

	<p align="center">Solano Local Agency Formation Commission</p>
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STAFF REPORT

DATE: March 6, 2024

TO: Local Agency Formation Commission

FROM: Rich Seithel, Executive Officer

SUBJECT: **Alternate Public Member Ad-Hoc Selection Committee Appointment**

Recommendation:

Chairperson APPOINT an ad-hoc selection committee consisting of a city member and a county member to consider candidates for the vacant Alternate Public Member position and make a list of finalists.

Executive Summary:

On January 5, 2024, Alternate Public Member Robert Guerrero resigned from his Solano LAFCO position. Alternate Commissioner Guerrero’s resignation created a vacancy on the Commission.

Government Code §56325(d)¹ and Solano LAFCO By-Laws outline the recruiting and selection process for filling the vacant position: noticing, application guidelines, establishing a selection committee, and interview process. Accordingly, staff posted a notice and published it in the newspaper. Six applications we submitted.

This action is the next step to appointing a new Alternate Public Member to complete the remainder of former Alternate Commissioner Guerrero’s term ending October 2024. The new member may be reappointed at the October 21, 2024 meeting for a full 4-year term.

I. Background:

Solano LAFCO is a five-member commission consisting of two county members from the Board of Supervisors, two city members who are mayors of cities in Solano County, and one public member. Each class of member has an alternate. On Solano LAFCO alternate members are invited to participate in the discussion but may not vote unless the regular member is absent or is disqualified from voting on a proposal because of a conflict of interest.

¹ The public member and the alternate public member shall be subject to the affirmative vote of at least one of the members appointed by each of the other appointing authorities. Whenever a vacancy occurs the commission shall cause a notice of the vacancy to be posted on a bulletin board outside the meeting location. A copy of the notice shall be sent to the secretary or clerk of the legislative body of each local agency within the county.

Commissioners

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

Alternate Commissioners

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

Agenda Item 9.A - 2024 Alternate Public Member Ad-Hoc Selection Committee

On January 5, 2024 Alternate Public Member Robert Guerrero resigned his Solano LAFCO position. Alternate Commissioner Guerrero's resignation created a vacancy on the Commission.

Cortese-Knox-Hertzberg (CKH) Act

CKH generally governs how LAFCO's are comprised and how to appoint each member when a vacancy occurs.

Consistent with GC §56325(d), a Notice of Vacancy was posted outside the Solano County Board of Supervisor's Chambers and was e-mailed and mailed to the clerk or general manager of each city and special district within Solano County, and the Clerk of the Board of Supervisors on January 17, 2024. The Notice was also posted on the Solano LAFCO website. Section 56325(d) further states that a final appointment may not be made for at least 21 days after posting the notice. The final appointment is anticipated to occur at the regular LAFCO meeting scheduled for April 8, 2024.

Solano LAFCO bylaws

Solano LAFCO By-Laws also offer some guidance in Article II, Section 4 for procedures. In the case of a vacancy, there is a public announcement of the vacancy to solicit letters of interest. Applications get an initial screening by the regular commission members with recommendations submitted to a selection committee appointed by the Chair consisting of one city member and one county member. The selection committee selects a list of finalists who are interviewed by the Commission.

Staff published a Notice to Solicit Letters of Interest and Applications by emailing the Solano LAFCO list-serve and posting it on the Solano LAFCO website on January 18, 2024. The solicitation was open from January 18 – February 9, 2024 (23 days). Staff also sent the notice to the clerk or the general manager of the cities and special districts, and the Clerk of the Board of Supervisors.

Process

- Staff will compile all the Letters of Interest and Applications submitted by the February 9, 2024 deadline.
- Each Commissioner will be given a complete packet for their review. Recommendations can be shared with the Executive Officer, whom will then share the recommendations with the Ad-Hoc Selection Committee.
- The Ad-Hoc Selection Committee will then consider the recommendations and create a list of finalists for interviews.
- At the regular public meeting held on April 8, 2024, the Commission will interview all finalists during a closed session held at the beginning of the meeting.
- Upon completion, the Commission will appoint a new Alternate Public Member.

II. Conclusion:

For a consistent process, Staff recommends that the Chair appoint two members for the Ad-hoc selection committee that will consider the recommendations of the Commissioners and narrow down the candidates to a list of finalists.