

	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

August 14, 2023 10:00 A.M.

MINUTES

1. CALL TO ORDER AND SALUTE TO THE FLAG

10:01 AM

2. ROLL CALL

Present:

Commissioners:	Nancy Shopay, Ron Kott, John Vasquez, Steven Bird
Alternate Commissioners:	Robert Guerrero, Wanda Williams, Alma Hernandez
Absent:	Mitch Mashburn

Staff:

Rich Seithel, Executive Officer; Christina Love, Deputy Executive Officer; Aaron Norman, Analyst II; Tova Guevara, Administrative Clerk; Josh Nelson, Legal Counsel

3. CHANGES AND APPROVAL OF THE AGENDA

None.

Com. Kott moved to approve. Com. Vasquez seconded.

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

4. PUBLIC COMMENT

None.

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 • Tova Guevara, Office Administrator/Clerk • Tyra Hays, Project Specialist • Mala Subramanian, Lead Legal Counsel

5. PUBLIC COMMENT ON CONSENT ITEMS

None.

6. CONSENT ITEMS

- A. Meeting Minutes – July 19, 2023
- B. Financial Reports – July 2023
- C. Technical Adjustment to Budget to Allocate Fund Balance to Re-Encumber for Active Contracts.

Com. Vasquez moved to approve. Com. Kott seconded.

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

7. PUBLIC HEARING

- A. **LAFCO Project No. 2023-05 Fairfield Island Annexation Phase 1 – Pittman Road, Blessed Baptist Church, Sunset Apartments (APNs: 0044-080-170, 0044-080-160, 0037-160-040, 0037-160-060, 0037-060-480, 0037-060-490)** –The City of Fairfield (City) is requesting to annex about 15 acres of Solano County jurisdictional island areas. The 15 acres consist of 3 separate islands broken into 6 parcels. Staff presented the project and recommended that the Commission approve Phase 1 of the Fairfield Islands Annexation. In addition, Staff wanted to clarify that this project does not involve Suisun Valley. The Com. asked when the Phase 2 application would be completed, Christina was able to confirm that she received the application for Phase 2 that morning and that staff has 30 days to deem it complete.

There was a public comment from one of the representatives of this project, the property owner of Pitman Road, who came up to clarify that the annexation for Pitman Road has no proposed development for that property.

Commissioner Vasquez moved to approve. Commissioner Kott seconded.

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

8. BUSINESS ITEMS

- A. **LAFCO Project 2023-12: Update the Personnel and Salary Resolution Appendix A to Reflect a 5% Cost of Living Adjustment for LAFCO Classifications of Office Administrator/Clerk, Analyst I, Analyst II, Sr. Analyst, and Deputy Executive Officer, Effective July 1, 2023, and Update the Executive Officer’s Salary.**

Execute Contract Amendment 2023-01 Amending Section 5.01 Executive Officer Annual Salary, Effective June 12, 2023. – Staff presented the updates for the

Personnel and Salary Resolution as well as the Executive Officers Amended Contract. No commission or public comments.

Commissioner Kott moved to approve. Commissioner Vasquez seconded.

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

- B. LAFCO Project 2023-11: Amend the Personnel and Salary Resolution by Approving the New LAFCO Project Specialist Job Classification and Related Changes to Section 4.11 Administrative Leave, Position Descriptions, and Appendix A and B; and Appropriate Funds to Fill the Position.** – Staff presented the resolution to approve the new LAFCO Project Specialist Job Classification, and to appropriate funds to fill this position. Staff researched similar job descriptions to help create the new LAFCO position and salary schedule. Staff confirmed that with the new position with the proposed appropriation, the FY 23/24 budget remains balanced.

Commissioner Vasquez asked Counsel if the requires a 4/5 vote. Counsel clarified a majority vote is necessary. Alternate Commissioner Williams inquired about the position’s experience requirement and if the proposed salary is competitive enough. Staff explained that candidates should have at least 5 years of experience and that the salary for this position is comparable to others within Solano County with same or similar responsibilities.

Commissioner Vasquez moved to approve. Alternate Commissioner Williams seconded.

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

9. EXECUTIVE OFFICER UPDATES

Updates addressed in the presentation were as follows:

- Update on RNVWD, waiting for their response after providing them with the necessary actions that the Commission requested at the June meeting.
- Staff is meeting with Milani & Associates about SID’s MSR, and will schedule follow-up meetings with SID to move towards a draft MSR.
- Relocation Update: Comcast has begun to inspect the new office location; staff is cautiously anticipating to move within the next month.
- Update on Fire Districts Evaluations and Reorganizations: The Fairfield Cordelia Service Agreement application has not yet been submitted. Staff was informed that the agencies have not reached an agreement. The Fire District Reorganization project is still discussing the service plan.
- Reminder of the CALAFCO Conference that is scheduled for October, and please let staff know if Commissioners wish to attend.

10. CLOSED SESSION

None.

11. REPORT OF CLOSED SESSION

None.

12. ADJOURNMENT

10:59 AM.

Nancy Shopay, Chair
Presiding Officer Solano Local Agency
Formation Commission

ATTEST:

Tova Guevara, Solano LAFCO Clerk