying RD 2134 as being an inactive district in Solano County. Pursuant to Government Code (GC) 56879, the Commission is required to initiate the dissolution of inactive districts by resolution within 90 days of receiving notification from the State Controller Office, unless the Commission determines that a district does not meet the criteria set forth in GC 56042.

All interested parties will have an opportunity to speak to the Commission at the hearing and may submit written testimony prior to the hearing. Persons with disabilities may contact LAFCO staff at 707-439-3898 prior to the hearing to arrange for necessary accommodation so they may fully participate in the proceeding.

Note that if you or your agent have made a contribution of \$250 or more to any Commissioner or Alternate during the 12 months preceding the decision, you and the Commissioner are obligated to disclose the contribution and in the proceeding that Commissioner or Alternate must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner or Alternate returns the campaign contribution within thirty (30) days of learning both about the contribution and the fact that you are a participant in the proceedings.

Copies of the agenda and staff report will be available five days prior to the hearing date on the LAFCO website at www.solanolaftco.com or at the LAFCO office during business hours.



Reclamation District 2134



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

Reclamation District 2134

Parcels

0 1,000 2,000 Feet



Solano LAFCO
675 Texas Street
Suite 6700
Fairfield, CA 94533

Solano LAFCO
675 Texas Street
Suite 6700
Fairfield, CA 94533

CWA Denverton LLC
1346 Blue Oaks Blvd
Roseville, CA 95678

Venoco LLC
C/O K.e. Andrews & Company
1900 Dalrock Rd
Rowlett, TX 75088



Attachment B
RECLAMATION DISTRICT 2134

DISSOLUTION RESOLUTION

WHEREAS, Reclamation District 2134 (the “District”) has no assets, financial activity, and no longer benefits the State of California or the Landowner it represents;

WHEREAS, the District has been inactive since 6/30/2020;

WHEREAS, the Trustees wish to cease operations and dissolve the District;

WHEREAS, the Trustees have consulted with representatives from LAFCO and the State Controller’s Office;

NOW THEREFORE BE IT RESOLVED, that the District dissolve.

AYES: Trustees Eddings, Messerli

NOS: None

ABSTAINS: None

Approved by:

Robert Eddings *Robert Eddings*
Robert Eddings (Aug 9, 2022 07:49 PDT)

Jake Messerli *JM*


Resolution Dissovling RD2134

Final Audit Report

2022-08-09

Created:	2022-08-09
By:	Jake Messerli (jmesserli@calwaterfowl.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXAbftWz6p3nUopt12gdsrUY5llzqcDNQ

"Resolution Dissovling RD2134" History

-  Document created by Jake Messerli (jmesserli@calwaterfowl.org)
2022-08-09 - 2:47:13 PM GMT- IP address: 69.4.146.58
-  Document emailed to reddings@calwaterfowl.org for signature
2022-08-09 - 2:47:35 PM GMT
-  Email viewed by reddings@calwaterfowl.org
2022-08-09 - 2:48:59 PM GMT- IP address: 73.189.227.8
-  Signer reddings@calwaterfowl.org entered name at signing as Robert Eddings
2022-08-09 - 2:49:30 PM GMT- IP address: 73.189.227.8
-  Document e-signed by Robert Eddings (reddings@calwaterfowl.org)
Signature Date: 2022-08-09 - 2:49:31 PM GMT - Time Source: server- IP address: 73.189.227.8
-  Agreement completed.
2022-08-09 - 2:49:31 PM GMT



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: April 10, 2023
TO: Local Agency Formation Commission
FROM: Rich Seithel, Executive Officer
SUBJECT: **LAFCO Fee Schedule Amendment for Fire Protection Service Contract**

Recommendations:

CONSIDER and ADOPT the LAFCO Resolution approving amending Solano LAFCO's Schedule of Fees to include a \$7,500 Fire Protection Service Contract application fee.

Executive summary:

LAFCO has been charged with the responsibility for reviewing and taking action on fire protection contracts that either: transfer more than 25 percent of the service area of an affected public agency or changes the employment status of more than 25 percent of the employees of an affected public agency (e.g. fire district) pursuant to GC § 56134. These are unique actions not directly related to the processing and charge-out rates for other types of out-of-agency proposals which are based on acreage¹. Based on real-time efforts evaluating fire contracts and LAFCO hourly rates, staff is recommending a \$7,500 application fee.

Staff recommends that the Commission hold a public hearing on the proposed fire protection services contract review processing fee and, following the public hearing, approve the resolution amending the LAFCO Deposits, Charge Out Rate, and Agency Fees schedule (Attachment 1).

BACKGROUND:

Government Code Section 56383 authorizes LAFCOs to establish a schedule of fees/deposits². LAFCOs are authorized to establish fee schedules for costs associated with administering their regulatory and planning duties under the CKH Local Government Act of 2000. This includes processing applications for boundary changes and related LAFCO actions. Fees shall not exceed the estimated reasonable cost of providing the service and are imposed pursuant to Section 66016.

GC § 66016 provides that “prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting.” Also, the proposed amended LAFCO fee must be adopted by resolution.

¹ Solano LAFCO Charge Out Rates, and Agency Fees range from 0-5 acres = \$2,000 to 100+ = \$30,000.

² GC§ 56383(a) The commission may establish a schedule of fees and a schedule of service charges pursuant to this division, including, but not limited to, all of the following:

- (1) Filing and processing applications filed with the commission.
- (2) Proceedings undertaken by the commission and any reorganization committee.
- (3) Amending or updating a sphere of influence.
- (4) Reconsidering a resolution making determinations.

Commissioners

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II •

Mala Subramanian, Lead Legal Counsel

LAFCO RESOLUTION NO. 2023-xx

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SOLANO COUNTY ADOPTING AN UPDATED LAFCO SCHEDULE OF
PROCESSING FEES AND DEPOSITS**

WHEREAS, THE Cortese-Knox-Hertzberg Local Government Reorganization Act (Section 56000et seq. of the Government Code) authorizes the Solano County Local Agency Formation Commission to adopt a schedule of fees and deposits; and

WHEREAS, State law specifies that LAFCO’s fees shall not exceed the estimated reasonable costs of LAFCO proceedings; and

WHEREAS, the Commission has an adopted fee schedule as provided by law; and

WHEREAS, at a noticed public hearing on April 10, 2023, the Commission reviewed and considered an updated fee schedule to include a new fee for processing and review of out-of-agency fire protection contracts pursuant to Government Code; and

WHEREAS, pursuant to Government Code § 66016, prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentation can be made as part of a regularly scheduled meeting; and

WHEREAS, the Commission has heard and considered all oral and written comments provided on the updated fee schedule; and

WHEREAS, the adoption and setting of fees are not projects under the California Environmental Quality Act under Regulations Code Section 15273(a).

NOW, THEREFORE, the COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The proposed updated fee schedule shown as Attachment 1 is hereby approved.
2. The effective date of the updated LAFCO fee schedule is effective April 10, 2023.

I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted by the Local Agency Formation Commission of Solano County at a regular meeting, held on the 10th day of April 2023, by the following vote:

****CONTINUED NEXT PAGE****

AYES:
NOES:
ABSENT:

Nancy Shopay, Chair
Presiding Officer Solano LAFCO

ATTEST:

Christina Love, Deputy Executive Officer

Exhibit A – Amended fee schedule: LAFCO Deposits, Charge Out Wages, and Agency Fees

Exhibit A

LAFCO DEPOSITS, CHARGE OUT RATES, and AGENCY FEES

1. Deposits by Proposal Type:

TYPE OF PROPOSAL	DEPOSIT
Change of Organization /Reorganization	Effective July 1, 2021 May 1, 2023
Agency Owned	\$2,000
0 – 5 acres and exempt from CEQA	\$3,000
0 – 5 acres	\$5,000
5.1 – 40 acres	\$10,000
40.1 -99 acres	\$15,000
100+ acres	\$30,000
Out-of-Agency Service Contract Requests	Based on acreage (same as above)
Out-of-Agency Fire Protection Services Contract	\$7,500
Out-of-Agency Service Contract Requests (Related to Public Health and Safety)	\$500
Government Reorg: District Formation, Consolidation, Dissolution or City Incorporation, Disincorporation	\$7,500
Reconsideration of a LAFCO Determination	\$3,600
Sphere of Influence Amendment/Update	
Minor amendment or update concurrent with reorganization or change of organization	\$1,500
Update upon agency request	\$32,800
Use of Latent Powers	\$1,500
Environmental Document with LAFCO as Lead Agency	Contract Amount + LAFCO Staff Charge Out Rates

Note: Deposit amounts may be increased or reduced if the projected processing cost estimates are determined by the Executive Officer to greater or less than those stated above, based on an evaluation of project complexity and the magnitude of the project.

A) All deposits, miscellaneous costs, and other agency costs are initial payments toward the total cost of processing a project ("project cost"). Project cost is defined as staff time plus materials. Staff charge-out rates are listed below and include personnel costs plus a percentage of LAFCO administrative overhead for long-term planning costs, which facilitate changes of organizations. Materials include, but are not limited to, charges for the

advertisement of hearings, petition reviews, as well as fees charged for project reviews by affected agencies.

- B) Pre-Application Expenses. In many cases, LAFCO is required to commence work on a project before an application is received. Such work includes working with the lead agency on environmental review and other processing issues. Applicants will be charged for this pre-application work as part of the LAFCO cost of processing the application.
- C) Applicants are also responsible for payment of appropriate State Board of Equalization fees, EIR preparation fees, Fish and Wildlife fees, and County Assessor/Recorder and Surveyor Fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCO application packet.
- D) Staff time will be monitored against the deposit on file with LAFCO; if the cost of processing an application begins to exceed the deposited amount, additional deposits will be required. Any hearing on the application may be continued pending receipt of the additional deposit.
- E) If extensive staff assistance is required before receipt of an application, a deposit will be required when the work is requested.
- F) Absent compelling circumstances, the Commission will not normally adjust or waive fees. The proponent may request a fee waiver or reduction from the Commission. Any applicant who believes that a bill for expenses or request for additional deposit is unjustified may request the matter be reviewed by the Commission. Such request must be made in writing within 30 days of the billing or notification of the request for additional deposit. The matter will then be placed on the next available agenda. The billing or additional deposit must be timely paid under protest before any review will be held. If the billing or fee is not timely paid, LAFCO may suspend further processing of the application.
- G) The applicant must pay all final bills before the filing of the Certificate of Completion or during other times during the LAFCO process as deemed appropriate by the Executive Officer.
- H) Charges for Reconsideration of a LAFCO determination are the responsibility of the requesting party.

2. LAFCO Staff Charge-Out Rates:

Executive Officer \$200
Sr. Analyst \$158
Analyst II..... \$118
Other Professional Services - At Cost if Applicable

3. Miscellaneous Costs

- A) Special Meetings\$5,000 Deposit toward Total Cost
The total cost includes: Commissioner per diem, noticing, and staff administrative time billed at the charge out rates above.
- B) Staff Research and Studies Project Cost
Charges for staff time begin after the first half-hour.
- C) Agenda Subscription..... \$20/year
(E-mailed agendas provided free of charge upon request.)
- D) Copies of Staff Reports & other documents @ .15 cents/page (first 10 pages free)

4. Other Agency Costs

- A) The State of California’s Board of Equalization charges a statement of boundary change fee. Applicants should contact LAFCO for the most current information. Payment is not required until such time that the Commission has approved the project.
- B) The Solano County Assessor’s office charges a mapping fee based on the number of Assessor Parcel Numbers involved. Applicants should contact LAFCO for the most current information on this fee. Payment is not required until such time that the Commission has approved the project.
- C) The Solano County Surveyor mapping and geographic description review fee is based on their most recent hourly charge-out rates. Applicant should contact LAFCO for the most current information on this fee.
- D) California Fish and Wildlife fees apply to all environmental documents under the California Environmental Quality Act. Receipts of payments made by the Lead Agency and/or payments required for the proposal must be provided to LAFCO at the time of application submission.

Approved by the Solano Local Agency Formation Commission: ~~June 14, 2021~~ April 10, 2023

Effective: ~~July 1, 2021~~ May 1, 2023

	<p>Solano Local Agency Formation Commission 675 Texas St. Ste. 6700 • Fairfield, California 94533 (707) 439-3897 • FAX: (707) 438-1788</p>
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Staff Report

DATE: April 10, 2023

TO: Local Agency Formation Commission

FROM: Rich Seithel, Executive Officer

SUBJECT: **LAFCO Meeting Policy Considerations for Potential By-Law Amendments to Change the Date and Time of Meetings and Provide Direction on Whether to Provide for Teleconferencing**

Recommendation:

CONSIDER results of poll for changing dates/times of regular meetings and PROVIDE direction to staff on how to proceed.

