



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

■ Diane Dillon, Chair ■ Margie Mohler, Vice Chair ■ Mariam Aboudamous ■ Kenneth Leary
■ Brad Wagenknecht ■ Ryan Gregory, Alternate ■ Eve Kahn, Alternate ■ Beth Painter, Alternate

Administrative Office
1754 Second Street, Suite C
Napa, California 94559
Telephone: 707-259-8645
www.napa.lafco.ca.gov

Consistent with the California Governor's Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. All staff reports for items on the meeting agenda are available on the Commission's website at https://www.napa.lafco.ca.gov/staff_reports.aspx. The meeting will be accessible for all members of the public to attend via the link and phone number listed below.

REGULAR MEETING AGENDA

Monday, August 2, 2021, 2:00 PM

This meeting will be conducted by teleconference. Written public comments may be submitted PRIOR to the meeting by 10:00 A.M. on August 2, 2021. Public comments DURING the meeting: See "COVID-19 – Notice of Meeting Procedures" on page 3 of the agenda.

*Join Teleconference Meeting **Electronically** (computer, tablet, or smartphone):*

<https://countyofnapa.zoom.us/j/88421542556>

*Join Teleconference Meeting by **Telephone**:*

Dial: (669) 900-6833

Follow the prompts: Meeting ID: 88421542556#

If you need assistance before or during the meeting, please contact Commission Clerk Kathy Mabry at: kmabry@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645.

1. CALL TO ORDER BY CHAIR; ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

The Chair will consider approving the agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff. A vote of the Commission is not required for this item.

4. PUBLIC COMMENTS

The public is encouraged to address the Commission concerning any matter not on the Agenda. The Commission is prohibited from discussing or taking action on any item not appearing on the posted Agenda.
See "COVID-19 – Notice of Meeting Procedures" on page 3 of the agenda to submit comments.

5. CONSENT ITEMS

All items calendared as consent are considered ministerial or non-substantive action or information items. As such, all consent items may be approved or accepted under one vote of the Commission. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

Action Items:

a) **Approval of Meeting Minutes:** June 7, 2021 Regular Meeting

Information Items:

b) **Draft Fiscal Year 2020-21 Budget to Actual Report**

c) **Legislative Report**

d) **Current and Future Proposals**

6. PUBLIC HEARING ITEMS

Any member of the public may address the Commission with respect to a scheduled public hearing item. See “COVID-19 – Notice of Meeting Procedures” on page 3 of the agenda to submit comments.

a) Sphere of Influence Reviews and Updates for Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, and Spanish Flat Water District (Approx. 30 Minutes)

The Commission will consider reviewing and updating the spheres of influence for Lake Berryessa Resort Improvement District (LBRID), Napa Berryessa Resort Improvement District (NBRID), and Spanish Flat Water District (SFWD) based on information in the adopted *Napa Countywide Water and Wastewater Municipal Service Review*. The recommended actions are for the Commission to adopt three resolutions that do the following: (1) affirm LBRID’s sphere with no changes; (2) expand NBRID’s sphere to include two parcels identified as APNs 019-220-028 and 019-220-038; (3) expand SFWD’s sphere to include one entire parcel identified as APNs 019-280-004 and the portion designated as *Marine Commercial* of parcel APN 019-280-006; and (4) find the sphere updates are exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3).

7. ACTION ITEMS

Items calendared for action do not require a public hearing before consideration by the Commission. Applicants may address the Commission. Any member of the public may provide comments on an item. See “COVID-19 – Notice of Meeting Procedures” on page 3 of the agenda to submit comments.

a) Strategic Plan and Work Program Progress Report (Approx. 15 Minutes)

The Commission will receive a report on its adopted *Strategic Plan 2018-2022* and *Work Program for Fiscal Year 2021-2022*. Updated schedules for municipal service reviews, sphere of influence updates, and review of local policies will also be presented as part of this item. The recommended actions are for the Commission to consider the following: (1) amend *Strategic Plan 2018-2022* to add the updated study schedule and policy review schedule along with any other desired changes; and (2) provide direction to the Executive Officer with respect to timing for a future strategic planning session.

b) Proposed Amendments to Policy on Records Retention and Destruction (Approx. 10 Minutes)

The Commission will consider a proposed amendment to its *Policy on Records Retention and Destruction* as prepared by the ad hoc Policy Committee. The recommended action is for the Commission to adopt a resolution approving the amendment.

c) Budget Adjustment No. 1 for Fiscal Year 2021-22 (Approx. 10 Minutes)

The Commission will consider a budget adjustment to increase the Administration Services expense account by \$15,825. The increase would be offset by drawn down agency reserves. The recommended action is for the Commission to approve Budget Adjustment No. 1 for fiscal year 2021-22. It is also recommended the Commission provide direction to staff to return with budget alternatives at the next regular meeting.

d) CALAFCO Annual Conference Nominations for Achievement Awards (Approx. 5 Minutes)

The Commission will consider making nominations for achievement awards at CALAFCO’s Annual Conference scheduled for October 6th to 8th at the Hyatt Regency Newport Beach John Wayne Airport. The recommended actions are for the Commission to: (1) if interested, nominate a person and/or project for an achievement award; and (2) authorize the Chair to make any final decisions related to achievement awards.

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken, except to place the item on a future agenda if approved by a majority of the Commission.

9. CLOSED SESSIONS:

a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))

Employee: Executive Officer

b) Conference with Labor Negotiators – (Government Code Section 54957.6)

Agency Designated Representative: Commission Chair
Unrepresented Employee: Executive Officer

10. ADJOURNMENT TO NEXT SCHEDULED MEETING

Monday, October 4, 2021 at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

MEETING INFORMATION

COVID-19 – Notice of Meeting Procedures

TELECONFERENCE MEETING: In order to slow the spread of the Coronavirus (COVID-19) pandemic, the Commission will conduct this meeting as a teleconference in compliance with the Governor’s Executive Order N-29-20 and Napa County Shelter at Home Order issued March 18, 2020, and members of the Commission or Commission staff may participate in this meeting telephonically or electronically. Members of the public may participate in the meeting, as described below.

*Join Teleconference Meeting **Electronically** (computer, tablet, or smartphone):*

<https://countyofnapa.zoom.us/j/88421542556>

*Join Teleconference Meeting by **Telephone**:*

Dial: (669) 900-6833

Follow the prompts: Meeting ID: 88421542556#

If you need assistance before or during the meeting, please contact Commission Clerk Kathy Mabry at: kmabry@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645.

SUBMITTING WRITTEN COMMENTS TO BE READ AT THE MEETING: Any member of the public may submit a written comment to the Commission before the meeting by **August 2, 2021 at 10:00 A.M.** by email to kmabry@napa.lafco.ca.gov or by mail to Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559-2450. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comments of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes “COMMENT TO COMMISSION – PLEASE READ”; and (2) it is received by the Commission Clerk prior to the deadline of **August 2, 2021 at 10:00 A.M.**

SUBMITTING SUPPLEMENTAL WRITTEN COMMENTS: Any member of the public may submit supplemental written comments to the Commission, beyond the 500-word limit for comments read into the record, and those supplemental written comments will be made a part of the written record.

SUBMITTING SPOKEN COMMENTS DURING THE COMMISSION MEETING:

Electronically:

1. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Commission calls for the item on which you wish to speak, click “participants”, a menu will appear. On computer or tablet: click on the “raise hand” icon or word. On a smartphone: click on your name in the list of participants, click on “raise hand”. Staff will unmute speakers in turn.
3. When you are called upon to speak, please provide your name and address for the record.
4. When called, please limit your remarks to the time limit allotted (3 minutes).

By phone (please avoid the speakerphone function to prevent echoing):

1. Your phone number will appear but not your name.
2. When the Commission calls for the item on which you wish to speak, press *9 to “raise your hand”. Staff will unmute speakers in turn. You will be called upon using the last four digits of your phone number, since your name is not visible. You will be prompted to press *6 to be unmuted.
3. When you are called upon to speak, please provide your name and address for the record.
4. When called, please limit your remarks to the time limit allotted (3 minutes).

VIEWING RECORDING OF TELECONFERENCE MEETING: The Commission's teleconference meeting will be recorded. Members of the public may access the teleconference meeting and other archived Commission meetings by going to https://www.napa.lafco.ca.gov/cm_meeting_video.aspx. Please allow up to one week for production time.

AGENDA ITEMS: The Commission may reschedule items on the agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order.

CONDUCT OF HEARINGS: A contested matter is usually heard as follows: (1) discussion of the staff report and the environmental document; (2) testimony of proponent; (3) testimony of opponent; (4) public testimony; (5) rebuttal by proponent; (6) provision of additional clarification by staff as required; (7) close of the public hearing; (8) Commission discussion and Commission vote.

VOTING: A quorum consists of three members of the Commission. No action or recommendation of the Commission is valid unless a majority of the quorum of the Commission concurs therein.

OFF AGENDA ITEMS: Matters under the jurisdiction of the Commission and not on the posted agenda may be addressed by the public under "Public Comments" on the Agenda. The Commission limits testimony on matters not on the agenda to 500-words or less for a particular subject and in conformance with the COVID-19-Notice of Meeting Procedures. The Commission cannot take action on any unscheduled items.

SPECIAL NEEDS: Meetings are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 72 hours in advance through the Commission Clerk at (707) 259-8645 or kmabry@napa.lafco.ca.gov.

POLITICAL REFORM ACT: Pursuant to Government Code Sections 56700.1 and 81000 et seq., any person or combination of persons who directly or indirectly contributes \$1,000 or more or expends \$1,000 or more in support of or in opposition to a change of organization or reorganization that will be, or has been, submitted to LAFCO must comply, to the same extent as provided for local initiative measures, with reporting and disclosure requirements of the California Political Reform Act of 1974. Additional information can be obtained by contacting the Fair Political Practices Commission. Pursuant to Government Code Section 84308, if you wish to participate in the proceedings indicated on this agenda, you or your agent is prohibited from making a campaign contribution of \$250 or more to any Commissioner or Alternate Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until three months after a final decision is rendered by LAFCO. If you or your agent has made a contribution of \$250 or more to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify themselves from the decision in the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings.

MEETING MATERIALS: Any writings or documents provided to a majority of the members of the Commission regarding any item on this agenda after the posting of the agenda and not otherwise exempt from disclosure will be made available for public review at <https://www.napa.lafco.ca.gov> or by contacting the Commission Clerk at kmabry@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645. If the supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at <https://www.napa.lafco.ca.gov>. Staff reports are available online at https://www.napa.lafco.ca.gov/staff_reports.aspx or upon request to the Commission Clerk at kmabry@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645.



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Agenda Item 5a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Clerk *KM*

MEETING DATE: August 2, 2021

SUBJECT: Approval of Meeting Minutes:
June 7, 2021 Regular Meeting

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the draft meeting minutes prepared by staff for the June 7, 2021 Regular Meeting, included as Attachment One.

Staff recommends approval.

ATTACHMENT

- 1) Draft Minutes for June 7, 2021 Regular Meeting

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF JUNE 7, 2021**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the regular meeting of June 7, 2021 to order at 2:00 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Margie Mohler, Vice Chair	Eve Kahn	DeeAnne Gillick, Commission Counsel
Mariam Aboudamous	Beth Painter	Dawn Mittleman Longoria, Analyst II
Kenneth Leary		Kathy Mabry, Commission Secretary
Brad Wagenknecht		

2. PLEDGE OF ALLEGIANCE

Executive Officer Brendon Freeman led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Dillon asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Mohler and second by Commissioner Leary, the Commission unanimously adopted the agenda as submitted:

VOTE:

AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

4. PUBLIC COMMENTS

No public comments were received.

5. CONSENT ITEMS

a) **Approval of Meeting Minutes: April 5, 2021 Regular Meeting**

b) **Third Quarter Budget Report for Fiscal Year 2020-2021**

c) **Current and Future Proposals**

d) **CALAFCO Quarterly Report**

Upon motion by Commissioner Leary and second by Commissioner Mohler, all consent items were approved:

VOTE:

AYES: LEARY, MOHLER, ABOUDAMOUS, DILLON AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

a) Final Budget for Fiscal Year 2021-2022 and Amendment to the Schedule of Fees and Deposits

The Commission considered a final budget for fiscal year 2021-2022. Proposed operating expenses total \$554,141 and proposed operating revenues total \$540,270 with the remaining shortfall of \$13,871 to be covered by drawing from reserves.

The Commission also considered a proposed amendment to its *Schedule of Fees and Deposits*. The recommended actions are for the Commission to adopt the final budget by resolution, adopt the amendment to the *Schedule of Fees and Deposits* by resolution, and authorize the Executive Officer to sign a five-year lease agreement for office space at 1754 Second Street in Napa.

Staff provided an overview of this agenda item, including expenses, revenue, shortfalls, amended fee schedule and office relocation.

Chair Dillon opened the public hearing.

There were no public comments received via email before or during the meeting.

Chair Dillon closed the public hearing.

Chair Dillon thanked the Executive Officer and the Budget Committee (Commissioners Mohler and Gregory) for their work on the agency’s budget.