CONSIDER changes to state law regarding teleconferencing meetings and PROVIDE direction to staff on how to proceed.

Executive Summary:

Staff is presenting two topics related to LAFCO meetings:

1. A request to review and consider changing the regular meeting dates and/or times due to a Commissioner Conflict. This requires an amendment to the LAFCO By-Laws Article VIII Section 1. However, based on the information provided to staff, the only meeting date and time in which a quorum can be met is the 2nd Monday of each month at 10 am. This is the current adopted policy. Attachment A combines the findings.
2. Assembly Bill 2449 has changed the regulations allowing for Commission members in limited circumstances to participate remotely if there are hybrid public meetings. Continuing with a hybrid public meeting requires an amendment to LAFCO By-Laws Article VIII to adopt a new policy allowing for hybrid meetings. One such condition to comply with AB 2449 is the requirement to provide live streaming of meetings. To date, LAFCO does not live-stream its meetings. To do so would incur additional costs for set-up and continued operation of live-stream.

Staff request direction from Commission on either:

- Whether it desires to proceed with hybrid meetings – if so, then direct staff to draft a new policy for hybrid meetings and work with the County to implement live streaming at an additional expense.

Commissioners

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II • Mala Subramanian, Lead Legal Counsel

or

- If Commission desires to return to pre-COVID operations of in-person only, take no further action, and allow the pandemic hybrid meetings to end.

Discussion:

1. Meeting dates and times

On December 12, 2021, the Commission reviewed and adopted the schedule of meetings for the calendar year 2023. Considerations were consistent with Article VIII Section 1 of the Solano LAFCO By-Laws:

Regular meetings of the Commission shall take place at 10:00 a.m., the second Monday of February, April, June, August, October and December, except when such day falls on a recognized holiday in which event the regular meeting shall take place the following Monday that is not a recognized holiday, or such other day designated by a majority of the Commission.

The adopted meeting schedule for 2023, consistent with the above policy, is:

February 15	April 10	June 12
August 14	October 16	December 11

Time: 10:00 am
Location: Solano County Board of Supervisors Chambers
675 Texas St., Fairfield CA

On February 15, 2023, Commission directed staff to poll the Commissioners' availability to research other potential meeting dates and times to eliminate a conflict. Staff created a doodle poll for the Commissioners, staff, and legal counsel. The doodle poll included days and times that Board Chambers are generally available on a monthly basis. The results of the poll and of written comments on conflicts are depicted in Attachment A.

Based on the information gathered, the only date that would meet quorum is the 2nd Monday at 10:00 am.

If Commission chooses to maintain the existing Policy and keep the approved 2023 schedule, no further action is necessary.

2. Hybrid Meeting Policy

Since the beginning of the COVID-19 pandemic in March of 2020, the state's Brown Act requirements were temporarily revised in order to protect the health and safety of community members, public officials, and staff. The temporary revisions made allowances for use of teleconferencing so that all meetings could be conducted remotely.

Given that the state of emergency for COVID-19 is no longer in effect, the Commission can no longer utilize AB 361. AB 2449 went into effect on January 1, 2023, and allows for the sparing use of teleconferencing by members of legislative bodies in limited circumstances, given just cause or an emergency, as defined in the Brown Act.

It is important to note that the regulations regarding teleconference meetings only apply to members of the legislative bodies (Councilmembers, Commissioners, Board and/or Committee Members). In order to utilize teleconferencing, agencies must adopt specific meeting policies. However, if members are permitted to participate remotely, the public must also be permitted to.

Traditional Teleconferencing Requirements Under the Brown Act:

- The traditional, pre pandemic teleconferencing requirements are as follows:
- The meeting agenda must be posted at each teleconference location
- Each teleconference location must be identified on the agenda
- Each teleconference location must be accessible to the public
- A quorum of the legislative body must participate from locations within the jurisdiction of the legislative body
- All votes must be taken by roll call

Just Cause Requirements Under AB 2249:

- Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely;
- A contagious illness that prevents a member from attending in person;
- A need related to a physical or mental disability; or
- Travel while on business of the legislative body or another state or local agency
- A quorum of the legislative body must participate from locations within the jurisdiction of the legislative body.
- All votes must be taken by roll call
- If there is a disruption to the online meeting, the legislative body may take no further action on agenda items until public access is restored.

Emergency Requirements Under AB 2249:

- A physical or family medical emergency that prevents a member from attending in person.
- A quorum of the legislative body must participate from locations within the jurisdiction of the legislative body.
- All votes must be taken by roll call
- If there is a disruption to the online meeting, the legislative body may take no further action on agenda items until public access is restored.

The law does not restrict the ability of a legislative body to make teleconference participation available to members of the public, staff, and/or consultants to participate in meetings virtually if the legislative body so desires.

Remote Requirements/Restrictions for Commissioners

To participate remotely under the just cause provision, the member must notify the Commission of their need to participate remotely for just cause and at the meeting provide a general description of the circumstances of the need to attend remotely. To participate remotely under the emergency circumstances provision, the member must request that the legislative body allow them to participate in the meeting remotely due to emergency circumstances as soon as possible, and the legislative body must take action to approve the request at the public meeting and shall provide a general description of the emergency circumstances and the need to attend remotely. The legislative body may take action on this request at the earliest opportunity and if the request does not allow sufficient time to place it

on the agenda for consideration for the meeting for which the request is made, then the request should be made at the start of the meeting.

No member of the legislative body may participate in meetings using the just cause provision of AB 2449 for more than two meetings in a calendar year and in general, may not use AB 2449 to participate remotely for more than 3 consecutive months or 20% of the regular meetings for the legislative body within a calendar year, or not more than 2 meetings if the legislative body regularly meets fewer than 10 times per calendar year.

Remote Requirements for Public

The limitations on remote participation discussed above apply only to the members of the legislative body. Staff and/or members of the public may still appear in meetings remotely without any additional notice requirements. If the legislative body is meeting entirely in person, the public must be permitted to participate in person and may be permitted to participate remotely. If a teleconference option is used by a member of the body, the public must be permitted to participate both in person and remotely.

If members participate remotely using the just cause or emergency provisions, the following additional rules apply:

- The legislative body must provide a way for the public to remotely participate in the meeting and must provide notice of how to access the meeting and offer comments
- The public must also be permitted to attend the meeting in person
- The body cannot require public comments to be submitted before the meeting but rather must be allowed in real time.
- Remote members must participate through both visual and audio (i.e. cameras on at all times)
- Before any action is taken, remote members must disclose whether any other people over 18 years old are present in the room at the remote location and the general nature of the member's relationship with the individual

Conclusion and Recommendation

1. Meeting Schedule

Staff recommends no further action regarding the by-laws policy for meeting dates and times, or for changing the 2023 adopted meeting schedule because the research shows that no other day will have a quorum for Commission.

2. Hybrid Meetings

Staff seeks Commission direction on which way to proceed. Either:

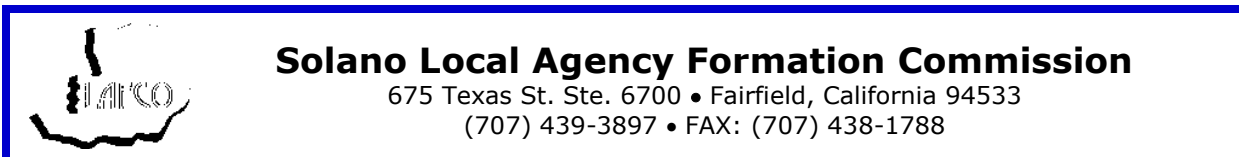
- Return to Commission with the set-up and maintenance costs of live-streaming/video conferencing; and with a proposed policy amendment to change the by-laws that adopt hybrid meetings consistent with SB 2449.
- Take no further action, thereby allowing the pandemic remote-meeting policies to expire, and return to in-person meetings only.

Attachments:

Attachment A – Sample Month Depicting Availability

Attachment A

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st week	2	3	4	5	6
10am	Mashburn, Kott, Subramanian (3)	County Board Meetings	Guerrero, Bird (2)	Zoning Administrator, Planning Commission	Subramanian, Bird (2)
1pm	Bird (1)				
6pm	Board Prep starts @ 4pm		Bird (1)		
2nd week	9	10	11	12	13
10am	Shopay, Mashburn, Kott, Guerrero, Vasquez, Subramanian (6)	County Board Meetings	Shopay, Subramanian, Bird (3)		Subramanian, Guerrero, Bird (3)
1pm	Guerrero, Bird (2)			Parks & Rec Commission, ALLUC	
6pm	Board Prep starts @ 4pm		Bird (1)		
3rd week	16	17	18	19	20
10am	Subramanian (1)	Additional Board Day	Mashburn, Bird (2)	Zoning Administrator, ALLUC, Planning Commission	Bird (1)
1pm	Guerrero, Bird (2)				
6pm	Board Prep starts @ 4pm		Bird (1)		
4th week	23	24	25	26	27
10am	Mashburn, Shopay, Guerrero, Subramanian (4)	County Board Meetings	Shopay, Guerrero, Bird (3)	Mashburn (1)	Bird (1)
1pm	Bird (1)		Bird (1)	Bird (1)	
6pm	Board Prep starts @ 4pm		Bird (1)	Bird (1)	



Staff Report

DATE: April 10, 2023
 TO: Local Agency Formation Commission
 FROM: Rich Seithel
 SUBJECT: **LAFCO Project No. 2021-09: New Contract for Solano Irrigation District Municipal Service Review and Sphere of Influence Study**

Recommendation:

AUTHORIZE, by simple motion, the Executive Officer to execute a contract with Milani and Associates to conduct the Solano Irrigation District (SID) Municipal Service Review (MSR) and Sphere of Influence (SOI) study in the amount of \$69,930 and a 20% contingency fee of \$13,000.

Background:

The FY 21/22 Work Plan included conducting a Municipal Service Review (MSR)/Sphere of Influence (SOI) Update for the Solano Irrigation District (SID). Staff prepared a Request For Proposal (RFP) that was posted on LAFCO’s website, CALAFCO’s website, and emailed to a list of over 30 consultants. Staff received two proposals in answer to the RFP : SWALE, Inc. and Milani and Associates.

Milani and Associates quoted \$66,900. SWALE, Inc. was awarded the contract with the low-cost quote of “amount not to exceed \$50,000”. It is also important to note that, concurrently, Milani and Associates were awarded the challenging Rural North Vacaville Water District MSR/SOI contract.

Due to timing issues and concerns expressed by SID, SWALE, and LAFCO staff, the SWALE contract was terminated in August 2022. In order to complete the SID MSR/SOI Update, Milani and Associates was contacted to discuss their availability, interest, and the cost to complete the project.

In response to our request, Milani and Associates submitted a scope of services that includes:

- Analyzing, addressing, and making determinations on the seven (7) MSR and five (5) SOI factors outlined in Government Code § 56430;
- Exploration of critical areas including water source/supply and groundwater sustainability;

Commissioners

John Vasquez, Chair • Nancy Shopay, Vice-Chair • Ron Kott • Mitch Machburn • Steve Bird

Alternate Commissioners

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Staff

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- Current and planned financing plans for service/infrastructure upgrades and capacity improvements;
- Determination of Ability to provide service to existing and planned service areas;
- District operations analysis and governance structure; and
- Preparation of administrative and public review drafts, and the final MSR/SOI Update

Milani and Associates is honoring their previous \$66,930 quote but is requesting a \$13,000 contingency in the event that the project broadens in scope or involvement.

Attachments:

Attachment A – Revised Scope of Services and Project Quote (2023)

Attachment B – Original Milani Proposal for SID MSR (2021)

Attachment A

Scope of Services

Task 1: Address MSR Determinations and SOI Requirements

This Task involves the collection and analysis of data and information to address each of the seven (7) MSR topics and five (5) SOI considerations and make written findings and determinations as required by the CKH Act. The consultant team will prepare a MSR/SOI Update with respect to each of the following factors:

Municipal Service Review Determinations

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agency to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies;
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

Sphere of Influence Considerations

1. The present and planned land uses in the area, including agricultural and open space lands. We will provide a table detailing by parcel, the acreage, zoning, land use, planned uses if known, and other relevant information to the extent that the data is readily available;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency;
5. The present and probable need for public facilities or services related to sewers, municipal and industrial water, or structural fire protection to the extent those services/facilities are needed by any disadvantaged unincorporated communities within the District's sphere of influence.

Written findings and determinations will be provided for each of the above twelve topics as provided in Section III of the RFP and as required by the CKH Act. Also, as part of our review we will examine and document best practices for special districts. The Government Finance Officers Association (GFOA) publishes a list of best practices and lists key documents that public agencies should be publishing regularly (see <https://www.gfoa.org/best-practices>). The

Special District Leadership Foundation (SDLF) promotes good governance and best practices among California's special districts and provides special districts with a checklist of best practices in the areas of Finance and Human Resources (see <https://www.sdlf.org/viewdocument/high-performing-district-checklist>).

Task 2: Exploration of Critical Areas

In addition to the CKH Act, SID is also governed by the State Water Code under which it was formed. SID performs a variety of water resource-related functions, the combination of which is not typical of most irrigation districts in California. The physical assets and water rights that SID owns convey both raw and treated water to other local agencies. SID's Water & Power Operations Department is responsible for the operation, maintenance, and construction of the District's infrastructure including: Agricultural Water Service for 50,000 irrigated acres within Solano County, Municipal & Industrial water and services including Potable Water to 14 entities and Non-Potable Water 13 to entities, services for the Solano Project, and electric.

Water Source & Supply,

SID has several sources of water including surface water, groundwater, and recycled water. The Consultant Team will collect and analyze relevant information concerning SID's water sources, service capabilities, operation, and water consumption including:

- a. water source (ground water; surface water),
- b. water supply (including impact of droughts, climate change, ground water sustainability),
- c. water capacity,
- d. conveyance,
- e. distribution system,
- f. treatment,
- g. current usage,
- h. storage system needs,
- i. anticipated water demand.

The Consultant Team will analyze available information and document each of these issues of critical concern. We will also address the impact of droughts and climate change, and the requirements for adoption and management of a groundwater basin sustainability plan.

Groundwater Sustainability

Solano County overlies portions of two major groundwater basins designated by the California Department of Water Resources. These two basins include a portion of the Sacramento Valley Groundwater Basin, known as the Solano Sub-basin, and the Fairfield-Suisun Sub-basin. A small portion of the Sonoma-Napa Sub-basin is located in the northwestern corner of Solano County. The Solano Sub-basin has moved from the originally proposed single Groundwater Sustainability Agency (GSA) format to a multi-GSA management structure.

Task 3: Current and planned financing plans for service/infrastructure upgrades and capacity improvements.

The Consultant Team will investigate, gather data, and analyze SID's current and planned capital improvement plans for service/infrastructure upgrades and capacity improvements. We will review SID's Strategic Plan, Capital Improvements Program, and other Planning Documents.

Task 4: Determination of Agency's Ability to Provide Service to Existing and Planned Service Areas

We will identify and analyze the District's ability to provide services to existing and planned service areas. We will also analyze the impact of droughts, climate change, and requirements for adoption of a ground water basin sustainability plan, and any anticipated changes to the SID's service territory. SID provides Agricultural Water Service to 50,000 acres, Municipal and Industrial Water (including potable and non-potable), and Electrical Power to numerous entities.

Task 5: District Operations Analysis & Recommendations

This Task includes the review and analysis of the District's current operations, governance structure, and service capacity and delivery. We will review their audited financial statements and financial ability to provide service. We will review SID cooperative agreements with other agencies, such as the Solano Water Authority, to identify management and operational efficiencies. We will also identify and make recommendations for any changes or improvements to enhance services and efficiencies based on the analysis.

Task 6: Administrative Draft for Staff Review

The Consultant Team will prepare an administrative draft with our analysis, findings, and determinations for LAFCO staff's review and comments. The administrative draft will be delivered in both a MS Word formatted version and a .pdf formatted version.

Task 7: Public Review Draft MSR/SOI Update

The Consultant Team will revise the administrative draft based on LAFCO staff's review and address comments and prepare a draft report for public review and comment. The Public Review Draft will be delivered in both a MS Word formatted version and a .pdf formatted version. The Consultant Team will then present the draft report to the LAFCO Commission at a public hearing. The Draft MSR/SOI will be delivered to LAFCO staff at least two weeks before the LAFCO Commission public hearing.

Task 8: Final MSR/SOI Report

Based on public comments received on the draft report we will prepare a final report that will be presented to the LAFCO Commission at a public hearing. The Final Report will be delivered to LAFCO staff in both an MSWord formatted version and a .pdf formatted version at least two weeks prior to the public hearing.

**Project Budget
Solano LAFCO**

Solano Irrigation District MSR/SOI Study

Task Description	Milani & Associates		Craft Consulting Group		MMS Design		Total Costs	
	Principal \$150.00	Engineer \$95.00	Principal \$150.00	Principal \$150.00	Principal \$150.00	Principal \$150.00	Hours	Amount
1.0 Address MSR/SOI Requirements	16	12	40	12			80	\$ 11,340
2.0 Exploration Critical Areas of Concern	20	6	20	6			52	\$ 7,470
3.0 Infrastructure Financing Plans	16	6	12	8			42	\$ 5,970
4.0 District's Ability to Provide Service	8	8	24	8			48	\$ 6,760
5.0 District Operations Analysis & Recommendations	8	6	30	8			52	\$ 7,470
6.0 Administrative Draft MSR/SOI Update	10	4	60	12			86	\$ 12,680
7.0 Public Review Draft Report	5	4	36	8			53	\$ 7,730
8.0 Final MSR Report	6	4	20	5			35	\$ 5,030
sub-total hours	89	50	242	67	0	0	448	
sub-total costs	\$13,350	\$4,750	\$36,300	\$10,050	\$0	\$0		\$ 64,450
Project Related Expenses								
travel, printing, etc.								\$ 2,480
Total Project Cost								\$ 66,930
Contingency								\$ 13,000
Total Budget								\$ 79,930

Revised Budget 2.8.23

Attachment B Agenda Item 9.B – Contract for SID MSR and SOI

**Proposal to Conduct a
MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY
For SOLANO IRRIGATION DISTRICT**



Provided to:

Solano Local Agency Formation Commission (LAFCO)



Submitted by:

Milani & Associates

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Concord, CA 94520
Phone: (925)-674-9082
Email: mmilani@milani-eng.com

MMS Design

3527 Mt. Diablo Blvd, #265
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Craft Consulting Group

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Phone: (925) 283-4981
Email: craft@craftconsulting.net

Darling H₂O Consulting

1703 Oro Valley Circle
Walnut Creek, CA 94596
Phone: (925) 383-4350
Email: gary@darlingh2o.com

May 21, 2021



May 21, 2021

Rich Seithel, Executive Officer
Solano LAFCO
675 Texas St. Ste. 6700
Fairfield, CA 94533

Re: Request for Proposals to Conduct a Municipal Service Review and Sphere of Influence Study of the Solano Irrigation District

Dear Mr. Seithel:

The consultant team of Milani & Associates, MMS Design, Craft Consulting Group, and Darling H2O is pleased to submit this proposal to conduct a Municipal Service Review and Sphere of Influence Update Study of the Solano Irrigation District. Our consultant team consists of a well-integrated group of experienced consultants that are knowledgeable about CHK Act requirements and Water District operations.

Should you have any questions during your review of our proposal, I invite you to contact me by telephone at (925) 674-9082 or by email at mmilani@milani-eng.com. Thank you for your consideration. We look forward to the opportunity of working with Solano LAFCO on this project.

Sincerely,

Mike Milani

Michael Milani, P.E.
President
Milani & Associates

Understanding of Project

Under California Government Code Sections 56425-56430, Local Agency Formation Commissions (LAFCO's) are charged with preparing periodic Municipal Service Reviews (MSR's) to ensure the logical, efficient, and orderly delivery of local government services. Solano LAFCO is seeking a thorough, well-referenced, and concisely written study and report for the Solano Irrigation District (SID) with supporting documentation that: 1) clearly addresses the MSR and SOI requirements outlined in the Government Code, 2) creates a platform that facilitates dialogue among the stakeholders, and 3) provides supporting data about the current and anticipated capacity and demand for water services. Solano LAFCO will utilize this document as a critical source, together with additional analysis where necessary, to pursue sphere, boundary, and governance changes if needed.

Solano Irrigation District (SID) is an independent special district formed in 1948 under the State Water Code as an irrigation district. A five-member Board of Directors is elected by registered voters within the boundaries of the district. SID encompasses an area, which includes 14,137 parcels covering 71,056 net acres and has entitlements for 141,000 acre feet of agricultural and domestic water annually from Lake Berryessa. Groundwater for domestic consumption comes from wells in Elmira, Quail Canyon, Stocking Ranch, and five wells in the Dixon-Solano Water Authority area. SID provides irrigation water from surface waters but also maintains 29 agricultural wells that supplement its surface water supply from the Solano Project. The District operates the Solano Project, which delivers Lake Berryessa water to four cities (Benicia, Vacaville, Fairfield and Vallejo), the Maine Prairie Water District, and SID customers. SID also treats and delivers drinking water to Suisun City and provides the physical operation and maintenance of the Rural North Vacaville Water District's water system via contract. SID operates and maintains Solano Project facilities including Monticello Dam, Putah Diversion Dam, and the PSC on behalf of the Solano County Water Agency. The district owns and operates the hydroelectric power plant at the base of Monticello Dam.

The District's primary water demand is the agricultural water necessary to produce crops grown within the SID service area. In addition to the demand for irrigation water, SID provides municipal and industrial (M&I) water and non-potable water supplies to some rural developments within its service area. SID has 81 employees and receives revenues from multiple funding sources with an annual operating budget of approximately \$11 million.

Project Approach

One of the primary purposes of this MSR/SOI Study is to collect data in order to provide a comprehensive analysis of water and other services provided by Solano Irrigation District. We will conduct a comprehensive MSR/SOI review of relevant material regarding Solano Irrigation District's operation and financial condition, including analysis of the District's service capabilities, water source and supply, treatment, current usage, anticipated water demand, and other critical areas of concern. We will also address the impact of droughts and climate change on the District's water supply capabilities.

Our approach includes a mix of quantitative and qualitative research methodologies. Primary data sources for this study include information obtained from the District, including its strategic plan and website; State Controller's Office financial reports; district financial

audits and reports; California Water Code, census data and other relevant data sources. Meetings and interviews will be held with Solano LAFCO staff, District Board Members, Solano Irrigation District staff, and other knowledgeable experts. We will review assessor parcel information and acreage, along with land use, planned uses and population data, financial statements, and other relevant information. Our analysis of District operations will also include review of its governance, annual revenue and expenses for the past five years, capital improvement plans, and other factors affecting the agency's ability to provide service to existing and planned service areas.

Scope of Services

The proposed scope of services addresses the following tasks as outlined in the Request for Proposal.

Task 1: Address MSR Determinations and SOI Requirements

This Task involves the collection and analysis of data and information to address each of the seven (7) MSR topics and five (5) SOI considerations and make written findings and determinations as required by the CKH Act. The consultant team will prepare a MSR/SOI Update with respect to each of the following factors:

Municipal Service Review Determinations

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agency to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies;
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

Sphere of Influence Considerations

1. The present and planned land uses in the area, including agricultural and open space lands. We will provide a table detailing by parcel, the acreage, zoning, land use, planned uses if known, and other relevant information to the extent that the data is readily available;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency;

5. The present and probable need for public facilities or services related to sewers, municipal and industrial water, or structural fire protection to the extent those services/facilities are needed by any disadvantaged unincorporated communities within the District's sphere of influence.

Written findings and determinations will be provided for each of the above twelve topics as provided in Section III of the RFP and as required by the CKH Act. Also, as part of our review we will examine and document best practices for special districts. The Government Finance Officers Association (GFOA) publishes a list of best practices and lists key documents that public agencies should be publishing regularly (see <https://www.gfoa.org/best-practices>). The Special District Leadership Foundation (SDLF) promotes good governance and best practices among California's special districts and provides special districts with a checklist of best practices in the areas of Finance and Human Resources (see <https://www.sdlf.org/viewdocument/high-performing-district-checklist>).

Task 2: Exploration of Critical Areas

In addition to the CKH Act, SID is also governed by the State Water Code under which it was formed. SID performs a variety of water resource-related functions, the combination of which is not typical of most irrigation districts in California. The physical assets and water rights that SID owns convey both raw and treated water to other local agencies.