Upon motion by Commissioner Mohler and second by Commissioner Aboudamous, the Commission approved Fiscal Year 2021-22 final budget by resolution (**Resolution No. 2021-08**), and an amendment to the adopted *Schedule of Fees and Deposits* (**Resolution No. 2021-14**):

VOTE:

AYES: MOHLER, ABOUDAMOUS, DILLON, LEARY AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the Commission also granted authorization to the Executive Officer to sign a five-year lease agreement for office space at 1754 Second Street in Napa:

VOTE:

AYES: MOHLER, WAGENKNECHT, ABOUDAMOUS, DILLON AND LEARY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

7. ACTION ITEMS

a) Proposed Policy on Spheres of Influence and Amendment to the General Policy Determinations

The Commission considered a fourth draft *Policy on Spheres of Influence*. It was recommended the Commission adopt a resolution adopting the *Policy on Spheres of Influence* and amend the *General Policy Determinations*.

Staff provided an overview of this proposal, noting at the Commission’s February 2021 meeting, the Commission directed staff to prepare and circulate a fourth draft Policy for public review and comment. The fourth draft Policy was made available for review and comment from February 24, 2021 through April 26, 2021. No comments were received, which suggests there are no remaining significant issues that can be addressed through the Policy.

Chair Dillon opened the public hearing. No public comments were received.

Chair Dillon closed the public hearing.

Commissioner Mohler thanked staff for all of their help in getting the policy to this point.

Upon motion by Commissioner Leary and second by Commissioner Wagenknecht, the Commission approved the resolution adopting the *Policy on Spheres of Influence* and amending the *General Policy Determinations* (**Resolution No. 2021-09**):

VOTE:

AYES: LEARY, WAGENKNECHT, ABOUDAMOUS, DILLON AND MOHLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

b) Somky Ranch Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered a proposal from the Napa Sanitation District (NSD) submitted by resolution of application for the annexation of three unincorporated parcels totaling approximately 303.5 acres in size to NSD. The affected territory is located adjacent to the Napa County Airport on the north side (no situs address) and identified by the County Assessor as parcel numbers 057-010-038, 057-010-039, and 046-400-016. The annexation is to reduce NSD’s annual property tax burden through the annexation of property owned by the District. Annexation is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15319(a). The recommended action was for the Commission to adopt a resolution approving the proposal with standard terms and conditions and making CEQA findings.

Staff Analyst Dawn Mittleman Longoria provided an overview of this agenda item.

Chair Dillon opened the public hearing, and then recused herself from this item due to a conflict.

Vice Chair Mohler conducted the meeting until Chair Dillon returned after this agenda item, and Alternate Commissioner Gregory voted in Chair Dillon’s place.

No public comments were received. Vice Chair Mohler closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Aboudamous, the Commission approved the annexation and resolution adopting the Somky Ranch to the NSD with standard conditions and making CEQA findings (**Resolution No. 2021-10**):

VOTE:

AYES: WAGENKNECHT, ABOUDAMOUS, GREGORY, LEARY AND MOHLER
NOES: NONE
ABSENT: NONE
ABSTAIN: DILLON

7. ACTION ITEMS – continued:

c) Browns Valley Road No. 14 Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered a proposal submitted by landowner petition for the annexation of one incorporated parcel totaling approximately 3.5 acres in size to Napa Sanitation District (NSD). The affected territory is located in the City of Napa at 3084 Browns Valley Road and identified by the County Assessor as 041-170-010. The annexation is intended to eliminate the onsite private septic system for the existing single-family residence. Annexation is exempt from CEQA under CEQA Guidelines Section 15282(k). The recommended action was for the Commission to adopt a resolution approving the proposal with standard terms and conditions and making CEQA findings.

Staff Analyst Dawn Mittleman Longoria provided an overview of this agenda item.

Chair Dillon opened the public hearing.

No public comments were received. Chair Dillon closed the public hearing.

Upon motion by Commissioner Mohler and second by Commissioner Leary, the Commission approved the annexation and resolution adopting Browns Valley Road No. 14 to the NSD with standard conditions and making CEQA findings (**Resolution No. 2021-11**):

VOTE:

AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

d) Camilla Drive No. 6 Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered a proposal submitted by landowner petition for the annexation of one incorporated parcel totaling approximately 1.1 acres in size to NSD. The affected territory is located in the City of Napa at 14 Camilla Drive and identified by the County Assessor as 041-121-002. The annexation is intended to eliminate the onsite private septic system for the existing single-family residence. Annexation is exempt from CEQA under CEQA Guidelines Section 15282(k). The recommended action is for the Commission to adopt a resolution approving the proposal with standard terms and conditions and making CEQA findings.

Staff Analyst Dawn Mittleman Longoria provided an overview of this agenda item.

Chair Dillon opened the public hearing.

No public comments were received. Chair Dillon closed the public hearing.

Upon motion by Commissioner Mohler and second by Commissioner Leary, the Commission approved the annexation and resolution adopting Camilla Drive No. 14 to the NSD with standard conditions and making CEQA findings (**Resolution No. 2021-12**):

VOTE:

AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

7. ACTION ITEMS – continued:

e) Legislative Report

The Commission received a report on legislative items directly or indirectly affecting LAFCOs. The recommended action was for the Commission to discuss Senate Bill (SB) 13 and any other bills of interest and consider directing the Executive Officer to propose amendments or submit position letters to the Legislature as desired.

Staff provided an overview of this agenda item.

At its April 5, 2021 meeting, the Commission directed staff to do the following: Submit letters to the Legislature in support of Assembly Bills (AB) 959, AB 1581, and SB 13; and to watch AB 1250, SB 273, SB 403, and any proposed amendments to SB 13.

In terms of the bill's schedule, it is anticipated SB 13 as amended will be heard by the Assembly Local Government Committee on June 23. The deadlines for any proposed amendments and position letters are June 14 and June 17, respectively.

Staff recommends the Commission discuss SB 13 as amended and consider taking a formal position. The Commission may wish to discuss the option of proposing amendments to address any significant concerns.

Commissioner comments were received from Commissioners Mohler and Kahn opposing SB13. Commissioner Leary disclosed that he has spoken to Senator Dodd about SB13, and American Canyon and the City of St. Helena staff on SB13.

St. Helena City Manager, Mark Prestwich spoke to the Commission about SB13, however, said he was limited in what he could discuss due to current litigation.

Upon motion by Commissioner Wagenknecht and second by Commissioner Dillon, the Commission voted to support SB13 as amended:

VOTE:

AYES: **WAGENKNECHT, DILLON AND ABOUDAMOUS**
NOES: **LEARY AND MOHLER**
ABSENT: **NONE**
ABSTAIN: **NONE**

f) Work Program for Fiscal Year 2021-2022

The Commission considered a draft Work Program for fiscal year 2021-2022 prepared by staff. The recommended action was for the Commission to adopt the Work Program by resolution.

Staff provided a summary of scheduled MSRs and SOI updates along with a possible island annexation program coming up in the next year.

Upon motion by Commissioner Mohler and second by Commissioner Aboudamous, the Commission adopted the proposed 2021-2022 Work Program (**Resolution No. 2021-13**):

VOTE:

AYES: **MOHLER, ABOUDAMOUS, DILLON, LEARY AND WAGENKNECHT**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

7. ACTION ITEMS – continued:

g) CALAFCO Nominations and Annual Conference Items

The Commission considered appointing voting delegates to represent the agency at CALAFCO’s Annual Conference scheduled for October 6th to 8th at the Hyatt Regency Newport Beach John Wayne Airport. The Commission also considered making nominations for the CALAFCO Board of Directors and achievement awards. The deadline to submit nominations to CALAFCO is August 13, 2021.

Staff Analyst Dawn Mittleman Longoria provided an overview of this agenda item.

Staff recommended the Commission take the following actions:

- 1) Appoint one voting delegate and one alternate voting delegate for the 2021 California Association of Local Agency Formation Commissions (CALAFCO) Annual Conference;
- 2) If interested, nominate a City and/or Public Member for the CALAFCO Board of Directors;
- 3) If interested, nominate a person and/or project for an achievement award; and
- 4) Authorize the Chair to make any final decisions related to nominations for the CALAFCO Board of Directors or achievement awards.

Commissioner Leary left the meeting at this time, and Commissioner Kahn voted in his place. Upon motion by Commissioner Wagenknecht and second by Commissioner Aboudamous, the Commission formally appointed Chair Dillon to serve as Napa’s as voting delegate and Vice Chair Mohler as alternate voting delegate, respectively, for the Board elections at the annual CALAFCO Conference in Newport Beach:

VOTE:

AYES: WAGENKNECHT, ABOUDAMOUS, DILLON, KAHN, AND MOHLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Upon motion by Commissioner Wagenknecht and second by Commissioner Aboudamous, the Commission formally nominated Commissioner Mohler to the CALAFCO Board of Directors as the Coastal City Member:

VOTE:

AYES: WAGENKNECHT, ABOUDAMOUS, DILLON, KAHN, AND MOHLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

No nomination was made for an achievement award at this time; however, the Commission may nominate the Napa County Water & Wastewater Municipal Services Study prior to the deadline, which happens to be a later deadline than the other CALAFCO Nominations.

Upon motion by Commissioner Mohler and second by Commissioner Aboudamous, the Commission directed staff to bring back item #3 if the Commission is interested in a nomination for an achievement award, and to delete #4 of the staff recommendations noted in the staff report:

VOTE:

AYES: MOHLER, ABOUDAMOUS DILLON, KAHN AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

9. CLOSED SESSION: CONTINUED. This item was continued to the next commission meeting due to lack of time.

a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))

Employee: Executive Officer

b) Conference with Labor Negotiators – (Government Code Section 54957.6)

Agency Designated Representative: Commission Chair

Unrepresented Employee: Executive Officer

Upon motion by Commissioner Wagenknecht and second by Commissioner Aboudamous, the Commission agreed to continue this item until the next meeting scheduled for August 2, 2021:

VOTE:

AYES: WAGENKNECHT, ABOUDAMOUS, DILLON, KAHN AND MOHLER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 4:19 PM. The next regular LAFCO meeting is scheduled for Monday, August 2, 2021, at 2:00 PM. **It is anticipated the meeting will be conducted by teleconference due to COVID-19 in compliance with Executive Order N-29-20.**

Diane Dillon, LAFCO Chair

ATTEST:

Dawn Mittleman Longoria, Analyst II

Prepared by:

Kathy Mabry, Commission Secretary



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Agenda Item 5b (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: August 2, 2021

SUBJECT: Draft Fiscal Year 2020-21 Budget to Actual Report

SUMMARY

This item is being presented to the Commission for information purposes only. The Commission will receive a draft year-end budget to actual report for fiscal year 2020-21.

A budget sheet showing draft year-end actuals is included (see Attachment One). When the year is closed, all numbers will be finalized and presented to the Commission at a future meeting as part of the annual audit report.

A total of \$25,501 was approved for budget adjustments. The result was a budget totaling \$519,084 for operating revenues and \$566,394 for operating expenses. A deficit of \$47,310 was intentionally budgeted consistent with local policy to reduce the burden on the Commission's local funding agencies and to be covered by drawing down on the Commission's undesignated/unreserved fund balance ("reserves").

The Commission outperformed its intentionally-budgeted deficit by finishing the fiscal year with an overall operating shortfall of \$31,300. Actual revenues totaled \$530,763, representing 102.2% of the budgeted amount. Actual expenses totaled \$562,063, representing 99.2% of the budgeted amount.

Attachment One provides more detailed information on the draft budget to actual report.

ATTACHMENT

- 1) FY 2020-21 Draft Year-End Revenue & Expense Report

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

LAFCO Draft FY 2020-21 Budget to Actual Report

Revenues and Expenses through 6/30/21

Account	Category	Adopted Budget	Budget Adjustments	Adjusted Budget	Draft Actual YTD	YTD Percent of Budget
Revenues						
42690	Permits/Application Fees	21,060	-	21,060	37,356	177.4%
43910	County of Napa	242,700	-	242,700	242,700	100.0%
43950	Other-Governmental Agencies	242,700	-	242,700	242,700	100.0%
45100	Interest	12,000	-	12,000	7,414	61.8%
46800	Charges for Services	624	-	624	593	95.0%
Total Revenues		519,084	-	519,084	530,763	102.2%
Expenses						
51210	Director/Commissioner Pay	12,500	2,000.00	14,500	12,720	87.7%
51300	Medicare	250	-	250	181	72.4%
51305	FICA	500	-	500	512	102.5%
52100	Administration Services	415,869	-	415,869	422,039	101.5%
52125	Accounting/Auditing Services	7,500	-	7,500	6,593	87.9%
52130	Information Technology Service	24,323	-	24,323	24,323	100.0%
52140	Legal Services	17,500	8,000	25,500	24,286	95.2%
52310	Consulting Services	-	25,551	25,551	25,550	100.0%
52345	Janitorial Services	300	-	300	150	50.0%
52515	Maintenance-Software	1,930	-	1,930	1,929	100.0%
52600	Rents and Leases - Equipment	5,500	-	5,500	4,129	75.1%
52605	Rents and Leases - Bldg/Land	29,523	886	30,409	30,408	100.0%
52700	Insurance - Liability	813	-	813	813	100.0%
52800	Communications/Telephone	3,500	-	3,500	1,428	40.8%
52830	Publications & Legal Notices	1,500	-	1,500	814	54.2%
52835	Filing Fees	50	-	50	100	200.0%
52900	Training/Conference Expenses	6,000	(5,011)	989	200	20.2%
52905	Business Travel/Mileage	1,000	-	1,000	-	0.0%
53100	Office Supplies	1,250	-	1,250	1,156	92.5%
53110	Freight/Postage	350	-	350	100	28.6%
53120	Memberships/Certifications	2,985	75	3,060	3,060	100.0%
53205	Utilities - Electric	1,500	-	1,500	1,389	92.6%
53410	Computer Equipment/Accessories	6,000	(6,000)	-	-	0.0%
53415	Computer Software/License	-	-	-	150	#DIV/0!
53650	Business Related Meal/Supplies	250	-	250	33	13.1%
Total Expenditures		540,893	25,501	566,394	562,063	99.2%
Net Surplus (Deficit)		(21,809)	(25,501)	(47,310)	(31,300)	-5.5%



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5c (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: August 2, 2021

SUBJECT: Legislative Report

BACKGROUND AND SUMMARY

This item is being presented to the Commission for information purposes only.

The Commission's *Legislative Policy* ("the Policy") is included as Attachment One.

On June 7, 2021, the Commission directed staff to submit a letter to the Legislature in support of Senate Bill (SB) 13 as amended on May 11, 2021. Staff submitted the support letter on June 8, 2021. Consistent with the Policy, the support letter is included as Attachment Two.

SB 13 was subsequently amended on June 28, 2021 (Attachment Three). The amendments are considered minor and nonsubstantive, and therefore a new position letter from the Commission is not needed.

No other current legislative items merit new positions or changes to current positions by the Commission. With this in mind, no Commission action is recommended by staff as part of this item.

ATTACHMENTS

- 1) Legislative Policy
- 2) Submitted Letter to the Legislature in Support of SB 13 as Amended on May 11, 2021
- 3) SB 13 as Amended on June 28, 2021

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

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Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Legislative Policy (Adopted: December 4, 2017)

- 1) The Local Agency Formation Commission (LAFCO) of Napa County (“the Commission”) shall establish a standing committee to review proposed legislation (“Legislative Committee”). At the beginning of each two-year legislative session, the Commission shall appoint (or re-appoint) two members to the Legislative Committee, in addition to LAFCO’s Executive Officer. Meetings of the Legislative Committee must be noticed in accordance with the Ralph M. Brown Act.
- 2) The Legislative Committee shall, at least annually, review the California Association of LAFCOs’ legislative platform as well as the Commission’s adopted legislative platform if applicable and determine what action is needed in terms of adopting or amending a local legislative platform. The Legislative Committee shall present recommendations to the full Commission with respect to actions related to the local legislative platform.
- 3) The Legislative Committee shall, at least annually, review proposed legislation affecting LAFCO. The Executive Officer shall continue monitoring proposed legislation and present recommendations to the full Commission with respect to formal positions on proposed legislation.
- 4) In the event that proposed legislation affecting LAFCO cannot be considered by the full Commission due to timing, the Executive Officer is authorized to submit written correspondence to the legislation’s author regarding the Commission’s position if the position is consistent with the adopted legislative platform of the Commission. The Chair, or the Vice-Chair if the Chair is unavailable, shall review and approve the written correspondence prior to it being submitted by the Executive Officer.
- 5) All submitted correspondence pursuant to this policy will be included on the next available Commission agenda.



Local Agency Formation Commission of Napa County
 Subdivision of the State of California

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 Napa, California 94559
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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

June 8, 2021

Honorable Mike McGuire, Chair
 Senate Governance and Finance Committee
 State Capitol, 1303 10th Street, Room 5061
 Sacramento, California 95814

SUBJECT: Support for Senate Bill 13 as Amended on May 11, 2021 from Napa LAFCO

Honorable Chair McGuire:

The Local Agency Formation Commission (LAFCO) of Napa County is pleased to support Senate Bill 13, authored by Senator Bill Dodd, and as amended on May 11, 2021.

This bill would reestablish Government Code (G.C.) §56133.5, which is an expired pilot program involving Napa County. The pilot program allowed Napa and San Bernardino LAFCOs to authorize a city or special district to extend services outside its jurisdictional boundary and sphere of influence for additional purposes beyond responding to a threat to public health or safety, providing certain determinations are made by LAFCO. The reestablishment of the pilot program would remove many of the barriers to a balanced approach for service delivery in the unique and unusual circumstances that exist in Napa County. Napa LAFCO has already utilized the pilot program once and anticipates additional uses in the future. We believe the reestablishment of this pilot program will provide a transparent process that solves unique issues that must be identified and evaluated in municipal service reviews approved by LAFCO prior to any approvals.

In addition, amendments to this bill that were introduced on April 29, 2021 and May 11, 2021 would create a new pilot program codified as G.C. §56133.6 that is specific to Napa LAFCO and the City of St. Helena. Notably, G.C. §56133.6 would allow St. Helena to request LAFCO's approval to extend public sewer service to any of five properties located outside the City's jurisdictional boundary and sphere of influence that are specifically identified in the bill if LAFCO makes several determinations. This includes LAFCO determining the service extension will result in specific environmental benefits, will not result in growth-inducing impacts, and will serve either an agricultural employee housing development or a mobilehome park reuse or redevelopment. This pilot program can potentially contribute towards Napa County's lower income housing needs without creating urban sprawl within the nation's first Agriculture Preserve.

Margie Mohler, Vice Chair
 Councilmember, Town of Yountville

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 County of Napa Supervisor, 3rd District

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 Representative of the General Public

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Ryan Gregory, Alternate Commissioner
 County of Napa Supervisor, 2nd District

Brendon Freeman
 Executive Officer

Support for Senate Bill 13 as Amended on May 11, 2021 from Napa LAFCO

June 8, 2021

Page 2 of 2

G.C. §56133.5 and G.C. §56133.6 would both expire on January 1, 2026 and Napa LAFCO would be required to submit a report to the Legislature detailing its participation in each pilot program by January 1, 2025. This will ensure accountability and transparency in the establishment and potential application of these pilot programs in Napa County.

Should you or your staff have any questions, please contact me by e-mail at BFreeman@napa.lafco.ca.gov.

Respectfully,



Brendon Freeman
Executive Officer

cc: Senator Bill Dodd, District 3
Diane Dillon, Napa LAFCO Chair
Mark Prestwich, St. Helena City Manager
Pamela Miller, Executive Director, CALAFCO
Assembly Local Government Committee Members
Senate Governance & Finance Committee Members
Clara Vazeix, Legislative Aide, Senator Bill Dodd
Jaleel Baker, Fellow, Senate Governance & Finance Committee
Anton Favorini-Csorba, Consultant, Senate Governance & Finance Committee

AMENDED IN ASSEMBLY JUNE 28, 2021

AMENDED IN SENATE MAY 11, 2021

AMENDED IN SENATE APRIL 29, 2021

SENATE BILL

No. 13

Introduced by Senator Dodd

December 7, 2020

An act to add and repeal Sections 56133.5 and 56133.6 of the Government Code, relating to local agency formation, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 13, as amended, Dodd. Local agency services: contracts: Counties of Napa and San Bernardino.

Under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, a city or district may only provide new or extended services by contract or agreement outside of its jurisdictional boundary if it requests and receives written approval, as provided, from the local agency formation commission in the county in which the extension of service is proposed. The act establishes a pilot program under which the commissions in the Counties of Napa and San Bernardino, upon making specified determinations at a noticed public hearing, may authorize a city or district to provide new or extended services outside its jurisdictional boundary and outside its sphere of influence to support existing or planned uses involving public or private properties, as provided. Existing law requires the Napa and San Bernardino commissions to submit a report to the Legislature on their participation in the pilot program, as specified, before January 1, 2020, and repeals the pilot program as of January 1, 2021.

This bill would reestablish the pilot program, which would remain in effect until January 1, 2026. The bill would impose a January 1, 2025, deadline for the Napa and San Bernardino commissions to report to the Legislature on the pilot program, and would require the contents of that report to include how many requests for extension of services were received under these provisions. The bill would require the Napa commission to include information on its decision to approve, deny, or approve with conditions any authorization for the City of St. Helena to provide new or extended services outside its jurisdictional boundary and sphere of influence. The bill would also authorize the Napa commission, until January 1, 2026, as part of the pilot program, to authorize the City of St. Helena to provide new or extended services outside its jurisdictional boundary and sphere of influence to specified property parcels, subject to approval at a noticed public hearing in which the Napa commission makes all of specified determinations concerning the extension of services.

This bill would make legislative findings and declarations as to the necessity of a special statute for the Counties of Napa and San Bernardino.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 56133.5 is added to the Government
2 Code, to read:
3 56133.5. (a) A pilot program is hereby established for the
4 Napa and San Bernardino commissions. If consistent with adopted
5 policy, the Napa and San Bernardino commissions may authorize
6 a city or district to provide new or extended services outside its
7 jurisdictional boundary and outside its sphere of influence to
8 support existing or planned uses involving public or private
9 properties, subject to approval at a noticed public hearing in which
10 the commission makes all of the following determinations:
11 (1) The extension of service or services deficiency was identified
12 and evaluated in a review of municipal services prepared pursuant
13 to Section 56430.
14 (2) The commission determines both of the following:

1 (A) The extension of service will not result in adverse impacts
2 on open space or *agricultural* lands.

3 (B) The extension of service will not result in growth-inducing
4 impacts.

5 (3) A sphere of influence change involving the affected territory
6 and its affected agency is not feasible under this division or
7 desirable based on the adopted policies of the commission.

8 (b) Subdivision (d) of Section 56133 shall apply to any request
9 for new or extended services pursuant to this section.

10 (c) For purposes of this section, “planned use” means any project
11 that is included in an approved specific plan as of July 1, 2015.

12 (d) The Napa and San Bernardino commissions shall submit a
13 report before January 1, 2025, to the Legislature on their
14 participation in the pilot program, including how many requests
15 for extension of services were received on or after the effective
16 date of this section, and the action by the commission to approve,
17 disapprove, or approve with conditions. The Napa commission
18 shall also include in the report on the pilot program information
19 on its decision to approve, deny, or approve with conditions any
20 authorization for the City of St. Helena to provide new or extended
21 services outside its jurisdictional boundary and sphere of influence,
22 as described in Section 56133.6. The report required to be
23 submitted pursuant to this subdivision shall be submitted in
24 compliance with Section 9795 of the Government Code.

25 (e) The pilot program established pursuant to this section shall
26 be consistent with Chapter 8.5 (commencing with Section 1501)
27 of Part 1 of Division 1 of the Public Utilities Code.

28 (f) This section shall remain in effect only until January 1, 2026,
29 and as of that date is repealed.

30 SEC. 2. Section 56133.6 is added to the Government Code, to
31 read:

32 56133.6. (a) As part of the pilot program established pursuant
33 to Section 56133.5, the Napa commission may authorize the City
34 of St. Helena to provide new or extended services outside its
35 jurisdictional boundary and outside its sphere of influence to 341
36 Saint Helena Hwy S, St. Helena, Napa County, Assessor’s Parcel
37 Numbers 027-130-006 and 027-130-005, and to 401 St. Helena
38 Highway S, St. Helena, Napa County, Assessor’s Parcel Numbers
39 027-120-052, 027-120-061, and 027-120-062, subject to approval

1 at a noticed public hearing in which the Napa commission makes
2 all of the following determinations:

3 (1) The extension of service or services will result in specific
4 environmental benefits, including transitioning septic systems to
5 a treated sewer system, and either of the following:

6 (A) The extension of services will serve an agricultural
7 employee housing development, as contemplated by Section
8 17021.8 of the Health and Safety Code, of no less than 6 units and
9 no more than 12 units.

10 (B) The extension of services will serve a mobilehome park
11 reuse or mobilehome park redevelopment of no more than 25 units.

12 (2) The extension of service or service deficiency was identified
13 and evaluated in a review of municipal services prepared pursuant
14 to Section 56430.

15 (3) The commission determines both of the following:

16 (A) The extension of service will not result in adverse impacts
17 on open space or agricultural lands.

18 (B) The extension of service will not result in growth-inducing
19 impacts.

20 (4) A sphere of influence change involving the affected territory
21 and its affected agency is not feasible under this division or
22 desirable based on the adopted policies of the commission.

23 (b) This section shall remain in effect only until January 1, 2026,
24 and as of that date is repealed.

25 SEC. 3. The Legislature finds and declares that a special statute
26 is necessary and that a general statute cannot be made applicable
27 within the meaning of Section 16 of Article IV of the California
28 Constitution because of the unique circumstances relating to
29 implementing the pilot program described in Sections 56133.5 and
30 56133.6 of the Government Code in the Counties of Napa and San
31 Bernardino.

32 SEC. 4. This act is an urgency statute necessary for the
33 immediate preservation of the public peace, health, or safety within
34 the meaning of Article IV of the California Constitution and shall
35 go into immediate effect. The facts constituting the necessity are:

36 Due to the public health crisis resulting from the coronavirus
37 (COVID-19) pandemic, the Legislature was not able to vote on
38 the extension of the pilot program described in Sections 56133.5
39 and 56133.6 of the Government Code, which provides necessary
40 public services. In order to preserve the public peace and safety

1 and avoid any interruptions in the approval process for a city or
2 district to provide public services outside its boundaries and sphere
3 of influence, *as soon as possible*, it is necessary for this act to take
4 effect immediately.