Water Source & Supply.

In addition to the CKH Act, water agencies in California are regulated by the State Water Code. SID has several sources of water including surface water, groundwater, and recycled water. The Consultant Team will collect and analyze relevant information concerning SID's water sources, service capabilities, operation, and water consumption including:

- a. water source (ground water; surface water),
- b. water supply (including impact of droughts, climate change, ground water sustainability),
- c. water capacity,
- d. conveyance,
- e. distribution system,
- f. treatment,
- g. current usage,
- h. storage system needs,
- i. anticipated water demand.

The Consultant Team will analyze available information and document each of these issues of critical concern. We will also address the impact of droughts and climate change, and the requirements for adoption and management of a groundwater basin sustainability plan.

Groundwater Sustainability

Solano County overlies portions of two major groundwater basins designated by the California Department of Water Resources. These two basins include a portion of the Sacramento Valley Groundwater Basin, known as the Solano Sub-basin, and the Fairfield-Suisun Sub-basin. A small portion of the Sonoma-Napa Sub-basin is located in the

northwestern corner of Solano County. Entities in Solano County that rely on groundwater for all or a portion of their water supply include the Cities of Vacaville, Dixon, and Rio Vista and water districts such as Rural North Vacaville Water District and Solano Irrigation District. The Solano Sub-basin has moved from the originally proposed single Groundwater Sustainability Agency (GSA) format to a multi-GSA management structure. The Solano Irrigation District has formed a single agency GSA for its territory.

Task 3: Current and planned financing plans for service/infrastructure upgrades and capacity improvements.

The Consultant Team will investigate, gather data, and analyze SID's current and planned capital improvement plans for service/infrastructure upgrades and capacity improvements.

Task 4: Determination of Agency's Ability to Provide Service to Existing and Planned Service Areas

We will identify and analyze the District's ability to provide services to existing and planned service areas. We will also analyze the impact of droughts, climate change, and requirements for adoption of a ground water basin sustainability plan, and any anticipated changes to the SID's service territory.

Task 5: District Operations Analysis & Recommendations

This Task includes the review and analysis of the District's current operations, governance structure, and service capacity and delivery. We will review SID cooperative agreements with other agencies, such as the Solano Water Authority, to identify management and operational efficiencies. We will also identify and make recommendations for any changes or improvements to enhance services and efficiencies based on the analysis.

Task 6: Administrative Draft for Staff Review

The Consultant Team will prepare an administrative draft with our analysis, findings, and determinations for LAFCO staff's review and comments. The administrative draft will be delivered in both a MS Word formatted version and a .pdf formatted version.

Task 7: Public Review Draft MSR/SOI Update

The Consultant Team will revise the administrative draft based on LAFCO staff's review and address comments and prepare a draft report for public review and comment. The Public Review Draft will be delivered in both a MS Word formatted version and a .pdf formatted version. The Consultant Team will then present the draft report to the LAFCO Commission at a public hearing. The Draft MSR/SOI will be delivered to LAFCO staff at least two weeks before the LAFCO Commission public hearing.

Task 8: Final MSR/SOI Report

Based on public comments received on the draft report we will prepare a final report that will be presented to the LAFCO Commission at a public hearing. The Final Report will be delivered to LAFCO staff in both an MSWord formatted version and a .pdf formatted version at least two weeks prior to the public hearing.

Key Project Personnel

Project personnel for this assignment have the necessary experience and technical expertise to address the MSR/SOI requirements outlined in California Government Code Sections 56425 and 56430 and analyze the capacity and demand for water services. They understand water district service delivery and financing and have experience in the analysis and presentation of information that leads to pragmatic solutions for efficient and orderly service delivery. Project personnel have experience with the CKH Act, the role and functions of LAFCO, and the MSR and SOI process, along with expertise with the California Water Code. Project personnel for this assignment include:

Mike Milani, P.E.

Milani & Associates

Mike Milani has more than 30 years experience providing civil engineering and surveying services to public and private sector clients. Mr. Milani has been the Reclamation District Engineer for both Jersey Island and Bethel Island Reclamation Districts in Contra Costa County and has served as the City Engineer for several local communities. Mr. Milani also has extensive experience with local, State and Federal resource agencies. Mr. Milani holds a B.S. in civil engineering from the University of California, Berkeley.

MICHAEL R. MCGILL, P.E.

MMS DESIGN

Mr. McGill is a civil engineer and an elected Board Member of the Central Contra Costa Sanitary District. He is also a Contra Costa LAFCO Commissioner and a CALAFCO Board Member. Mr. McGill brings over 25 years of technical experience to public agency and private sector infrastructure projects. He is an expert at infrastructure financing and the development of large-scale water and wastewater infrastructure projects. Mr. McGill has a dual Master's degree in Civil Engineering and Water Resources Engineering from the University of Michigan.

Gary Craft

Craft Consulting Group

Gary Craft has over 25 years experience as a public agency and private sector planning and economic consultant. He recently served as the lead consultant on a multi-district MSR for 24 reclamation districts in Solano County. Prior experience includes working for a Local Government Boundary Commission in Oregon where he developed policies and procedures for municipal and special district formations, annexations, consolidations, dissolutions, and reorganizations. Mr. Craft holds a Master's Degree in Urban and Regional Planning from the University of Oregon.

Gary Darling, P.E.

Darling H₂O Consulting, Inc.

Gary Darling will serve as a Senior Water Consultant on this project. He has over 30 years experience in water supply and delivery. He served as Director of the Los Vaqueros Reservoir Project for the Contra Costa Water District and was the future water supply manager for East Bay Municipal Utility District. He has been a leader on Delta water issues and served as the lead negotiator for EBMUD in the establishment of the Freeport Regional Water Authority for the diversion of water from the Sacramento River. For over a decade he served as the General Manager for Delta Diablo Sanitation District, a Special District in Antioch CA, serving over

200,000 residents, and has participated in multiple MSRs. Mr. Darling has a B.S. in Engineering from UC Davis and has done post-graduate work at UC Davis and completed the engineering management program at UCLA, and water/wastewater leadership program at the University of North Carolina.

Firm Qualifications

The Consultant Team consists of four firms: Milani & Associates; Craft Consulting Group, MMS Design, and Darling H2O. Milani & Associates will serve as the prime contractor for this project. Craft Consulting Group, MMS Design, and Darling H2O will be sub-consultants to Milani & Associates.

Our consultant team has a comprehensive understanding of special districts, including water agencies, the laws governing them and how services are financed and delivered. Each of the firm's principals is familiar with the Cortese-Knox-Hertzberg Local Government Reorganization Act ("CKH") and the role and functions of LAFCO and the Municipal Service Review (MSR) process. We have successfully completed several MSR/SOI studies for Solano LAFCO, including a multi-district MSR for 24 reclamation/Levee Maintenance districts in Suisun Marsh and the Delta. We have the demonstrated ability to analyze and present information in an organized format and the ability to provide flexible and creative alternatives where necessary to resolve service and policy issues. We have prepared written reports and studies that analyzed the governance structure, financial conditions, and service delivery capabilities of special districts and prepared findings, alternatives, and recommendations which were presented to the Solano LAFCO Commission at public hearings and received public input. We have worked with land owners, public agencies, and received input and comments from the general public. We have the ability to interpret budget and planning documents, and to synthesize complex issues into understandable narratives.

Milani & Associates has been in business since 1999. The firm provides broad based civil engineering services to private and public sector, including municipalities and special districts. Milani & Associates develops designs and construction documents for infrastructure and land development projects.

MMS Design has done business since 1983. MMS Design provides civil engineering and land planning services to public agencies and private sector land development clients.

Craft Consulting Group specializes in economic and financial analysis, feasibility studies, and strategic planning. The firm has served a variety of public and private sector clients, including local municipalities and special districts since 1991. Craft Consulting Group prides itself on developing data-informed solutions and strategies for clients so that they can make realistic practical decisions.

Darling H2O offers strategic planning, permitting, and advocacy services related to innovative water, wastewater, ecosystem restoration, and bioenergy solutions.

Experience with CKH Act, Role and Functions of LAFCO and the MSR/SOI Process

Mike McGill, President of MMS Design, is a Contra Costa County LAFCO Commissioner and a Board Member of CALAFCO, where he is a past chair and currently serves on CALAFCO's Legislative Committee. Mike Milani, President of Milani & Associates, has served as the District Engineer for two reclamation districts in Contra Costa County and has a solid understanding of

how special district services are delivered and financed. Gary Craft, Managing Principal of Craft Consulting Group, is a former planner with public agency and private sector experience. Mr. Craft's background includes working for a Local Government Boundary Commission in Oregon where he developed policies and procedures for the formation, annexation, consolidation, dissolution, and reorganization of city and special district boundaries and spheres of influence. Gary Darling has worked for several water districts and was the general manager of a sanitary and water reclamation district.

Water District Expertise

Team members have knowledge and expertise with the California Water Code. Milani, McGill, and Darling are all experienced engineers with water backgrounds and an understanding of the California Water Code. Gary Darling will serve as a Senior Water Consultant on this project. He has worked for several water and wastewater agencies including Delta Diablo Sanitation District, East Bay Municipal Utility District, and the Contra Costa Water District. Most recently, Mr. Darling consulted on the Sites Reservoir Project, west of Colusa in the Central Valley, where he completed an Organizational Assessment, led the recruitment process for a new Executive Director, and assisted in the 2020 Strategic Planning process.

Similar and Related Project Experience

The Consultant Team has successfully conducted several MSR/SOI studies for Solano LAFCO including an MSR and SOI Update for Reclamation District 2034 and a multi-district MSR for 24 Reclamation/Levee Maintenance Districts. All four firms and their principals have a long history of preparing written reports and technical studies. Relevant projects include:

Solano County Reclamation/Levee Multi-District Municipal Service Review February 2020

This Municipal Service Review covered flood protection services provided by 23 reclamation districts and one levee maintenance districts located in Solano County. The purpose of the MSR was to provide a comprehensive update of the service needs, operational efficiency, governance, and service delivery capacity of the reclamation and levee maintenance districts. The final was organized into six sections that focused on key issues relevant to reclamation districts while addressing the required MSR determinations for each agency. The first two sections address LAFCO's role and reclamation district responsibilities under State law. Individual reclamation districts were grouped into three sections according to their geographic sub-region. Analysis of each district included the 1) regional context, 2) district profiles; 3) required MSR determinations including service capabilities, governance, and financial capacity. The final section included key findings, alternatives, and recommendations for improving the efficient delivery of services and governance of the reclamation/levee districts.

Project Reference

Client: Solano LAFCO

Address: 675 Texas Street, Suite 6700
Fairfield, CA 94533

Contact: Seithel, Executive Officer

Tel: 707-439-3897

Email: rseithel@solanolafco.com

Reclamation District 2034 Municipal Service Review and Sphere of Influence Study 2018

The Solano LAFCO received a petition from the majority landowner for detachment of their lands from Reclamation District 2034. This MSR and SOI study included an evaluation of RD 2034 with consideration for either the detachment of property or the dissolution of the District. In conducting the following MSR and SOI study, the consultant team requisitioned and reviewed available district documents, met with district landowners and/or their representatives, held several site visits, and researched and analyzed relevant information regarding the District and LAFCO statutory required determinations. In the course of the consultant’s team research, it became apparent that RD 2034 may not be operating in accordance with the California Water Code and/or LAFCO statutes. Accordingly, the consultant team evaluated whether the District is eligible for dissolution based on criteria set forth in the State law. We collected and analyzed relevant information regarding the impact of the proposed detachment and provided with an informational document and analysis that allowed them to informed determinations as prescribed by the CKH Act to support LAFCO actions, including a SOI update and potential boundary or governance changes.

Project Reference

Client: Solano LAFCO
Address: 675 Texas Street, Suite 6700
Fairfield, CA 94533
Contact: Seithel, Executive Officer
Tel: 707-439-3897
Email: rseithel@solanolafco.com

Material/Information Needed from Solano LAFCO

We anticipate that all relevant information about SID will be made available from District, Solano LAFCO, and other governmental agencies, regarding district background and boundary information, maps/GIS and other data and information. We anticipate Solano LAFCO’s assistance with preparing maps of SID’s current district boundaries and sphere of influence.