O



Agenda Item 5d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: August 2, 2021

SUBJECT: Current and Future Proposals

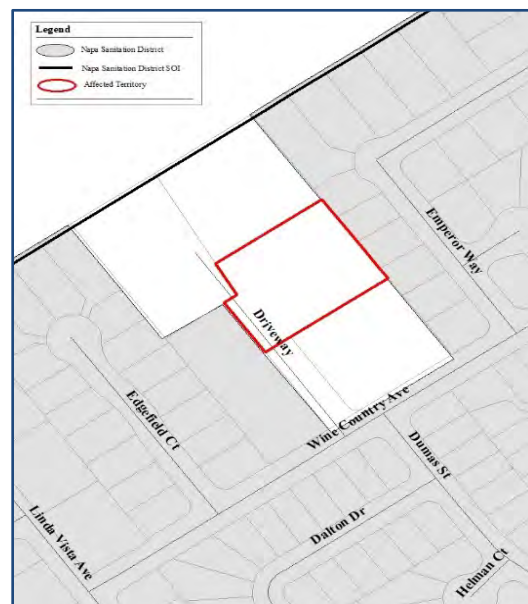
SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

This report summarizes all current and future boundary change proposals. There are currently no active proposals on file and eight anticipated new proposals that are expected to be submitted in the foreseeable future. A summary of anticipated proposals follows.

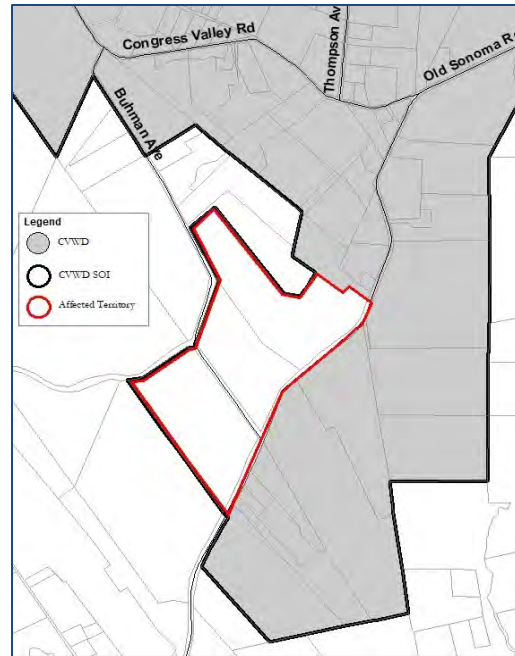
1118 Wine Country Avenue Annexation to NSD

The Commission previously approved an outside sewer service agreement involving NSD and one single-family residence located at 1118 Wine Country Avenue and identified as Assessor Parcel Number 035-511-014. The Commission's approval included a condition that requires the landowner to annex the parcel to NSD within one year. The parcel is approximately 1.2 acres in size and located in the City of Napa. Annexation would not be expected to facilitate any new development. Staff will work with the landowner to contact neighboring landowners who may also be interested in annexation. It is anticipated a proposal for annexation will be submitted within the next four to six months.



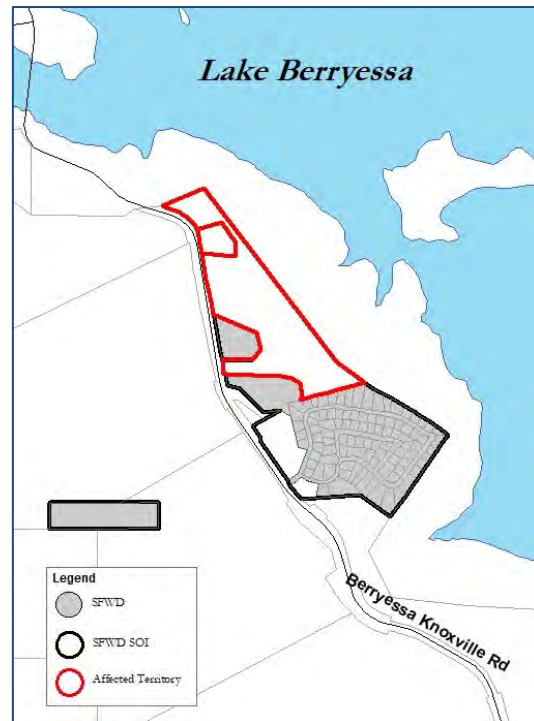
Old Sonoma Road/Buhman Avenue Annexation to the Congress Valley Water District (CVWD)

An interested party has inquired about annexation of up to three unincorporated parcels totaling approximately 138 acres in size to CVWD. The parcels are located within CVWD's SOI and along the northwestern side of Old Sonoma Road at its intersection with Buhman Avenue. The parcels are identified as Assessor Parcel Numbers 047-030-005 & -020 and 047-080-001. Current land uses within the parcels include two single-family residences and commercial vineyards with auxiliary structures and facilities. Two of the parcels already receive water service through grandfathered outside service agreements. The purpose of annexation is to establish a permanent source of public water to all three parcels to serve agricultural land uses. It is anticipated a proposal for annexation will be submitted within the next four to eight months.



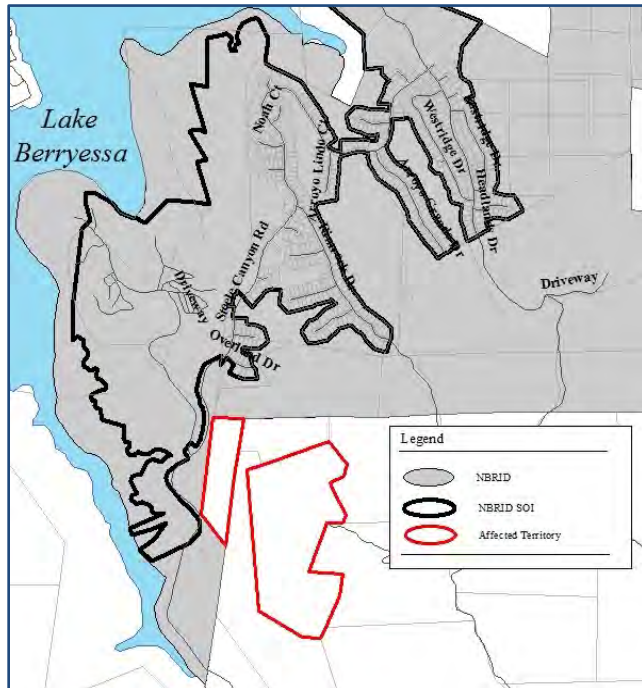
7140 & 7150 Berryessa-Knoxville Road Annexation to the Spanish Flat Water District (SFWD)

A landowner has inquired about annexation of two unincorporated parcels totaling approximately 32.8 acres in size to SFWD. The parcels are located at 7140 and 7150 Berryessa-Knoxville Road and immediately adjacent to SFWD's existing SOI. The parcels are identified as Assessor Parcel Numbers 019-280-004 (2.1 acres) and 019-280-006 (30.7 acres). Current land uses within the parcels include a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage), approximately 6,000 square feet of enclosed storage structures, an administrative office, and a detached single-family residence. The parcels are currently dependent on private water and septic systems to support existing uses. Annexation would facilitate the connection of existing uses to SFWD's water and sewer services. An application for annexation may only be submitted if the affected territory is within SFWD's SOI. See item 6a on today's agenda for an SOI update for SFWD.



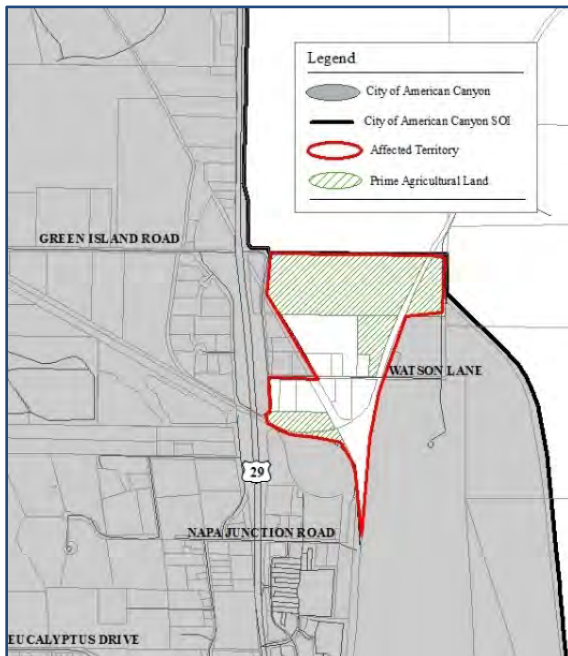
Wastewater Treatment Plant Annexation to the Napa Berryessa Resort Improvement District (NBRID)

Staff from NBRID has inquired about annexation of two unincorporated parcels totaling approximately 101 acres in size that serve as the location of the District’s wastewater treatment plant facilities. The parcels are identified as Assessor Parcel Numbers 019-220-028 and 019-220-038. The parcels and the wastewater facilities are owned by NBRID and located outside NBRID’s SOI and boundary. Annexation would reduce NBRID’s annual property tax burden. An application for annexation may only be submitted if the affected territory is within NBRID’s SOI. See item 6a on today’s agenda for an SOI update for NBRID.



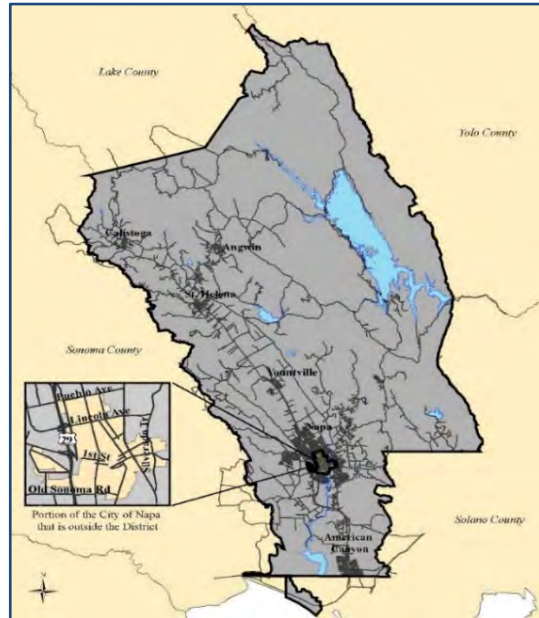
Watson Lane/Paoli Loop Annexation to the City of American Canyon

A landowner previously submitted a notice of intent to circulate a petition to annex 16 parcels and a portion of railroad totaling approximately 77.7 acres of unincorporated territory to the City of American Canyon. The area is located within the City’s SOI near Watson Lane and Paoli Loop and identified as Assessor Parcel Numbers 057-120-014, -015, -017, -028, -034, -036, -041, -045, -047, -048, -049, -050, & -051, 057-180-014 & -015, and 059-020-036. The area is within the American Canyon Fire Protection District’s boundary. The purpose of annexation is to allow development of the area for industrial and residential purposes as well as help facilitate the extension of Newell Drive to South Kelly Road. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



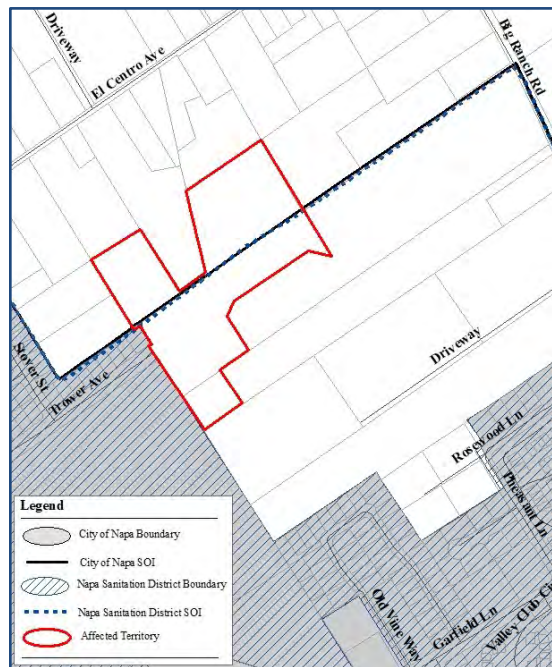
Napa County Resource Conservation District (NCRCD) Annexation

Staff from NCRCD has inquired about annexation of approximately 1,300 acres of incorporated territory located in the City of Napa. This area comprises the only remaining territory located within NCRCD’s SOI but outside its jurisdictional boundary. The purpose of annexation would be to allow NCRCD to expand its service programs and hold public meetings within the affected territory; activities that are currently prohibited within the area. In February 2020, the Commission approved a request for a waiver of LAFCO’s proposal processing fees. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



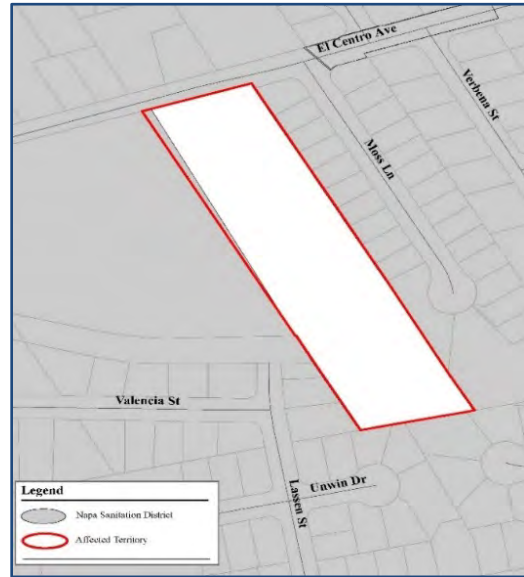
Vintage High School Farm Sphere of Influence Amendment and Annexation to NSD

The Napa Valley Unified School District (NVUSD) previously submitted a preliminary application for an SOI amendment and annexation of approximately 12.8 acres of territory involving NSD. The affected territory is unincorporated, contiguous to the City of Napa near the eastern terminus of Trower Avenue, and comprises one entire parcel identified as Assessor Parcel Number 038-240-020. The parcels are currently undeveloped and designated for residential land use under the County of Napa General Plan. The purpose of the SOI amendment and annexation is to facilitate NVUSD’s planned relocation of the educational farm and retain proximity to Vintage High School. The preliminary application is deemed incomplete until additional information and documents are submitted by NVUSD. It is important to note in February 2020, without taking formal action, the Commission signaled to NVUSD a willingness to waive its local policy requiring concurrent annexation to the City of Napa. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



El Centro Avenue Annexation to NSD

On September 6, 2017, the landowner of 1583 El Centro Avenue in the City of Napa submitted a Notice of Intent to annex the parcel to NSD. The parcel is approximately 4.5 acres in size and is identified as Assessor Parcel Number 038-361-010. Current land uses within the subject parcel include a single-family residence and a planted vineyard. The purpose of annexation would be to facilitate a residential development project under the City's land use authority. Based on parcel size and the City's land use designation, annexation to NSD could potentially facilitate the future development of the subject parcel to include up to 36 total single-family residential units. The City has indicated an environmental impact report will be prepared for the residential development project. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



ATTACHMENTS

None



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda item 6a (Public Hearing)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*
Dawn Mittleman Longoria, Analyst II *DML*

MEETING DATE: August 2, 2021

SUBJECT: Sphere of Influence Reviews and Updates for Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, and Spanish Flat Water District

RECOMMENDATION

It is recommended the Commission take the following actions:

- 1) Open the public hearing and take testimony;
- 2) Close the public hearing;
- 3) Receive and file the Sphere of Influence (SOI) Review and Update of the Lake Berryessa Region (Attachment One);
- 4) Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Lake Berryessa Resort Improvement District (LBRID) SOI Review and making California Environmental Quality Act (CEQA) findings (Attachment Two);
- 5) Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Napa Berryessa Resort Improvement District (NBRID) SOI Review and Update and making CEQA findings (Attachment Three); and
- 6) Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Spanish Flat Water District (SFWD) SOI Review and Update and making CEQA findings (Attachment Four).

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

SUMMARY

In accordance with the Commission's adopted Work Program for fiscal year 2021-22, staff has prepared a Sphere of Influence Review for the Lake Berryessa Region ("the report") in conjunction with the recently adopted *Napa Countywide Water and Wastewater Municipal Service Review* (MSR). The report will serve as an appendix to the MSR. The report succeeds the last SOI reviews and updates for LBRID, NBRID, and SFWD adopted by the Commission in 2012 and 2013. The report includes determinations addressing the factors required of the Commission whenever it takes any SOI actions.

The following is a brief summary of the staff recommendations included in the report.

Lake Berryessa Resort Improvement District:

No study areas were identified. The report recommends affirming LBRID's SOI with no changes.

Napa Berryessa Resort Improvement District:

One study was identified that comprises two parcels owned and used by NBRID as the District's wastewater treatment facilities. An aerial map of the NBRID study areas is included as Attachment Five. The report recommends expanding NBRID's SOI to include the entire study area to allow the District to annex the area in the future for purposes of cost savings through property tax reduction.

Spanish Flat Water District:

One study was identified that comprises two parcels under private ownership. An aerial map of the NBRID study areas is included as Attachment Six. The previous SOI update completed in 2013 concluded that inclusion of an approximate 7.9-acre portion of the study area conformed to Commission's policies and was recommended for inclusion within SFWD's SOI. This portion of the study area includes one entire parcel identified as APNs 019-280-004 and the portion designated as *Marine Commercial* of parcel APN 019-280-006. There was no immediate interest from the property owner at that time to connect to SFWD's water or sewer services, and therefore the Commission did not expand the SOI at that time. However, the recent wildfires in this High Fire Severity Zone has prompted a request from the property owner for a more reliable water source through SFWD. The report recommends expanding SFWD's SOI to include the 7.9-acre portion of the study area to allow the area to be annexed in the future, which would allow the existing urban-type uses on the parcels to begin receiving public water and sewer services. Only the *Marine Commercial* portion of APN 019-280-006 is recommended for inclusion given that the remainder of the parcel is designated *Agricultural Watershed*. The agricultural designation for the remainder of APN 019-280-006 would require a vote to change the zoning (Measure J and P).

The recommendations in the report and summarized above are consistent with local policies, including the Commission's recently adopted *Policy on Spheres of Influence*, included as Attachment Seven.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The staff recommendation to (1) affirm LBRID's sphere with no changes; (2) expand NBRID's sphere to include two District owned parcels identified as APNs 019-220-028 and 019-220-038; and (3) expand SFWD's sphere to include one entire parcel identified as APNs 019-280-004 and the portion of parcel APN 019-280-006 designated as *Marine Commercial* would be exempt from further review under CEQA pursuant to California Code of Regulations Section 15061(b)(3). This finding would be based on the Commission determining with certainty that these SOI actions would have no possibility of significantly effecting the environment given no new land use or municipal service authority is granted.

ALTERNATIVES FOR ACTION

The Commission is invited to consider its alternatives prior to taking action on this item. Notably, this includes possible changes to the staff recommendations for each affected agency. In particular, the Commission may wish to consider expanding or reducing the areas recommended for inclusion within NBRID's SOI and SFWD's SOI. The Commission may also wish to consider continuing this entire item or specific components of this item to a future meeting, and direct staff to return with more information. If any or all of this item is continued, it is recommended the Commission consider directing staff to circulate the affected components of this item for a formal public review and comment period for a specified time period.

PROCEDURES FOR CONSIDERATION

This item has been agendized as a noticed public hearing. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from staff;
- 2) Open the public hearing (mandatory); and
- 3) Discuss item and consider action on recommendations.

ATTACHMENTS

- 1) SOI Review and Update of the Lake Berryessa Region
- 2) Draft Resolution Affirming LBRID's SOI and Making CEQA Findings
- 3) Draft Resolution Updating NBRID's SOI and Making CEQA Findings
- 4) Draft Resolution Updating SFWD's SOI and Making CEQA Findings
- 5) Aerial Map of NBRID Study Area
- 6) Aerial Map of SFWD Study Area
- 7) LAFCO Policy on SOIs

APPENDIX A
SPHERE OF INFLUENCE REVIEW AND UPDATE
OF THE LAKE BERRYESSA REGION*
IN CONJUNCTION WITH
NAPA COUNTYWIDE WATER AND WASTEWATER MUNICIPAL SERVICE REVIEW (2020)

***LAKE BERRYESSA REGION DISTRICTS:**

LAKE BERRYESSA RESORT IMPROVEMENT DISTRICT (LBRID)

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

SPANISH FLAT WATER DISTRICT (SFWD)

AUGUST 2, 2021

PREPARED BY NAPA LAFCO STAFF

SPHERE OF INFLUENCE CONSIDERATIONS

This appendix includes sphere of influence (SOI) analysis and recommendations for each of the following special districts that are subject to the Napa Countywide Water and Wastewater Municipal Service Review (MSR): Lake Berryessa Resort Improvement District (LBRID); Napa Berryessa Resort Improvement District (NBRID); and Spanish Flat Water District (SFWD).

The MSR sections of this report include thorough research and analysis of the current and future operations of each subject agency. This appendix reviewing each subject agency's SOI is based on the work completed in the MSR sections. Relevant sections are referenced should the reader wish to review the detailed analysis.

CKH requires LAFCO to adopt an SOI for each city and special district located within the County. An SOI is defined in Government Code Section 56076 as "a plan for the probable physical boundary and service area of a local agency or municipality as determined by the Commission." LAFCO must make determinations with respect to the following factors when amending, establishing, reviewing, or updating an SOI:

Present and planned land uses in the area, including agricultural and open space lands. This factor consists of a review of current and planned land uses based on planning documents to include agricultural and open-space lands.

Present and probable need for public facilities and services. This factor includes a review of the services available in the area and the need for additional services.

Present capacity of public facilities and adequacy of public services provided by the agency. This factor includes an analysis of the capacity of public facilities and the adequacy of public services that the agency provides or is authorized to provide.

Social or economic communities of interest. This factor discusses the existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency. These are areas that may be affected by services provided by the agency or may be receiving services in the future.

Present and probable need for services to disadvantaged unincorporated communities. This factor requires the Commission to consider services to disadvantaged unincorporated communities, which are defined as inhabited areas within the SOI whose median household income is less than or equal to 80 percent of the statewide median income.

The following sections provide an evaluation of these factors along with recommendations for each subject agency.

Lake Berryessa Resort Improvement District (LBRID)

LBRID's SOI encompasses approximately 0.34 square miles, or 217 acres, entirely within its jurisdictional boundary.¹ The SOI was reviewed and affirmed with no changes in 2012. The SOI excludes approximately 1,811 jurisdictional acres with 48 parcels, of which eight units are served by septic systems and well water. The following map provides a visual of the District (Figure One).

No residential units outside the SOI are connected to the LBRID system nor have the existing unserved units approached the District about extending service; tentative plans to develop the Unit One subdivision, which is outside the SOI, were considered but "the cost was prohibitive, and the project abandoned."²

The 1,811 acres within the District's jurisdictional boundary, but outside its SOI, include parcels of record that could apply for development permits. However, as noted above, the costs of extending utility services as well as other public infrastructure and roads makes development unlikely within the next ten years or more. Sufficient undeveloped lots exist within the SOI to accommodate recent and potential development for at least ten years considering recent trends and future population projections.³

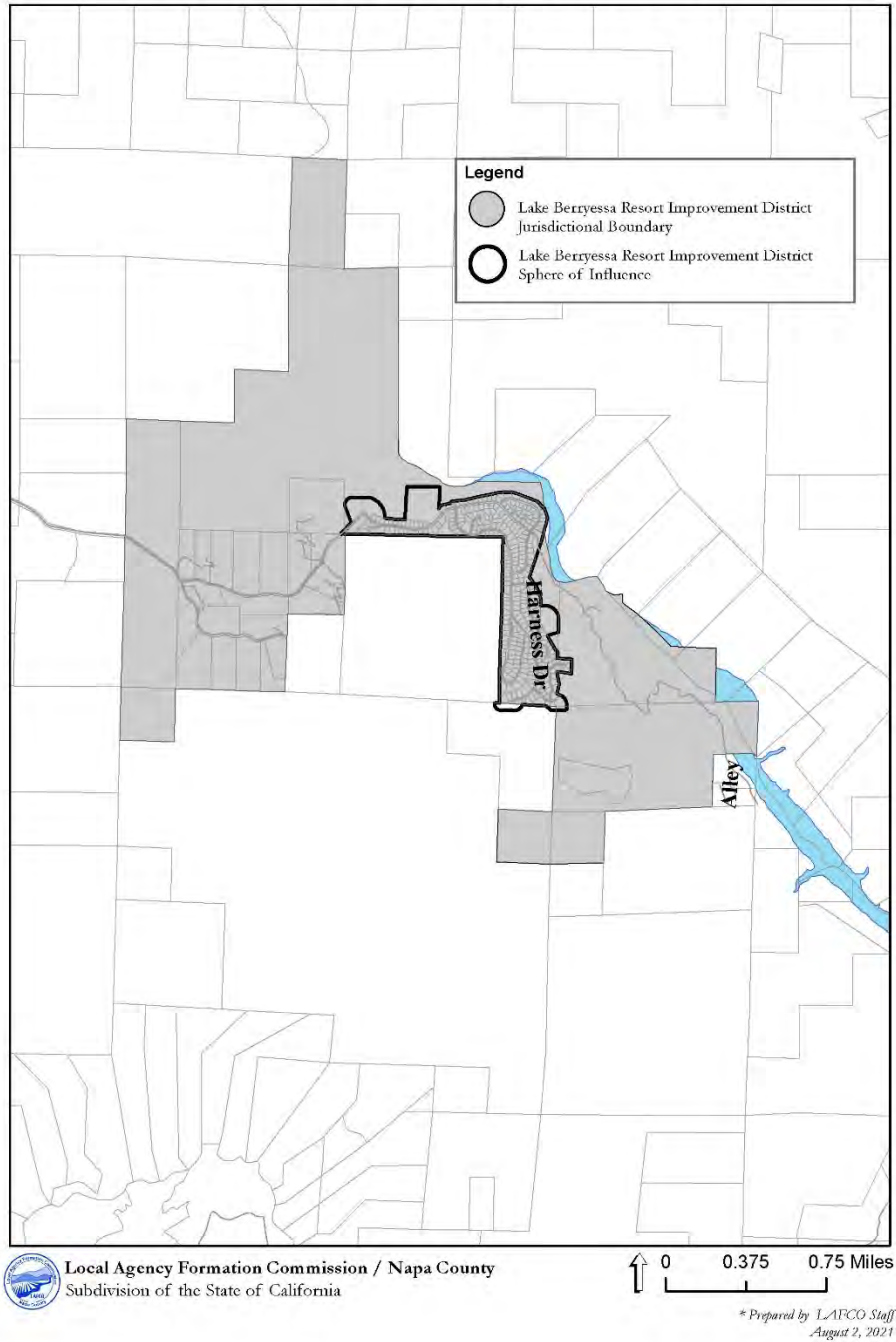
¹ Correspondence from A. Martinez, County of Napa, 1/23/2020.