Project Schedule & Timeline

We are prepared to start work immediately upon a Notification of Award. It is our understanding that the Solano LAFCO anticipates a contract start date of June 14, 2021 with the timeline for completion subject to negotiation. The proposed project schedule and timeline highlights the anticipated commencement date, duration of individual tasks, deliverables, and the expected completion date. We are flexible to making changes in the project as needed to accommodate LAFCO requirements, project changes, and public hearing timelines. We are open to adjusting the Project Schedule should the Solano LAFCO deem it necessary to make any adjustments to the scope of work, start date, or delivery date for the administrative draft, public review draft, and final report.

All project personnel are able to commence work immediately upon a notification of award, which is anticipated to be June 14, 2021 and be able to complete work in accordance with the proposed project schedule below.

**Solano LAFCO
Solano Irrigation District MSR/SOI Study**

Task Description	Month		June		July		August		September		October		November		December		January 2022		Feb		P r o j e c t C o m p l e t i o n																		
	Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		19	20	21	22	23	24	25	26	27	28	29	30	31	32	33			
1.0 Address MSR/SOI Requirements																																							
2.0 Exploration of Critical Areas																																							
3.0 Infrastructure Financing Plans																																							
4.0 District's Ability to Provide Service																																							
5.0 District Operations Analysis & Recommendations																																							
6.0 Administrative Draft MSR/SOI Update																																							
Solano LAFCO Staff Review																																							
7.0 Public Review Draft Report																																							
Public Review & Comment Period																																							
8.0 Final MSR/SOI Update Report																																							

-  Deliverables
-  Meetings & Presentations

Project Budget

We propose to conduct a comprehensive MSR/SOI study update for a Not-to-Exceed Fixed Fee of \$66,920 based on the scope of services set forth in this proposal. The table below indicates the level of effort for each task. We have included a detailed breakdown by team member, task, number of hours, and billing rates on the following page. We propose to invoice on a monthly basis for percent complete.

<u>Task Description</u>	<u>Cost</u>
Task 1: Address /SOI Requirements	\$ 11,100
Task 2: Exploration of Critical Areas	\$ 8,610
Task 3: Infrastructure Financing Plans	\$ 7,410
Task 4: District's Ability to Provide Service	\$ 6,520
Task 5: District Operations Analysis & Recommendations	\$ 8,010
Task 6: Administrative Draft MSR/SOI Update	\$ 12,260
Task 8: Public Review Draft Report	\$ 6,530
Task 9: Final MSR/SOI Update Report	\$ 3,980
Professional Fee	\$ 64,420
Reimbursable Expenses	\$ 2,500
Total Project Cost	\$ 66,920

Hourly Billing Rates

Principal: \$150/hour

Senior Water Consultant: \$240/hour

Senior Associate: \$125/hour

Engineer: \$95/hour

Economic Analyst: \$65/hour

Production/Graphic Design: \$95/hour

Clerical: \$35/hour

**Project Budget
Solano LAFCO**

Solano Irrigation District MSR/SOI Study

		Milani & Associates		Craft Consulting Group	MMS Design	Darling H2O	Total Costs		
Personnel Billing Rate		Principal \$150.00	Engineer \$95.00	Principal \$150.00	Principal \$150.00	Principal \$240.00	by Task		
Task Description							Hours	Amount	
1.0	Address MSR/SOI Requirements	16	12	32	12	4	76	\$ 11,100	
2.0	Exploration Critical Areas of Concern	20	6	18	6	6	56	\$ 8,610	
3.0	Infrastructure Financing Plans	16	6	12	8	6	48	\$ 7,410	
4.0	District's Ability to Provide Service	8	8	16	8	4	44	\$ 6,520	
5.0	District Operations Analysis & Recommendations	8	6	24	8	6	52	\$ 8,010	
6.0	Administrative Draft MSR/SOI Update	10	4	54	12	2	82	\$ 12,260	
7.0	Public Review Draft Report	5	4	28	8		45	\$ 6,530	
8.0	Final MSR Report	4	4	16	4		28	\$ 3,980	
sub-total hours		87	50	200	66	28	431		
sub-total costs		\$13,050	\$4,750	\$30,000	\$9,900	\$6,720		\$ 64,420	
Project Related Expenses									
	travel, printing, etc.	4%						\$ 2,500	
Total Project Cost									\$ 66,920

Material/Information Needed from Solano LAFCO

We anticipate that all relevant information about Solano Irrigation District will be made available from Solano LAFCO, SID, and other governmental agencies, regarding district background and boundary information, maps/GIS and other data and information. We anticipate Solano LAFCO's assistance with preparing maps of SID's current district boundaries and sphere of influence.

Non-Discrimination & Equal Opportunity

Consultant acknowledges that Solano LAFCO is an equal opportunity employer. Milani & Associates is certified with the State of California as a Small Business Enterprise. (SBE) #53293. Subconsultants are also small businesses. All four firms are equal opportunity employers.

No Conflicts of Interest

Proposers warrant and covenant that no official or employee of the Solano LAFCO or other local agencies in Solano County, nor any business entity in which an official of the Solano LAFCO or other local agencies in Solano County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the Solano LAFCO. Proposers will notify Solano LAFCO of any potential conflict of interest regarding other work or third party contracts.

Insurance Requirements

Insurance requirements outlined in the RFP will be met thru Milani & Associates. The insurance requirements will be maintained throughout the term of the contract, and for a minimum of six months following completion and acceptance by LAFCO of all services under the contract.

Appendix

Firm Profiles



About Milani Associates

Concord based Milani & Associates was established in 1999 by Michael Milani who for over twenty years has been highly visible and active in providing trusted consulting Civil Engineering and Land Surveying services in Northern California.

Milani & Associates' consistent ability to successfully collaborate with and lead diverse teams on complex projects to a successful outcome – on time, on budget, is a standout among its peers. Milani & Associates places attention on every small detail to ensure an excellent outcome to every project we take on.

From the start, our approach is to take the time to understand each client's goals and objectives and then determine the most effective and efficient steps required.

Experienced in a broad spectrum of planning, engineering and surveying projects, our portfolio includes residential developments (high & low density), office/commercial, industrial, retail, levee rehabilitation, educational facilities, complex mapping projects, construction staking and various public works services. Our senior level design staff has a combined experience of over ninety years providing commercial, office and merchant builders with quality, responsive civil engineering consulting services including: surveying, mapping, planning, Civil Design, staking, project management, joint trench and Landscape Architectural services. All Mapping Services include the use of GPS equipment to provide efficient and cost effective survey services for complex projects.

"We pride ourselves in providing prompt service, with attention to design detail, project schedule, budget and the overall environment."

"Our staff includes an outstanding cadre of registered professional Civil Engineers, Licensed Land Surveyors, Senior Planners, CADD & Design Technicians, Field Storm Water Quality Technicians and clerical staff."

www.milaniassociates.com

Full service Civil Engineering, Planning, Surveying, Mapping, & Environmental Engineering

California Certified Small Business

www.milaniassociates.com

Land Development Engineering

- Title review evaluation of easements and encumbrances of record
- Boundary survey
- Topographic mapping
- Constraints mapping
- General Plan and zoning evaluation
- Slope density computations
- Conceptual lotting & grading studies
- Conceptual utility analysis for sewer, water, storm drainage infrastructure
- Preparation of engineer's opinion of probable development costs including agency fees
- General Plan Amendments, Rezone applications, Use Permit, Design Review and Vesting Tentative Maps for subdivisions
- Lot line adjustment applications
- Final maps
- Storm Water Control Plan
- Certificate of Compliance

Surveying & Mapping

- Parcel, subdivision and final map preparation
- Right-of-way surveys to Caltrans Standards
- Surveys for planning and design including control, topography, subdivision and ALTA mapping
- Boundary Surveys and Records of Survey
- Construction surveying, including computing, staking and as-built
- Topographic and utility field surveying and mapping
- Horizontal and vertical control surveys
- Precise level surveys
- Expert Testimony/Forensic Services
- Map Checking
- Condominium Conversions

Municipal Engineering

- Counter assistance for city residents or district clients
- Technical review of entitlement requests and preparation of draft conditions of approval
- Application package full review
- Technical review of EIR
- Title review and evaluation of easements and encumbrances of record
- Preparation of legal descriptions and plat maps
- Boundary survey
- Topographic mapping
- Review and processing of lot line adjustment applications
- Review of final maps, grading plans and improvement plans for final entitlement approval
- Review of building permit applications (excludes structural review)
- Attending ZA, Planning Commission, and City/Board of Supervisor public hearings

Construction Staking

- Construction staking crews are manned by trained Union surveyors dispatched from our Local Union 3 Branch of the Operating Engineers Union
- Field crews are equipped with the latest in GPS (Global Positioning System) equipment and Total Stations
- Our detailed and scientific approach to staking minimizes the potential for costly construction staking blunders, delays to the overall construction schedule and results in cost effective and cost sensitive services.

Environmental Engineering

- Phase I and II Environmental Site Assessments
- Phase III Feasibility and Remedial Design
- Wetland delineation and permitting
- Asbestos and Lead-Based Paint Services
- Indoor air quality assessment (IAQ)

NOI, SWPPP Preparation and SWPPP Storm water Monitoring and Reporting

- Preparation of project NOI and upload to Board website via the SMARTS protocol
- Preparation of SWPPP Plans and upload via SMARTS
- Development of RELAPS
- Storm water monitoring and reporting
- Quarterly inspections and annual reporting
- Preparation of final NOI's

Ironhouse Sanitary District and Reclamation District 830 - Jersey Island - Jersey Island Road and Levee Road Improvements:

Milani & Associates served as the District Engineer for Ironhouse Sanitary District in Oakley, CA and for Reclamation District 830 - Jersey Island. Milani & Associates provided all Civil Engineering and Survey/Mapping services for the district.

Jersey Island consists of approximately 3200 acres and 16 miles of levee improvements owned and operated primarily by the Iron House Sanitary District. Jersey Island maintains both active crop and grazing lands. Portions of the island have been set aside as discharge/evaporation ponds for the District=s Sewer Treatment Plant Facility.

Jersey Island is a critical component to the ongoing operations of the District=s Sewer Treatment Program. As such the stability of the islands levee=s is critical to maintaining the Districts operations. Milani & Associates provides engineering design services to upgrade and maintain the islands levee berm and levee road improvements. Portions of the levee road are public access corridors to adjoining islands, such as Bradford Island.

Milani & Associates assisted with Subvention applications as the District Engineer.

Contact: Chad Davisson, General Manager (Current)
Tom Williams (former General Manager), Iron House Sanitary District (925) 625-2279



MMS Design is a consulting firm which for over 35 years has provided development-based services to cities, public agencies, and private sector clients. MMS specializes in large, complex projects involving major infrastructure analysis, funding, financing, long-range planning and design, construction, and contract administration.

As a civil engineer, Mr. McGill has designed and managed a variety of public works and other municipal projects and has overseen infrastructure projects totaling in excess of \$1 billion.

McGill Martin Self, Inc (MMS) was part of Contra Costa Water District Los Vaqueros project team that was awarded the ASCE 1999 Outstanding Civil Engineering Achievement.

Representative Project List

Lone Tree Corridor Assessment District No. 27, Antioch, CA - Engineer-of-Work for \$110 million Assessment District responsible for the feasibility analyses and formation activities, as well as the ongoing administration, design, and construction of infrastructure for 2,200 acres of residential, commercial, and institutional development in southeast Antioch. Tasks performed prior to the formation of the District included infrastructure studies of existing and proposed improvements, assessment spread analyses, cost estimating of alternatives, developing construction phasing plans, and consensus building with all stakeholders including landowners, developers, City staff, and City Council. Formation activities required MMS to coordinate with City staff, Bond Counsel, underwriters and financial advisors, prepare boundary maps, circulate petitions, establish a community outreach program, and obtain approvals from more than twenty agencies, utilities, railroads, etc. Managed phased bond issuance program to facilitate cash flow demands and meet legal requirements of bond usage. Ongoing administration of the District included maintaining the public relations and education program, performing the master accounting of District expenditures, preparing and revising segregation maps, and revising and implementing the construction phasing plans. Projects designed and constructed include seven projects totaling more than 6.5 miles of six-lane and four-lane arterial roadway with storm drainage, waterlines, sewer mains, and landscaping. Other infrastructure projects include 13,500 linear feet of 108-inch, twin 72-inch and 84-inch diameter storm drain, 2.0 MG and 3.5 MG water reservoirs, two water pumping stations and a 90 acre-foot storm drainage detention pond. Additional tasks included informing landowners, developers, and homeowners of A.D. No. 27 activities, potential tax impacts, and other issues which could affect them.

Oakhurst Country Club Specific Plan and EIR, Clayton, CA - Principal Engineer responsible for preparation of the grading, drainage and soil sections, and mitigation measures for a 1,200-acre hillside development. Additional task was to develop a comprehensive mitigation monitoring program for grading and drainage improvements.

Black Diamond Estates Benefit District, Antioch, CA - Engineer-of-Work for this \$7.6 million assessment district for the purpose of infrastructure development and construction. This project included District formation, management of the Engineer's Report, and bond sale strategy. An Assessment District was formed to provide the necessary vehicle for infrastructure extension and a funding source.

Salt Creek Gravity Interceptor Project, Chula Vista, CA – Provided project management to expedite the design of a 16-mile long, 42” diameter Interceptor sewer line that provided sewer service to newly developed communities, including Otay Ranch. The sewer line passed through sensitive environmental areas as well as developed areas of the city, and included micro-tunneling under Interstate 5 for connection to the City of San Diego “Metro line”. This innovative sewer application was developed to minimize disruption to environmentally sensitive areas, and the project balanced preservation of the natural environment with project costs, all the while ensuring that the project met established engineering criteria. Work included coordinating the inclusion of the project in the issuance of environmental permits from various resource agencies, as well as the integration of this project with the on-going development planning processes on adjacent properties. Also included was quality plan check in an efficient timeframe, managing the environmental processing, and monitoring the progress of project design and construction to assure adherence to the schedule.

Lone Tree Valley Master Facilities Planning Study, Antioch, CA - Project Manager responsible for preliminary engineering and planning for public improvements to serve various mixed-use developments located on 2,700 acres. Responsible for preparation of environmental documents to be used for annexations, EIR's, Specific Plans and potential assessment district formations. Work included preliminary engineering, area wide infrastructure planning and phasing, preliminary cost estimating, consensus, and strategy building.

Antioch Area Public Facilities Financing Agency, Community Facilities District
Principal-in-Charge assisting in the formation of the Antioch Area Public Facilities Financing Agency CFD 89-1. Responsibilities included gaining consensus among the property owners for the District boundary, consolidating preliminary cost estimates for desired projects, and calculating the preliminary allocation of taxes for the land uses affected. Upon District formation, responsibilities included revising and preparing boundary proceeding amendments, maintaining an inventory of all parcels in the District, updating and compiling revised cost estimates, and calculating the expected raw land tax for disclosure for bond sale.



Craft Consulting Group (CCG) specializes in market research, financial analysis, and strategic planning. We have conducted numerous studies of local and regional economies; analyzed the market demand for real estate development projects; evaluated public policy issues; prepared financial analysis, cost-benefit studies, and feasibility studies; and developed performance indicators for a variety of clients including local governments, special districts, real estate firms, private sector businesses, institutions of higher education, non-profit organizations, workforce development boards, and economic development agencies since 1991. Based on our research and analysis we develop data-informed solutions and strategies for clients that help drive their economic and business growth. Over the past 20 years we have assisted our clients explore new market opportunities and develop business models to launch or strategically reposition their company/organization to create a sustainable competitive advantage. Through Industry Analysis, Targeted Industry Research, and Industry Cluster Studies we have helped local communities to strengthen and expand their economic base by identifying companies and industries that have the potential to expand and add jobs.

Firm Experience

Delta Diablo Sanitation District Recycled Water Economic Benefit Study – Conducted an economic analysis of potential uses of recycled and identified potential users that require a reliable, high-quality water supply, and quantify the economic benefits of producing high-purity recycled water. High-purity recycled water provides an alternative source of water for industrial users as the cost and demand on existing water supplies continues to rise. Study objectives included identification of target industries and potential uses of high-purity recycled water, potential economic benefits, job creation, increased local spending, increased revenue to district from increased water sales related to the provision of high-purity advanced treated recycled water; and the number of jobs associated with the provision of high-purity water to new and existing industries.

Cowell Ranch Master Plan – Served as the project manager for the planning and land use entitlements of a 4,900 acre master planned community. Supervised consultant team overseeing the land planning, civil engineering, financial feasibility, transportation and utility infrastructure improvements, market analysis, biological assessment and wetlands delineation (California Department of Fish & Wildlife, U.S. Army Corp of Engineers 404 permits), environmental approvals (CEQA), General Plan Amendments, zoning, and land use entitlements and approvals for this land development project. Responsible for negotiating a water supply contract with the local irrigation district to meet the projects long-term raw water needs.

Financial Analysis for Real Estate Development Projects - Prepared financial models for real estate development projects including cash flow projections, return on investment (ROI), breakeven cash flow ratio, debt service ratio, net operating income, and internal rate of return (IRR), and proforma project budgets.

Financial Analysis of Public Sector Retirement Costs: This study analyzed the financial obligations for retiree healthcare costs of 63 public sector entities in Contra Costa County and made recommendations for managing their OPEB liabilities through various cost containment and funding strategies. The study included a review of recently adopted governmental accounting standards (GASB 45), actuarial studies, governmental financial statements, demographic and economic factors contributing to rising healthcare costs, and comparative studies of both the public and private sectors retiree healthcare benefit programs.



Darling H₂O
Consulting Inc.

Darling H2O Consulting offers strategic planning, permitting, and advocacy services related to innovative water, wastewater, ecosystem restoration, and bioenergy solutions. Projects the firm has worked on include the Sites Reservoir Project, where Darling H2O completed an Organizational Assessment, led the recruitment for a new Executive Director, and assisted in the 2020 Strategic Planning process. The Firm has also worked on several wastewater and clean energy projects for a variety of public sector clients.

Firm Experience

Projects completed include:

Sites Reservoir Project

Completed an Organizational Assessment, led the recruitment for a new Executive Director, and assisted in the 2020 Strategic Planning process

Lawrence Livermore National Lab (LLNL)

Supported activities related to Clean Energy and Water Partnerships, secured over \$20M from the State of California (including DWR, SWRCB and CEC) to provide matching dollars for the Desalination Research & Innovation Consortium

Aries Clean Energy

Assisted Tennessee Company specializing in newly patented gasification equipment suited for processing various feedstocks' such as biosolids, food waste, woody waste from urban or forestry biomass, paper, etc using California network to set up key meetings to introduce Aires gasification solutions with the BAAQMD, Cal EPA, CalRecycle and SWRCB, and with executive management from EBMUD, Cities of San Jose, Sunnyvale, Palo Alto, San Diego, Fresno and Sacramento; and private municipal solid waste handlers such as Marin Sanitary, Garaventa Enterprises, Republic Services, etc.

Invenergy LLC

Assisted Chicago based private power company) and IDE (Israeli based company specializing in desalination globally) using extensive Bay Area agency network to set up meetings regarding the formulation of a public-private-partnership (P3) to develop a Bay Area Regional Desalination Project (key agencies are SFPUC, CCWD, Zone 7, SCVWD)

Central Contra Costa Sanitary District

Assisted in the development of a 20,000+ acre-foot recycled water exchange between Central San, CCWD and SCVWD

Castro Valley Sanitary District

Completed a 5-year strategic plan adopted by the Board of Director

Resumes

Michael Milani, P.E.

EXPERIENCE SUMMARY

Mr. Milani has more than thirty years experience in providing consulting *Civil Engineering and Land Surveying* services. As a principal, he is responsible for overall management of the firm, including the most important task of defining design guidelines & quality control. On major projects, he is involved in *mission planning and formulation of design criteria*. Being dual licensed as a Civil Engineer and Land Surveyor, Mr. Milani is able to address critical surveying, right-of-way issues and design constraints at the front end mission planning stage so that the project progresses in an orderly fashion, meets critical milestone dates and adheres to previously targeted budget parameters.

Mr. Milani has worked closely with public agencies to develop unique solutions to incorporating public facilities into existing development and habitat sensitive areas. Through his experience in working for both public agencies and private developers he has attained an understanding of physical constraints as well as legislative and safety issues. His expertise in developing effective and efficient alternatives to difficult design issues has facilitated the development of many projects within and around sensitive biotic habits.

In addition, Mr. Milani has an excellent understanding of the construction environment and can easily identify potential construction constraints regarding access. This understanding allows him to recommend cost saving alternatives and prevent potential expensive construction change orders.

Education

B.S., Civil Engineering, University of California, Berkeley

Registration & Licenses

Professional Engineer – California (RCE 35121)
Licensed Land Surveyor – California (LS 5311)
QSD 351
General Engineering (463645)

Professional & Civic Affiliations

American Society of Civil Engineers
California Land Surveyors Association
California & Nevada Civil Engineers & Land Surveyors Association, Inc.

Michael R. McGill, P.E.

EXPERIENCE SUMMARY

Michael McGill is the President/Principal Civil Engineer of MMS Design and brings over 35 years of technical experience to projects. He has managed a variety of public works and private land development projects. He has extensive experience in dealing with public agencies and local governments, and is well versed in regulatory procedures and requirements for obtaining approvals and permits. He has worked with many federal, state, and local agencies, including the Federal Emergency Management Agency, U.S. Army Corps of Engineers, the Regional Water Quality Control Board, the U.S. Fish and Wildlife Service, and the California Department of Fish and Wildlife. He has specific expertise in the areas of environmental assessments, flood control, hydraulics and hydrology, grading, drainage, and erosion control.

Mr. McGill's planning experience includes consulting with private and public interests on forward planning issues to prepare regional planning studies, feasibility and constraints reports, annexation analysis studies and agreements, Environmental Impact Reports, General Plans, and Specific Plans.

Mr. McGill is an elected Board Member of the Contra Costa Sanitary District (first elected in 2006, re-elected 2010 and 2014), a Contra Costa LAFCO Commissioner (since 2011) and a CALAFCO Board Member (Secretary).

President / Principal Civil Engineer, MMS Design

Board Member, Central Contra Costa Sanitary District, President 2009 and 2015

CCCSD's mission is to protect public health and the environment by collecting and treating wastewater, recycling water for reuse and promoting pollution prevention.

Commissioner Contra Costa County Local Agency Formation Commission The Local Agency Formation Commission is established in each county to be responsible for overseeing most forms of local government boundary change, including incorporation, annexations, and special district formations.

CALAFCO Board Member

CALAFCO serves as an organization dedicated to assisting member LAFCOs. The membership of CALAFCO consists of all 58 LAFCOs in California, along with an associate membership of firms and agencies which support the educational mission of the organization. Mr. McGill is one of 16 state-wide Board Members. He is a past chair of CALAFCO and currently serves on the Legislative Committee.

Education

M.S., Water Resources Engineering, University of Michigan
M.S., Civil Engineering, University of Michigan
B.S., Civil Engineering, University of Michigan

Professional & Civic Affiliations

Professional Engineer – California and Michigan
American Public Works Association (Life Member)
Water Environment Federation
IEEE
East Bay Leadership Council – Board Member and Past Co-Chair, Land Use Task Force
Workforce Development Board of Contra Costa County (Past-Chair)

Gary W. Craft

Summary

Mr. Craft has strong analytical, strategic planning, problem solving, communication, and project management skills with practical experience at all levels of a project from concept definition and requirements analysis through implementation and project delivery.

Professional Experience

Managing Principal, Craft Consulting Group - directs and manages the firm's projects providing practical solutions to complex business issues for a variety of corporate, governmental, and institutional clients in the area of business strategy, economic competitiveness, and sustainability. Mr. Craft has conducted numerous studies of local and regional economies; analyzed emerging industry clusters; led the planning and development of a variety of business incubators; prepared economic strategies and action plans for local communities; evaluated public policy issues; and developed performance indicators that highlight a region's economic vitality and competitiveness.

Executive Director/CEO, San Ramon Technology

Incubator - launched new business venture assisting entrepreneurs start and grow early-stage communication, Internet, multi-media, interactive entertainment, software, and information technology companies. As the CEO of this new non-profit organization, Mr. Craft was responsible for managing incubator operations, strategy and vision, fundraising, human resources, creation of organizational culture, and program development. A major portion of the job involved advising client companies through the start-up process on the development of their business plans, marketing strategies, debt and equity financing requirements, and ownership structures.

Regional Director, BetaWest Properties – managed San Francisco regional office for national real estate firm with responsibility for the development, construction, and lease-up of a major mixed use office, retail, and residential condominium project. Directed construction management staff and project consultant team during the design, permitting, and construction phase. Developed overall marketing strategy and supervised outside leasing agents and marketing team.