² Follow-up response rec'd 12/9/19 to LBRID interview 12/4/19.

³ CWWMSR, Chapter 11, LBRID "Agency Overview"

Figure One: LBRID Map

Lake Berryessa Resort Improvement District



Recommendation and Determinative Statements

It is recommended the Commission retain the current SOI designation of LBRID. Accordingly, the following written statements support the recommendation and address the five specific factors the Commission must prepare anytime it makes an SOI determination under G.C. Section 56425.

Present and planned land uses in the area, including agricultural and open space lands. LBRID's SOI excludes substantial areas within its boundaries, which are designated for single-family development, however, those areas currently are not served by the District and there are minimal prospects of those lands developing and requiring services within a ten-year time horizon.

Present and probable need for public facilities and services. There is a present need for LBRID's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Estates community.

Present capacity of public facilities and adequacy of public services provided by the agency. Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. The MSR section of this report indicates LBRID's water services are sufficiently capacitated to meet both existing and projected needs in the recommended SOI. An October 2020 Leak Survey found only one possible leak on Lariat Street. The July 2019 Leak Survey Report pinpointed a leak on Colt Court. Water losses are within the AWWA leakage index guidelines. No citations / violations on reporting or Maximum Contaminant Level exceedances.⁴ The MSR indicates sewer services are adequately capacitated and a number of system improvements have been completed. However, ongoing improvements to replace aging infrastructure and to upgrade facilities are planned and/or underway. The ability of LBRID to address these and other improvements are constrained by the District's ongoing fiscal distress tied – among other reasons – to operating aging infrastructure in a confined and economically depressed area. Fortunately, no homes were destroyed in the wildfires of 2020. LBRID has undertaken major upgrades to its water and wastewater system since the 2011 Lake Berryessa Region MSR identified significant infrastructure needs.

Social or economic communities of interest. The affected territory within LBRID's recommended SOI has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this review.

Present and probable need for services to disadvantaged unincorporated communities. According to Napa LAFCO's definition of disadvantaged unincorporated communities (DUCs), LBRID is not a DUC.⁵ However, the Rural Community Assistance Corporation (RCAC) conducted a Median Household Income Survey on behalf of the District in the spring of 2018 and determined that the community qualified as a Disadvantaged Community (DAC), which differs from the definition of a DUC under local policy.⁶ The DAC status enabled application to the State for financial assistance. The results of the survey apply for a five-year period and a new survey is likely in 2023.⁷

⁴ Correspondence from Christopher Silke, District Staff, County of Napa 6/25/2021

⁵ Napa Local Agency Formation Commission, Policy on Disadvantaged Unincorporated Communities, 2018.

⁶ LBRID Agenda Letter 9/11/18.

⁷ Follow-up response rec'd 12/9/19 to LBRID interview 12/4/19.

Napa Berryessa Resort Improvement District (NBRID)

NBRID's SOI encompasses approximately 1.0 square mile, or 774 acres.⁸ The SOI was updated in 2013 to include the 10-lot "Oakridge Estates" subdivision.⁹ The SOI excludes approximately 1,252.5 jurisdictional acres.

The 1,252.5 acres within the District's jurisdictional boundary but outside its SOI include parcels of record that could apply for development permits, however, the costs of extending utility services as well as other public infrastructure and roads makes development unlikely within the next ten years or more. Sufficient undeveloped lots exist within the SOI to accommodate recent and potential development for at least ten years considering recent trends and future population projections.

Currently certain District facilities, including its treated wastewater storage and disposal areas, are located on parcels outside District boundaries as shown on the following map (Figure Two). NBRID has indicated an interest in annexing those parcels in order to recognize District ownership and use.¹⁰

Of note is the impact of the August 2020 Lightning Complex Fires, which burned approximately 110 homes within NBRID's boundaries and 109 homes within the SOI.¹¹ Additionally, the fires destroyed or damaged a portion of NBRID's facilities, including the treated effluent dispersal spray fields, connection laterals to burned or lost homes, and some minor outbuildings. Given the significant impact of the fire on residents and NBRID's services, discussion of the potential for growth and development may not be relevant until the damaged area is substantially rebuilt.

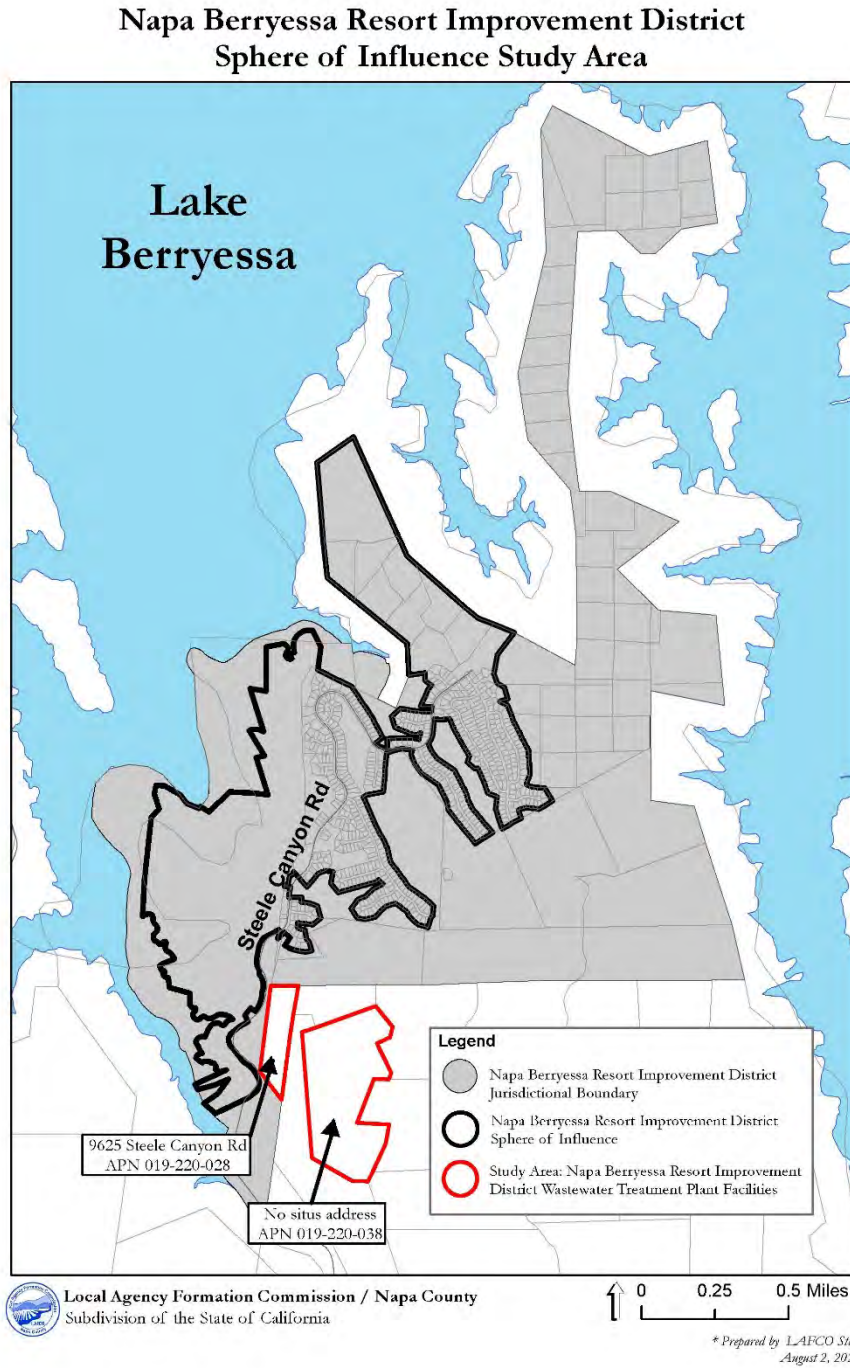
⁸ Correspondence from A. Martinez, County of Napa, 1/23/2020.

⁹ Follow-up response rec'd 12/9/19 to NBRID interview 12/4/19.

¹⁰ CWMSR, Chapter 13, NBRID "Agency Overview"

¹¹ Napa County Planning, Building and Environmental Services February, 2021

Figure Two: NBRID and Study Area Map



Recommendation and Determinative Statements

It is recommended the Commission expand the SOI designation of NBRID to include a study area comprising two parcels owned by NBRID and totaling approximately 101 acres in size. The parcels are located outside NBRID's SOI and boundary and identified by the County Assessor as 019-220-028 and 019-220-038. A map of the study area is included as Figure Two on the previous page of this appendix. Expansion of NBRID's SOI would allow the District to propose annexation of the parcels to reduce the District's annual property tax obligation. Accordingly, the following written statements support the recommendation and address the five specific factors the Commission must prepare anytime it makes an SOI determination under G.C. Section 56425.

Present and planned land uses in the area, including agricultural and open space lands. NBRID's SOI excludes substantial areas within its boundaries which are designated for single-family development, however, those areas currently are not served by the District and there are minimal prospects of those lands developing and requiring services within a ten-year time horizon. The study area recommended for inclusion within NBRID's SOI serves as the location of NBRID's wastewater treatment plant facilities.

Present and probable need for public facilities and services. There is a present need for NBRID's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Highlands community. The study area recommended for inclusion within NBRID's SOI is not expected to require water or sewer service given its present land use.

Present capacity of public facilities and adequacy of public services provided by the agency. Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. Certain improvements could be made to the services offered. A post-fire August 2020 Leak Survey pin-pointed a few customer service line leaks and one water main break. Repairs are complete and operations fully restored. Water losses are within the AWWA leakage index guidelines.¹²

It is apparent that the smaller agencies with limited budgets and staffing constraints have struggled most with planning for and addressing infrastructure needs and complying with regulatory requirements. NBRID has benefited from a collaboration of technical knowledge and experience amongst District staff and SUSP Contract Operator resources which has greatly reduced the occurrence of violations, sewer spill events and non-compliance citations. NBRID has undertaken major upgrades to its water and wastewater system since the 2011 Lake Berryessa Region MSR identified significant infrastructure needs. Ongoing improvements to replace aging infrastructure and to upgrade facilities are planned and/or underway.

Social or economic communities of interest. The affected territory within NBRID's recommended SOI has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this update. Inclusion of the study within NBRID's SOI would strengthen these ties by facilitating a future annexation, which would eliminate the District's annual property tax obligation for the affected parcels.

¹² Correspondence from Christopher Silke, District staff, County of Napa, 6-25-2021

Present and probable need for services to disadvantaged unincorporated communities.

According to Napa LAFCO's definition of DUCs, NBRID is not a DUC.¹³ Notably, based on an income study conducted in 2017, incomes were only slightly below the County average, and therefore the community did not qualify as disadvantaged; no further surveys are currently anticipated.

¹³ Napa Local Agency Formation Commission, Policy on Disadvantaged Unincorporated Communities, 2018.

Spanish Flat Water District (SFWD)

The District's current SOI consists of approximately 1,339 acres or 2.1 square miles. SFWD's SOI was last updated in 2013 when it was expanded by 5.3 acres to include two non-contiguous lots immediately adjacent to the Berryessa Pines subdivision and separated from each other by a 60-foot panhandle section of SFWD boundary area. At the time of the SOI amendment, these two lots had been already receiving domestic water and wastewater services from SFWD through outside service agreements. The following map provides a visual of the District (Figure Three).

Wildfires: Of note is the impact of the August 2020 Lightning Complex Fires, which razed the 59-home mobile home park within the Spanish Flat community leaving 56 mobile homes destroyed and 35 additional single family homes burned. The total loss of homes is 75 within the District and 80 within the SOI.¹⁴ Additionally, the fire destroyed a portion of SFWD's water and wastewater facilities serving the community, including the wastewater pump station building and controls, lake pump controls and power pole, water tank tops on west hillside. Given this drastic and recent change in the composition of the area, discussion of the potential for growth and development may not be relevant until the area is substantially rebuilt.¹⁵

A majority of SFWD's utility systems in Spanish Flat were destroyed in the Lightning Complex fires in August 2020. The utility systems in Berryessa Pines remain intact and operational. The District plans to rebuild of the destroyed system as soon as possible. The determinations regarding SFWD are based on existing circumstances before the fire.

Recommendation and Determinative Statements

It is recommended the Commission expand the SOI designation of SFWD to include a portion of a study area comprising one entire parcel and a portion of a parcel totaling approximately 7.9 acres in size. The study area is located at 7140 and 7150 Berryessa-Knoxville Road and identified by the County Assessor as 019-280-004 (entire parcel) and 019-280-006 (portion zoned *Marine Commercial*). A map of the study area is included as Figure Three. Accordingly, the following written statements support the recommendation and address the five specific factors the Commission must prepare anytime it makes an SOI determination under G.C. Section 56425.

¹⁴ Napa County Planning, Building and Environmental Services February, 2021

¹⁵ CWWMSR, Chapter 17, SFWD "Growth and Population Projections"

Figure Three: SFWD and Study Area Map

Spanish Flat Water District Sphere of Influence Study Area



Local Agency Formation Commission / Napa County
Subdivision of the State of California

0 0.15 0.3 Miles

**Prepared by LAFCO Staff
August 2, 2021*

Present and planned land uses in the area, including agricultural and open space lands.