Business Instructor/Lecturer - taught business course in entrepreneurship and new venture management at Diablo Valley College for three years and was a guest lecturer at Santa Clara University on entrepreneurship and business incubation.

Other Professional Experience

The Shorenstein Company
 Lincoln Property Company
 San Francisco Department of City Planning
 Bolles Associates, Architects & Planners
 Lane County Local Government Boundary Commission

Education

M.U.P., Urban Planning, University of Oregon, 1972

B.S., Political Science, University of Oregon, 1977

Professional & Civic Affiliations

Mr. Craft is the past president and former chair of the Economic Development Task Force of the East Bay Leadership Council. He previously served on the Concord Chamber of Commerce Board of Directors and chaired their Green Business Committee. He is currently a member of the California Association for Local Economic Development. Mr. Craft also was one of the founders of Diablo Venture Alliance, a resource network for entrepreneurs, venture capitalists, angel investors, and strategic service providers.

Gary Darling, P.E.

EXPERIENCE SUMMARY

Darling H2O Consulting Services (2017-present)

Completed an organizational assessment, led the recruitment for a new Executive Director, and assisted in the 2020 Strategic Planning process.

General Manager, Delta Diablo Sanitation District, Antioch, CA, (2003-2016)

Used a bottom-up strategic planning approach to transform a full-service utility providing service to 200,000 residents in Contra Costa County into a “*Utility of the Future*” as envisioned by the National Association of Clean Water Agencies. The resulting change moved the organization with a long history of “treat and dispose” to a resource development and recovery agency. The utility now recycles 100 percent of its water in the summer season and produces over 60% of its own energy. Provided strong fiscal oversight so customer rates are below the Bay Area median; reserve funds are strong and conservatively invested; and Delta Diablo has received “clean” audits during my tenure.

East Bay Municipal Utilities District, Oakland, CA, (2001-2003)

Future Water Supply Improvement Manager responsible for leading negotiations that resulted in the establishment of the EBMUD-Sacramento County Joint Powers Authority for the Freeport Regional Water Authority that has constructed the new Freeport intake and conveyance. Led negotiations with the USBR on EBMUD water supply contract that successfully crafted the USBR Central Valley Project Municipal & Industrial (M&I) Shortage Policy through cooperation with other M&I agencies including Santa Clara Valley Water District (SCVWD), Contra Costa Water District (CCWD), City of Redding, City of Stockton, and Sacramento Municipal Utility District Program Manager for the EBMUD, San Francisco Public Utilities Commission (SFPUC), and City of Hayward 30 MGD Intertie Project. Lead negotiator for two JPA’s between the agencies.

Contra Costa Water District, Concord, CA, (1987-2001)

Director of Los Vaqueros Reservoir Project serving as lead negotiator to obtain the 100 local, state and federal permits required to construct and operate the 100,000 acre-foot Los Vaqueros Reservoir Project. Managed construction of the \$450 million Los Vaqueros Reservoir Project. Completed project under budget with a workforce in excess of 200 and a peak monthly cash flow of \$12 M. Directed all CCWD construction activities associated with the \$350 million Ten-Year Capital Project Program. Lead negotiator for renewal of the USBR Central Valley Project water service contract

Education

University of California, Davis
Bachelor of Science, Engineering 1982

University of California, Davis
Post Graduate Studies, Engineering 1984-85

University of California, Los Angeles
Engineering Management Program 1990

University of North Carolina, Chapel Hill
Water and Wastewater Leadership 2009

Professional Licenses

Registered Professional Civil Engineer: RCE 41999

	<p align="center">Solano Local Agency Formation Commission 675 Texas St. Ste. 6700 • Fairfield, California 94533 (707) 439-3897 • FAX: (707) 438-1788</p>
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Staff Report

DATE: April 10, 2023

TO: Local Agency Formation Commission

FROM: Finance Committee (Commissioners Kott and Mashburn) and Staff

SUBJECT: **PROPOSED BUDGET & WORK PLAN FISCAL YEAR 2023-2024**

Recommendations:

The Finance Committee and staff recommend the Commission:

1. REVIEW the Proposed Budget and Work Plan for Fiscal Year (FY) 2023/24
2. ADOPT or adopt with modifications the Proposed Budget and Work Plan.
3. DIRECT staff to distribute the Proposed Budget to the County and cities.
4. SCHEDULE a public hearing for June 12 to consider and adopt the Final Budget.

Executive summary:

The Commission is required to adopt a Proposed Budget by May 1 and a Final Budget by June 15 per California Government Code (GC) Section 56381(a). The Commission’s past practice has been to direct its Finance Committee to work with staff to develop the Commission’s annual Proposed Budget for its consideration and adoption. Additionally, after the adoption of a proposed budget, the Commission circulates the Proposed Budget to the County and cities (Solano LAFCO’s funding agencies) to solicit their comments before adopting the Final Budget at its June meeting.

On March 23, 2023, the LAFCO Finance Committee and staff met to develop the Proposed Budget for FY 2023/24. Overall, the Draft Proposed Budget (Attachment A) includes appropriations totaling \$1,045,559, reflecting a decrease of \$3,229 or 0.3% from the prior year’s adjusted budget of \$1,048,788. Most notably, the Draft Proposed Budget recommends zero increase to the billing charges to the County and cities.

Discussion:

The discussion section of this report includes: a) Summary of the Draft Proposed Budget, b) Cortese-Knox-Hertzberg Act (CKH) requirements and the Commission’s Policies, c) Expenses by budget categories (Table 1), Sources of Funding (Table 2), d) Revenues from Project Applications, e) Notable Changes from Prior Year (Table 3), f) estimated cities and County Apportionment/Billing (Table 4), g) Fund Balance Appropriation, and h) Statutory Deadlines (Table 5) followed by an explanation of the Proposed Work Plan. The report concludes with the Finance Committee and staff’s recommendation. Finally, Attachment A is the line-item Draft Proposed Budget, while Attachment B is the Proposed Work Plan for FY 23/24.

Commissioners

Nancy Shopay, Chair • Ron Kott, Vice-Chair • John Vasquez • Mitch Mashburn • Steve Bird

Alternate Commissioners

Robert Guerrero • Alma Hernandez • Wanda Williams

Staff

Rich Seithel, Executive Officer • Christina Love, Deputy Executive Officer • Aaron Norman, Analyst II •

Mala Subramanian, Lead Legal Counsel

Agenda Item 9.C – Draft Proposed Budget FY 23/24

a) Summary of the Draft Proposed Budget:

The Draft Proposed Budget as presented, includes appropriations totaling \$1,045,559, reflecting a decrease of \$3,229 or .3% from the prior year's adjusted budget of \$1,048,788. The Proposed Budget recommends:

- An increase in salaries and benefits (1000s budget category) by \$69,870 or 12% due to anticipated full staffing of 4 FTEs¹;
- A decrease to services and supplies (2000s category) by \$29,301 or 7%;
- A decrease in revenue (sub-object 9229) from project application fees by \$25,000;
- A \$2,000 increase to the anticipated interest income; and
- Approximately \$100,000 is appropriated from fund balance;
- No change to the Commission's reserve account (sub-object 730) currently at \$209,760; and most notably
- No increase in the billing charges to the County and cities. The prior year's billing totaled \$895,788. The proposed FY 23/24 billing is the same, \$895,788.

b) CKH and Solano LAFCO Policies:

The Proposed Budget was developed with considerations of CKH requirements as well as the Commission's Policies.

1. Per GC Section 56381(a), the Commission is required to adopt a budget that at a minimum shall be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced program costs will nevertheless allow the Commission to fulfill its purposes and programs. Since the Proposed Budget recommends a decrease of .3% of the prior year's budget, the Commission must determine that it is able to fulfill its purposes/programs with a reduced budget.
2. The Commission's Reserves Policy, Section A, requires maintaining a contingency reserve fund of not less than 20 percent of the annual budgeted expenditures. Maintaining the current Reserve, budget line item 730, at \$209,760 (20%) meets the Commission's Policy.
3. The Draft Proposed Budget recognizes LAFCO's municipal service review (MSR) and sphere of influence (SOI) responsibilities. The Proposed Work Plan recommends conducting an MSR and SOI update for Solano's cemetery districts, the Cities of Suisun, Dixon, Vacaville, and Solano Irrigation District.

¹ FTE = full-time equivalents

Agenda Item 9.C – Draft Proposed Budget FY 23/24

c) Expenses and Funding Sources by Budget Category:

Table 1: Summary of Expenses				
Budget Categories	2022-23 Adjusted Budget	2023-24 Proposed Budget	+/-	% Change
<i>Salaries and Benefits (1000)</i>	\$589,573	\$659,443	\$69,870	12%
<i>Services and Supplies (2000)</i>	\$415,417	\$386,116	(\$29,301)	-7%
<i>Designated Reserve (730)</i>	\$43,798	\$0	(\$43,798)	-100%
Total Expenses	\$1,048,788	\$1,045,559	(\$3,229)	-0.3%

Table 2: Sources of Funding				
Budget Categories	2022-23 Adjusted Budget	2023-24 Proposed Budget	+/-	% Change
<i>Licenses, Permits, Franchise (9200)</i>	\$75,000	\$50,000	(\$25,000)	-33%
<i>Revenue from Use of Money (9400)</i>	\$3,000	\$5,000	\$2,000	67%
<i>Intergovernmental Revenues (9500)</i>	\$895,788	\$895,788	\$0	0%
<i>Fund Balance Appropriation</i>	\$75,000	\$94,771	\$19,771	26%
<i>Encumbrance Roll-Over</i>	\$0	\$0	\$0	N/A
Total Revenue	\$1,048,788	\$1,045,559	(\$3,229)	-0.3%

d) Revenues from Project Fees:

Anticipated revenues from project fees are expected to decrease from the prior year \$25,000 from \$75,000 to \$50,000. FY 22-23 was a robust year for reorganization certificate of completions and realizing revenue from deposits from deferred revenue (deposits). However, staff anticipates revenue in FY 23/24 from the following projects:

- Fairfield Island annexations Phase 1
- Fairfield Island annexations Phase 2
- Vacaville Island Annexation - Nut Tree Airport Vicinity
- Vacaville - Fields at Alamo Creek

Agenda Item 9.C – Draft Proposed Budget FY 23/24

- Vacaville - McMurtry Creek Estates
- Solano Irrigation District detachment
- Rural North Vacaville Water District annexations

e) Notable Changes:

Table 3: Notable Changes (≥\$10,000) from FY 22/23 Adjusted Budget			
Line Item	Description	Explanation	FY 22/23 Proposed vs. FY 22/23 Adjusted Budget
1110	Salaries/Wages	Step Adjustments and COLA	\$72,570
2235	Accounting and Financial Svcs	Bi-annual audit performed in FY 22/23 (year early)	(\$14,500)
2239	Legal Service	Anticipated cost-savings with BB&K	(\$9,800)
2245	Contracted Services	est. \$60,000 in consulting contracts for regional projects that we are attempting to encumber.	(\$50,000)
2250	Other Pro Services	One-time website set-up cost in FY '23	(\$17,500)
2266	Central Data Processing Svcs	GIS charges have increased \$15,000.	\$18,057
N/A	20% Reserve Policy	20% reserve is est. to be over 20% EOFY '23	(\$43,798)
9229	Licenses & Permits - Other	FY 23 budget included the intake of regional projects that are delayed	(\$25,000)
9511	Intergovernmental Agencies	FY 24 budget utilizes fund balance to offset expenses - no change in agency billing	\$0

f) Cities and County Apportionment:

As reflected in Table 2: Sources of Funding, the most substantial source of funding for LAFCO’s operational cost comes from the County and the seven cities. For FY 23/24, the proposed invoice to the County and cities total \$895,788, a slight decrease of \$3,229 from the prior year.

Staff calculated the estimated cost to the County and cities using the most recent financial report from the State Controller’s Office (SCO) and based on the “Governmental Funds Revenues” per the Solano County Auditor-Controller. Table 4 on the following page provides the estimated billing to the County and the seven cities.