The study area's two subject lots are interchangeably used by the same landowner as part of a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage). The larger of the two lots is located at 7140 Berryessa-Knoxville Road (019-280-006) and is approximately 30.5 acres in size. The portion recommended for inclusion within SFWD's SOI is approximately 5.8 acres in size. This larger lot – and specifically the portion subject to this SOI update – includes four enclosed storage structures each approximately 1,000 square feet in size. The smaller of the two lots is located at 7150 Berryessa-Knoxville Road (019-280-004) and is approximately 2.1 acres in size. This smaller lot includes approximately 6,000 square feet of enclosed storage structures along with an administrative office and detached single-family residence.

The recommended inclusion of the study area within SFWD's SOI would recognize its present land uses conform to the County's existing policies given the two parcels' designations and zoning assignments of *Rural Residential* and *Marine Commercial*, respectively. Current land uses within the study area include a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage). Only the designated *Marine Commercial* portion of the larger lot is recommended for inclusion in the SOI. The remaining portion of the lot is zoned *Agricultural Watershed (AW)*. Any changes to the AW zoning designation would require approval of the Napa County voters consistent with Measures J and P.

Present and probable need for public facilities and services. There is a present need for SFWD's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Pines and Spanish Flat communities, including the study area. The study area is currently dependent on private water and septic systems to support existing uses. Actual demands associated with the existing uses are projected to be modest and generally limited to the single-family residence located on the smaller of the two subject lots at 7150 Berryessa-Knoxville Road. The property owner has stated that during the wildfires they were dependent on the limited private water system. Following the recent wildfires, the property owner has requested annexation to the District in order to obtain a more reliable source of water, especially during emergencies.

Present capacity of public facilities and adequacy of public services provided by the agency. Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. SFWD has ample water supply entitlement and system capacity to accommodate current as well as projected demands. The 2011 Lake Berryessa Region MSR identified that there is a water distribution system capacity issue associated with deficient storage within the initial pressure zone. This issue has not been addressed to date. The level of wastewater services offered by SFWD were found to be minimally adequate based on integrity of the wastewater collection system and regulatory compliance. Significant improvement can be made to the District's reporting practices. Based on current operations, the Spanish Flat Water District's sewer systems appear to have adequate collection, treatment, and discharge capacities to meet existing service demands within its jurisdiction under normal conditions. However, the District does not have any records identifying the design capacities for either sewer system. This prevents the District from accurately estimating its capacity to service new growth for either of its two service communities. Given this earlier analysis, and based on projected and referenced demands, it would be reasonable to assume extending water and sewer services to the study area could be adequately accommodated by SFWD given existing capacities without impacts to current customers. The landowner would be required to assume the costs associated with extending the necessary infrastructure to the subject lots.

Social or economic communities of interest. The affected territory within SFWD's recommended SOI, including the portion of the study area, has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this update. The inclusion of the portion of the study area signals the Commission's standing interest in orienting SFWD's SOI to include and support planned urban uses within the community; given its designation by the County for urban type uses. It also appears reasonable to conclude the existing uses within the study area (boat and recreational vehicle storage) serve a social and economic need benefiting both Berryessa Pines and the region as a whole in terms of accommodating low-intensity recreation.

Present and probable need for services to disadvantaged unincorporated communities.

According to Napa LAFCO's definition of DUCs, SFWD is not a DUC.¹⁶

¹⁶ Napa Local Agency Formation Commission, Policy on Disadvantaged Unincorporated Communities, 2018.

RESOLUTION NO. _____

**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**LAKE BERRYESSA RESORT IMPROVEMENT DISTRICT
SPHERE OF INFLUENCE REVIEW**

WHEREAS, the Local Agency Formation Commission of Napa County, hereinafter referred to as the “Commission”, adopted a schedule to conduct studies of the provision of municipal services in conjunction with reviewing the spheres of influence (SOIs) of the local governmental agencies whose jurisdictions are within Napa County as provided under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the Commission’s Executive Officer prepared a comprehensive review of the SOI of the Lake Berryessa Resort Improvement District (LBRID) pursuant to said schedule and California Government Code Section 56425; and

WHEREAS, the Executive Officer prepared a written report of the review, including the recommendation to retain the current SOI designation; and

WHEREAS, said Executive Officer’s report has been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on August 2, 2021; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This SOI review has been appropriately informed by the Commission’s earlier Napa Countywide Water and Wastewater Municipal Service Review, which includes LBRID; a study that conducted an independent evaluation of the level and range of governmental services provided by LBRID and formally accepted by the Commission on November 2, 2020.
2. LBRID’s SOI is reviewed and affirmed with no changes as identified in the corresponding report by the Executive Officer and shown in Exhibit One.

3. The Commission, as lead agency, finds the review of LBRID’s SOI is exempt from further review under the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the review will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted. This finding is based on its independent judgment and analysis. The Executive Officer is the custodian of the records upon which this determination is based and such records are located at the Commission office located at 1754 Second Street, Suite C, Napa, California.
4. Pursuant to Government Code Section 56425, the Commission makes the statements of determinations in the attached Exhibit Two.
5. The effective date of the SOI review for LBRID shall be the date of adoption set forth below.
6. The Commission hereby directs staff to file a Notice of Exemption for the LBRID SOI review in compliance with CEQA.

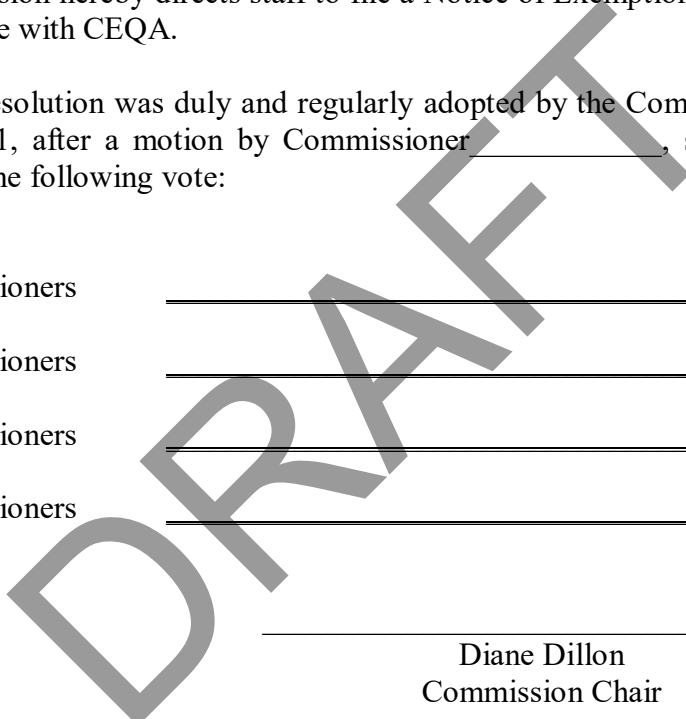
The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on August 2, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____



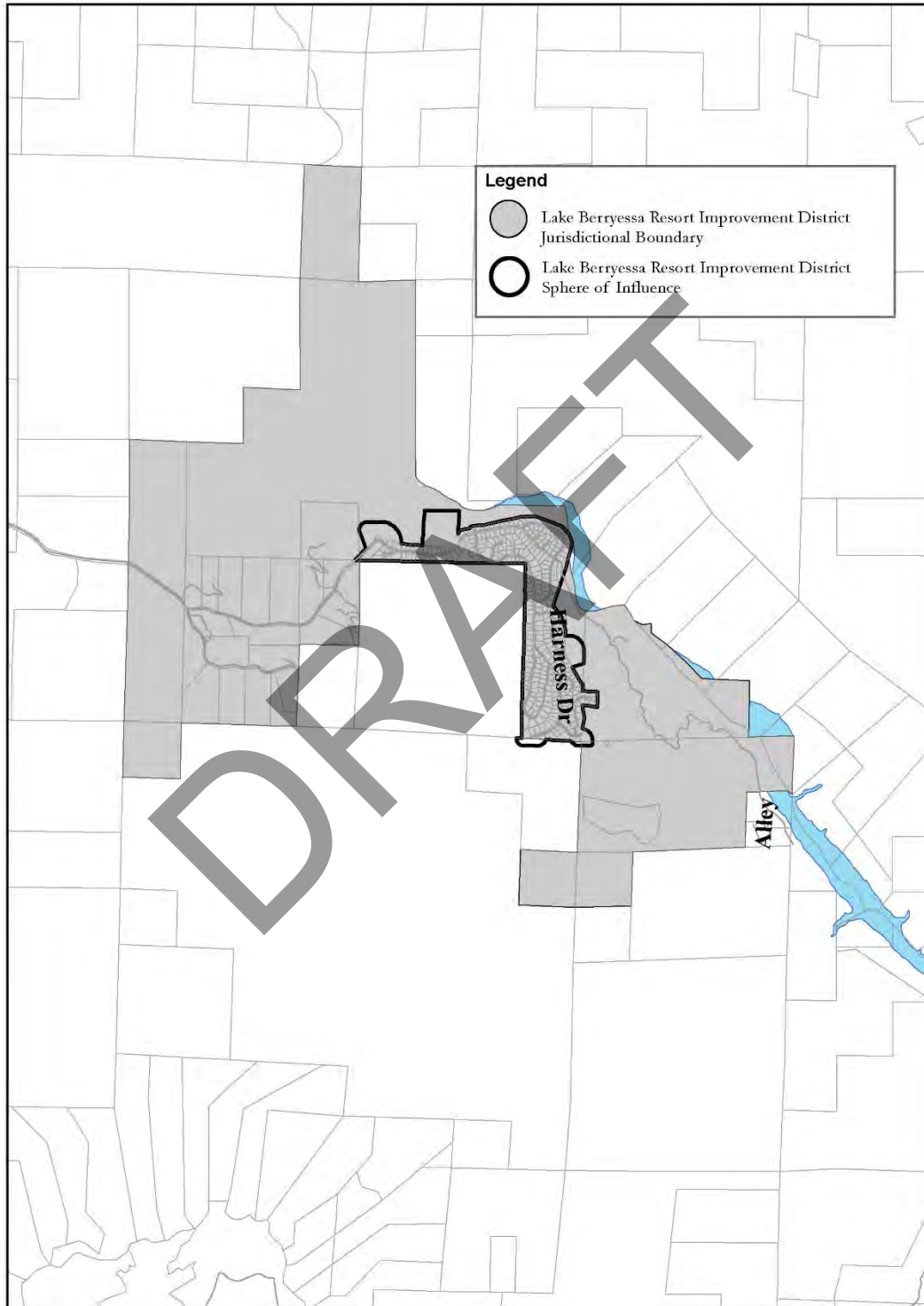
 Diane Dillon
 Commission Chair

ATTEST: _____
 Brendon Freeman
 Executive Officer

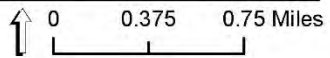
Recorded by: Kathy Mabry
 Commission Clerk

EXHIBIT ONE

Lake Berryessa Resort Improvement District



Local Agency Formation Commission / Napa County
Subdivision of the State of California



* Prepared by LAFCO Staff
August 2, 2021

EXHIBIT TWO
STATEMENT OF DETERMINATIONS
LAKE BERRYESSA RESORT IMPROVEMENT DISTRICT
SPHERE OF INFLUENCE REVIEW

1. Present and planned land uses in the sphere, including agricultural and open-space lands (Government Code 56425(e)(1)):

LBRID's SOI excludes substantial areas within its boundaries, which are designated for single-family development, however, those areas currently are not served by the District and there are minimal prospects of those lands developing and requiring services within a ten-year time horizon.

2. The present and probable need for public facilities and services in the sphere (Government Code 56425(e)(2)):

There is a present need for LBRID's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Estates community.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide (Government Code 56425(e)(3)):

Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. The MSR section of this report indicates LBRID's water services are sufficiently capacitated to meet both existing and projected needs in the recommended SOI. An October 2020 Leak Survey found only one possible leak on Lariat Street. The July 2019 Leak Survey Report pin-pointed a leak on Colt Court. Water losses are within the AWWA leakage index guidelines. No citations / violations on reporting or Maximum Contaminant Level exceedances. The MSR indicates sewer services are adequately capacitated and a number of system improvements have been completed. However, ongoing improvements to replace aging infrastructure and to upgrade facilities are planned and/or underway. The ability of LBRID to address these and other improvements are constrained by the District's ongoing fiscal distress tied – among other reasons – to operating aging infrastructure in a confined and economically depressed area. Fortunately, no homes were destroyed in the wildfires of 2020. LBRID has undertaken major upgrades to its water and wastewater system since the 2011 Lake Berryessa Region MSR identified significant infrastructure needs.

4. The existence of any social or economic communities of interest in the sphere if the Commission determines that they are relevant to the agency (Government Code 56425(e)(4)):

The affected territory within LBRID's recommended SOI has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this review.

5. Present and probable need for public services for disadvantaged unincorporated communities (Government Code 56425(e)(5)):

According to Napa LAFCO's definition of disadvantaged unincorporated communities (DUCs), LBRID is not a DUC. However, the Rural Community Assistance Corporation (RCAC) conducted a Median Household Income Survey on behalf of the District in the spring of 2018 and determined that the community qualified as a Disadvantaged Community (DAC), which differs from the definition of a DUC under local policy. The DAC status enabled application to the State for financial assistance. The results of the survey apply for a five-year period and a new survey is likely in 2023.