Table 4: Estimated Billing to Cities and County FY 23/24					
Agency	Gov Funds General Revenues (FY 20/21)*	Cost %	FY 22/23	FY 23/24 Estimate	+/-
Benicia	\$ 53,954,445	7.80%	\$ 34,947	\$ 34,947	\$ -
Dixon	\$ 55,731,875	8.06%	\$ 36,098	\$ 36,098	\$ -
Fairfield	\$ 173,601,383	25.10%	\$ 112,444	\$ 112,444	\$ -
Rio Vista	\$ 13,904,985	2.01%	\$ 9,006	\$ 9,006	\$ (1.00)
Suisun City	\$ 25,477,824	3.68%	\$ 16,502	\$ 16,502	\$ -
Vacaville	\$ 183,599,010	26.55%	\$ 118,919	\$ 118,919	\$ -
Vallejo	\$ 185,231,735	26.79%	\$ 119,977	\$ 119,977	\$ -
Subtotal: Cities	\$ 691,501,257	100.00%	\$ 447,894	\$ 447,894	\$ (1.00)
County			\$ 447,894	\$ 447,894	\$ -
TOTAL			\$ 895,788	\$ 895,788	\$ -

*Most recent report available as of 3/17/23

Please note- SCO usually releases a more current report post-adoption of LAFCO's final budget.

g) Fund Balance Appropriation:

Historically, the Commission applies fund balance from prior years to future years. For FY 23/24, the Finance Committee recommends:

- The Commission appropriates \$94,771 from fund balance to partially offset the cost of funding the Proposed Budget, thus keeping the billing to the County and the seven cities the same as the prior year. The Finance Committee based this recommendation on the concern that the high-profile regional projects anticipated in FY 23/24 could quickly consume fund balance. The Committee also discussed fund availability for LAFCO staffing expansion, as well as, unforeseen relocation costs.

h) Statutory Deadlines:

GC §56381 specifies certain statutory deadlines for adopting the LAFCO’s Proposed and Final Budget. Table 5 lists the Statutory deadlines and how the Commission plans to comply with the Statute.

<u>Table 5: Statutory Deadlines</u>		
Deadlines	Statutory Requirement	Planned Action
May 1	LAFCO must adopt a Proposed Budget	April 10 Public Hearing
June 15	LAFCO must adopt a Final Budget	June 12 Public Hearing
July 1	The Auditor requests payment from cities and the County	
August 30	Payments must be received by the Auditor	

Proposed Work Plan (Attachment B)

In conjunction with a proposed budget, the Commission adopts an annual work plan. The Work Plan typically includes tasks and projects, prioritization, categorization, and, task comments. The proposed Work Plan includes eight task categories and projects.

All identified items are important; however, given available resources, it is helpful to prioritize the items identified. A high-priority classification indicates that the item is: time-sensitive, high-value, and critical. The Work Plan includes six high-priority projects/tasks and two medium-priority tasks. There are four categories: Projects (P); Commission Directives (C); Administrative (A); and; Legislative (L). These categories are described as follows:

- *Projects* – In consultation with agencies, a list of near-term projects has been developed. These projects have been submitted or are anticipated in FY 23/24.
- *Commission Directive* – Solano LAFCO provides leadership and partnership roles in Solano County through proactive initiatives designed to support the efficient delivery of municipal services and to foster relationships among local and regional agencies and organizations.
- *Administrative* – The proposed FY 23/24 Work Plan includes administrative projects that support organizational effectiveness and internal efficiencies. In addition to the daily LAFCO office duties and Commission meeting prep and follow-up, the proposed Work Plan includes administrative tasks that help keep local agencies and the public informed and improve organizational effectiveness. It is critical to maintain internal efficiencies that support Solano LAFCO’s organizational effectiveness and to meet statutory requirements.
- *Legislative* - Solano LAFCO is required by Statute to process organization and reorganization changes, conduct sphere of influence updates, conduct municipal service review studies, adopt local policies and procedures, and fulfill other legal mandates.

Conclusion and Recommendation

The Proposed Budget for FY 23/24 reflects the costs and resource needs for carrying out LAFCO's responsibilities including the FY 23/24 Work Plan. In the coming weeks, staff will be presenting the Proposed Budget to the City/County Manager's Group and the Community Development/Planning Director's Group to solicit comments. Staff will inform the Commission of their remarks at the June 12 Public Hearing.

The Finance Committee and staff recommend the Commission adopt or adopt with modifications the Proposed Budget and Work Plan for FY 23/24.

Attachments:

A – Draft Proposed Budget FY 23/24

B – Draft Proposed Work Plan FY 23/24

Attachment A
FY 23/24 PROPOSED BUDGET April 10, 2023 Agenda Packet Page 10 of 906

	Sub-object	Object Description	22/23 Adjusted Budget (AB)	23/24 Proposed Budget (PB)	Diff Between PB and AB [PB-AB]	
EXPENSES	1000	SALARIES AND EMPLOYEE BENEFITS				
	1110	SALARY/WAGES REGULAR	\$426,170	\$498,740	\$72,570	
	1210	RETIREMENT-EMPLOYER	\$50,452	\$50,714	\$262	
	1212	DEFERRED COMP-COUNTY MATCH	\$520	\$520	\$0	
	1220	FICA-EMPLOYER	\$6,180	\$7,014	\$834	
	1230	HEALTH INS-EMPLOYER	\$66,259	\$63,786	(\$2,473)	
	1231	VISION CARE INSURANCE	\$781	\$584	(\$197)	
	1240	COMPENSATION INSURANCE	\$1,900	\$2,000	\$100	
	1241	LT DISABILITY INSURANCE ER	\$3,666	\$3,831	\$165	
	1250	UNEMPLOYMENT INSURANCE	\$1,500	\$900	(\$600)	
	1260	DENTAL INS-EMPLOYER	\$3,638	\$4,493	\$855	
	1270	ACCRUED LEAVE CTO PAYOFF	\$25,000	\$23,092	(\$1,908)	
	1290	LIFE INSURANCE-EMPLOYER	\$3,507	\$3,770	\$263	
	TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$589,573	\$659,443	\$69,870	
		2000	SERVICES AND SUPPLIES			
		2021	COMMUNICATION-TELEPHONE SYSTEM	\$1,000	\$11,904	\$10,904
		2026	CELL PHONE ALLOWANCE	\$2,500	\$2,100	(\$400)
		2028	TELEPHONE SERVICES	\$4,800	\$12,180	\$7,380
		2051	LIABILITY INSURANCE	\$7,467	\$8,089	\$622
		2140	MAINTENANCE-BLDGS & IMPROVE	\$500	\$500	\$0
		2170	MEMBERSHIPS	\$11,550	\$11,498	(\$52)
		2180	BOOKS & SUBSCRIPTIONS	\$400	\$488	\$88
		2200	OFFICE EXPENSE	\$15,000	\$12,000	(\$3,000)
		2201	EQUIPMENT UNDER \$1,500	\$0	\$15,000	\$15,000
		2202	CONT ASSETS COMPUTER RELATED	\$3,000	\$1,500	(\$1,500)
		2204	COMPUTER RELATED ITEMS:<\$500	\$1,000	\$1,000	\$0
		2205	POSTAGE	\$1,000	\$700	(\$300)
	2235	ACCOUNTING & FINANCIAL SERVICE	\$29,500	\$15,000	(\$14,500)	
	2239	LEGAL SERVICE	\$40,000	\$30,200	(\$9,800)	
	2245	CONTRACTED SERVICES	\$180,000	\$130,000	(\$50,000)	
	2250	OTHER PROFESSIONAL SERVICES	\$33,500	\$16,000	(\$17,500)	
	2255	CREDIT CARD PROCESSING FEES	\$0	\$0	\$0	
	2266	CENTRAL DATA PROCESSING SVCE	\$23,100	\$41,157	\$18,057	
	2271	SOFTWARE RENTAL / SUBSCRIPTION	\$3,000	\$2,400	(\$600)	
	2280	PUBLICATIONS AND LEGAL NOTICES	\$1,500	\$1,000	(\$500)	
	2285	LEASE EXPENSE-COPIERS/MFD'S ST	\$8,400	\$7,000	(\$1,400)	
	2295	LEASE EXPENSE - BUILDINGS ST	\$25,000	\$28,000	\$3,000	
	2310	EDUCATION & TRAINING	\$1,000	\$8,000	\$7,000	
	2335	TRAVEL EXPENSE	\$12,000	\$18,600	\$6,600	
	2339	MANAGEMENT BUSINESS EXPENSE	\$2,000	\$2,000	\$0	
	2354	CAR ALLOWANCE	\$7,200	\$7,800	\$600	
	2355	PERSONAL MILEAGE	\$1,000	\$2,000	\$1,000	
	TOTAL	SERVICES AND SUPPLIES	\$415,417	\$386,116	(\$29,301)	
		OTHER EXPENSES				
	730	20% RESERVE POLICY ADJUSTMENT	\$43,798	\$0	(\$43,798)	
	TOTAL	TOTAL EXPENSES	\$1,048,788	\$1,045,559	(\$3,229)	
REVENUES	9200	LICENSES & PERMITS-OTHER				
	9229	LICENSES & PERMITS-OTHER	\$75,000	\$50,000	(\$25,000)	
	9400	REVENUE FROM USE OF MONEY/PROP				
	9401	INTEREST INCOME	\$3,000	\$5,000	\$2,000	
	9500	INTERGOVERNMENTAL REVENUES				
	9511	OTHER GOVERNMENTAL AGENCIES	\$895,788	\$895,788	\$0	
		OTHER REVENUE				
	FUND BALANCE FROM PRIOR YEAR	\$75,000	\$94,771	\$19,771		
740	TOTAL REVENUES	\$1,048,788	\$1,045,559	(\$3,229)		
SUMMARY	EXPENSES	1000	\$589,573	\$659,443	\$69,870	
		2000	\$415,417	\$386,116	(\$29,301)	
		Reserve Adjustment	\$43,798	\$0	(\$43,798)	
		TOTAL EXPENSES	\$1,048,788	\$1,045,559	(\$3,229)	
	REVENUES	9200	\$75,000	\$50,000	(\$25,000)	
		9400	\$3,000	\$5,000	\$2,000	
		9500	\$895,788	\$895,788	\$0	
		Fund Balance Appropriation	\$75,000	\$94,771	\$19,771	
		Encumbrance Roll-over	\$0	\$0	\$0	
		TOTAL REVENUES	\$1,048,788	\$1,045,559	(\$3,229)	

2023-2024 Proposed Workplan

#	Task/Project	Priority	Category	Comments
1	Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates	High	P	<ul style="list-style-type: none"> • <i>City of Suisun</i> (c 2016) • <i>City of Dixon</i> (c 2014) • <i>City of Vacaville</i> (c 2017) • <i>Solano Irrigation District</i> (c 2014) • <i>Cemetery Districts</i> (c 2012)
2	Fire Services: City of Fairfield Fire Services Contract	High	P/L	GC §56134 Out-of-Agency Services Contract for Fairfield Fire Department and Cordelia Fire Protection District
3	Fire Services	High	C	Continue working with the districts, stakeholders, and Fire Ad Hoc Committee in analyzing fire services.
4	SOI Updates	High	C/P	<ul style="list-style-type: none"> • Rural North Vacaville Water District • Adopt remaining SOI for Reclamation Districts with boundary issues
5	Reorganizations	High	P	<p><i>Suisun</i></p> <ul style="list-style-type: none"> • Suisun Logistics Center • Highway 12 Logistics Center <p><i>Fairfield:</i></p> <ul style="list-style-type: none"> • Island Annexations Phase 1 <ul style="list-style-type: none"> ○ Sunset Ave/ East Tabor Ave (Redtail) ○ Pittman Road (DeNova) ○ Sunset Ave /Railroad Ave (Blessed Baptist Church) • Island Annexations Phase 2 <ul style="list-style-type: none"> ○ 7 Remnant Parcels <p><i>Vacaville:</i></p> <ul style="list-style-type: none"> • Nut Tree Airport vicinity (Island Annexation) • Fields at Alamo Creek (east of Leisure Town) • McMurtry Creek Estates • Valley Church (Leisure Town/Sequoia) <p><i>Dixon:</i></p> <ul style="list-style-type: none"> • Lewis Planned Communities (SE Dixon) • Lombardo Property

#	Task/Project	Priority	Category	Comments
6	Outreach	High	C	<p>Ongoing outreach to local agencies, cities, county, developers, and the public:</p> <ul style="list-style-type: none"> • <i>Ag Innovation Group</i> • <i>Solano Economic Development Corporation</i> • <i>Planning Directors Meeting</i> • <i>CALAFCO</i> • <i>Bay Area EO Group</i> • <i>Fire District Chiefs Association</i> <p>Improve outreach with continued website updates</p>
7	Fees Update	Medium	A	Update application charge-out rates to reflect the Commission’s current costs for processing projects.
8	Website	Medium	L	Continued and ongoing updates of information accessible online