RESOLUTION NO. _____

**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT
SPHERE OF INFLUENCE REVIEW AND UPDATE**

WHEREAS, the Local Agency Formation Commission of Napa County, hereinafter referred to as the “Commission”, adopted a schedule to conduct studies of the provision of municipal services in conjunction with reviewing the spheres of influence (SOIs) of the local governmental agencies whose jurisdictions are within Napa County as provided under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the Commission’s Executive Officer prepared a comprehensive review of the SOI of the Napa Berryessa Resort Improvement District (NBRID) pursuant to said schedule and California Government Code Section 56425; and

WHEREAS, the Executive Officer prepared a written report of the review, including the recommendation to update the SOI designation with specified additions; and

WHEREAS, said Executive Officer’s report has been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on August 2, 2021; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This SOI review and update has been appropriately informed by the Commission’s earlier Napa Countywide Water and Wastewater Municipal Service Review, which includes NBRID; a study that conducted an independent evaluation of the level and range of governmental services provided by NBRID and formally accepted by the Commission on November 2, 2020.
2. NBRID’s SOI is reviewed and updated with the addition of two parcels as identified in the corresponding report by the Executive Officer and shown in Exhibit One.

- 3. The Commission, as lead agency, finds the review and update of NBRID’s SOI is exempt from further review under the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the review will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted. This finding is based on its independent judgment and analysis. The Executive Officer is the custodian of the records upon which this determination is based and such records are located at the Commission office located at 1754 Second Street, Suite C, Napa, California.
- 4. Pursuant to Government Code Section 56425, the Commission makes the statements of determinations in the attached Exhibit Two.
- 5. The effective date of the SOI update for NBRID shall be the date of adoption set forth below.
- 6. The Commission hereby directs staff to file a Notice of Exemption for the NBRID SOI review and update in compliance with CEQA.

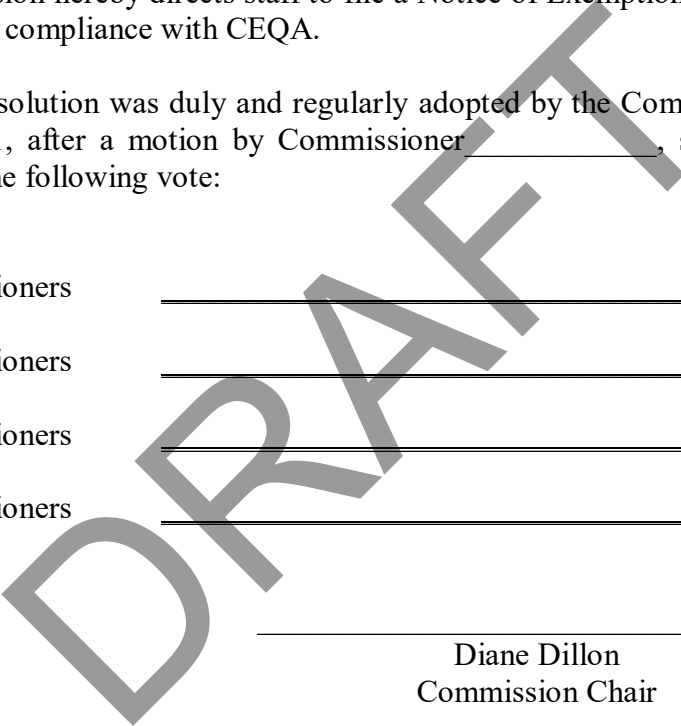
The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on August 2, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____



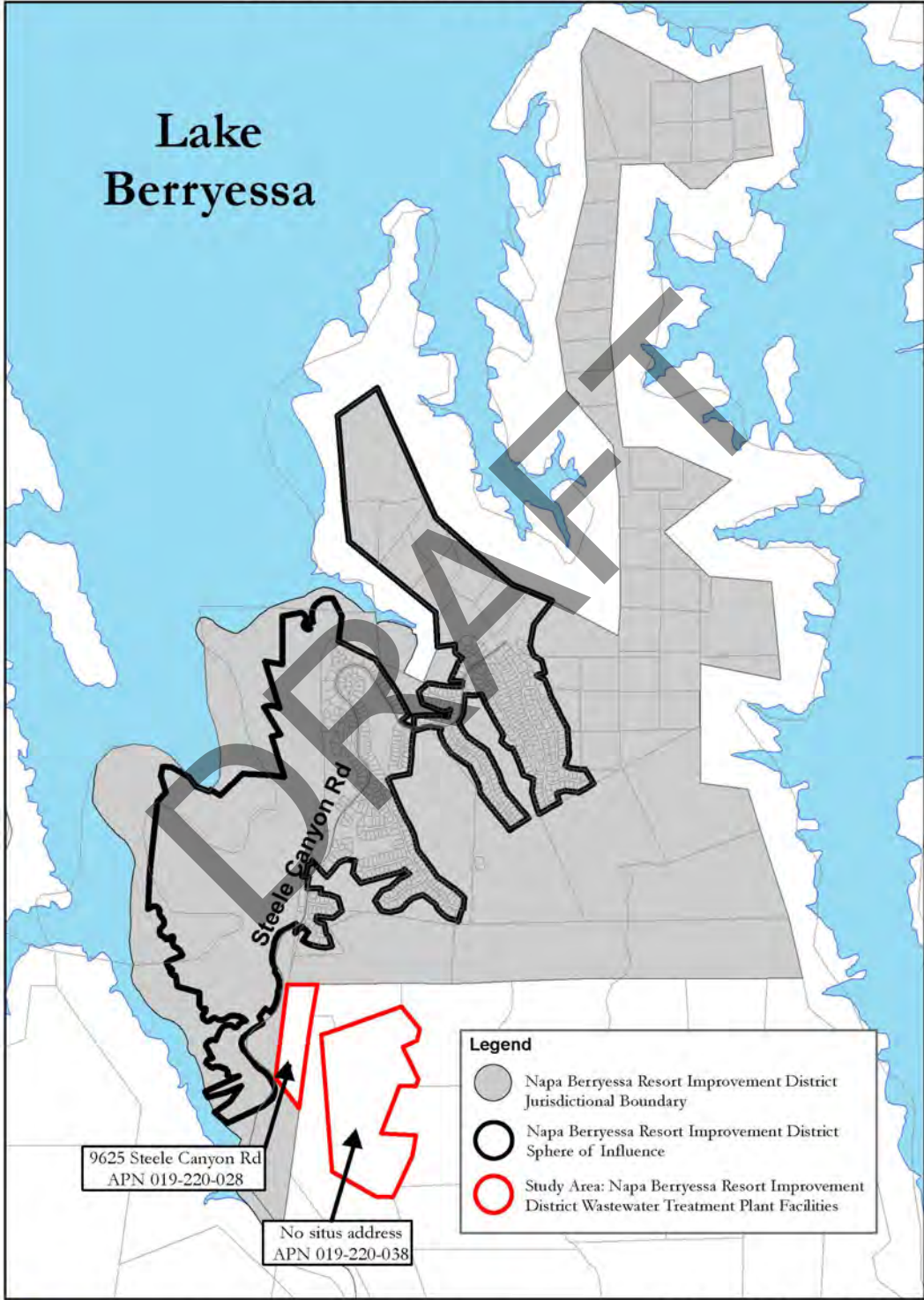
 Diane Dillon
 Commission Chair

ATTEST: _____
 Brendon Freeman
 Executive Officer

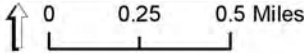
Recorded by: Kathy Mabry
 Commission Clerk

EXHIBIT ONE

Napa Berryessa Resort Improvement District
Sphere of Influence Study Area



Local Agency Formation Commission / Napa County
Subdivision of the State of California



* Prepared by LAFCO Staff
August 2, 2021

EXHIBIT TWO
STATEMENT OF DETERMINATIONS
NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT
SPHERE OF INFLUENCE REVIEW AND UPDATE

1. Present and planned land uses in the sphere, including agricultural and open-space lands (Government Code 56425(e)(1)):

NBRID's SOI excludes substantial areas within its boundaries which are designated for single-family development, however, those areas currently are not served by the District and there are minimal prospects of those lands developing and requiring services within a ten-year time horizon. The study area recommended for inclusion within NBRID's SOI serves as the location of NBRID's wastewater treatment plant facilities.

2. The present and probable need for public facilities and services in the sphere (Government Code 56425(e)(2)):

There is a present need for NBRID's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Highlands community. The study area recommended for inclusion within NBRID's SOI is not expected to require water or sewer service given its present land use.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide (Government Code 56425(e)(3)):

Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. Certain improvements could be made to the services offered. A post-fire August 2020 Leak Survey pin-pointed a few customer service line leaks and one water main break. Repairs are complete and operations fully restored. Water losses are within the AWWA leakage index guidelines.

It is apparent that the smaller agencies with limited budgets and staffing constraints have struggled most with planning for and addressing infrastructure needs and complying with regulatory requirements. NBRID has benefited from a collaboration of technical knowledge and experience amongst District staff and SUSP Contract Operator resources which has greatly reduced the occurrence of violations, sewer spill events and non-compliance citations. NBRID has undertaken major upgrades to its water and wastewater system since the 2011 Lake Berryessa Region MSR identified significant infrastructure needs. Ongoing improvements to replace aging infrastructure and to upgrade facilities are planned and/or underway.

4. The existence of any social or economic communities of interest in the sphere if the Commission determines that they are relevant to the agency (Government Code 56425(e)(4)):

The affected territory within NBRID's recommended SOI has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this update. Inclusion of the study within NBRID's SOI would strengthen these ties by facilitating a future annexation, which would eliminate the District's annual property tax obligation for the affected parcels.

5. Present and probable need for public services for disadvantaged unincorporated communities (Government Code 56425(e)(5)):

According to Napa LAFCO's definition of DUCs, NBRID is not a DUC. Notably, based on an income study conducted in 2017, incomes were only slightly below the County average, and therefore the community did not qualify as disadvantaged; no further surveys are currently anticipated.

RESOLUTION NO. _____

**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**SPANISH FLAT WATER DISTRICT
SPHERE OF INFLUENCE REVIEW AND UPDATE**

WHEREAS, the Local Agency Formation Commission of Napa County, hereinafter referred to as the “Commission”, adopted a schedule to conduct studies of the provision of municipal services in conjunction with reviewing the spheres of influence (SOIs) of the local governmental agencies whose jurisdictions are within Napa County as provided under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the Commission’s Executive Officer prepared a comprehensive review of the SOI of the Spanish Flat Water District (SFWD) pursuant to said schedule and California Government Code Section 56425; and

WHEREAS, the Executive Officer prepared a written report of the review, including the recommendation to update the SOI designation with specified additions; and

WHEREAS, said Executive Officer’s report has been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on August 2, 2021; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56425.

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

1. This SOI review and update has been appropriately informed by the Commission’s earlier Napa Countywide Water and Wastewater Municipal Service Review, which includes SFWD; a study that conducted an independent evaluation of the level and range of governmental services provided by SFWD and formally accepted by the Commission on November 2, 2020.
2. SFWD’s SOI is reviewed and updated with the addition of one entire parcel and a portion of a parcel zoned by the County as *Marine Commercial* as identified in the corresponding report by the Executive Officer and shown in Exhibit One.

3. The Commission, as lead agency, finds the review and update of SFWD’s SOI is exempt from further review under the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the review will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted. This finding is based on its independent judgment and analysis. The Executive Officer is the custodian of the records upon which this determination is based and such records are located at the Commission office located at 1754 Second Street, Suite C, Napa, California.
4. Pursuant to Government Code Section 56425, the Commission makes the statements of determinations in the attached Exhibit Two.
5. The effective date of the SOI update for SFWD shall be the date of adoption set forth below.
6. The Commission hereby directs staff to file a Notice of Exemption for the SFWD SOI review and update in compliance with CEQA.

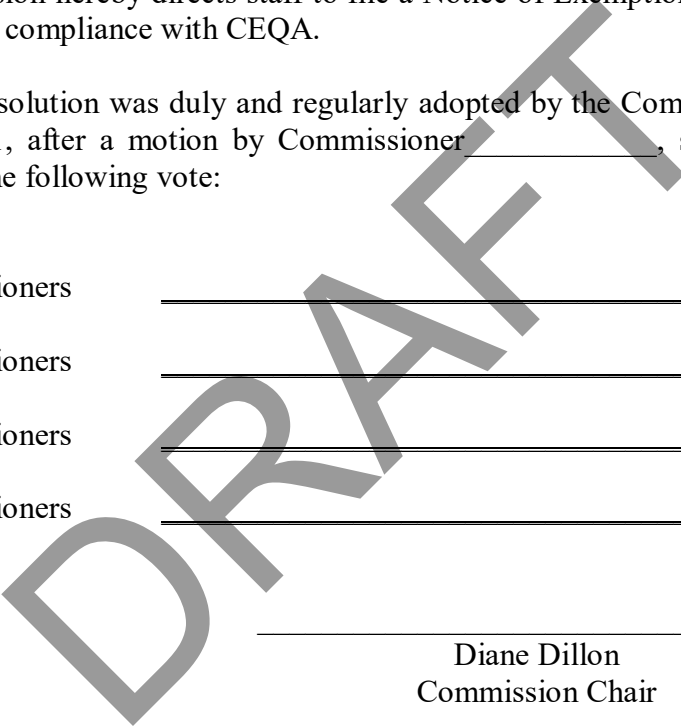
The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on August 2, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____



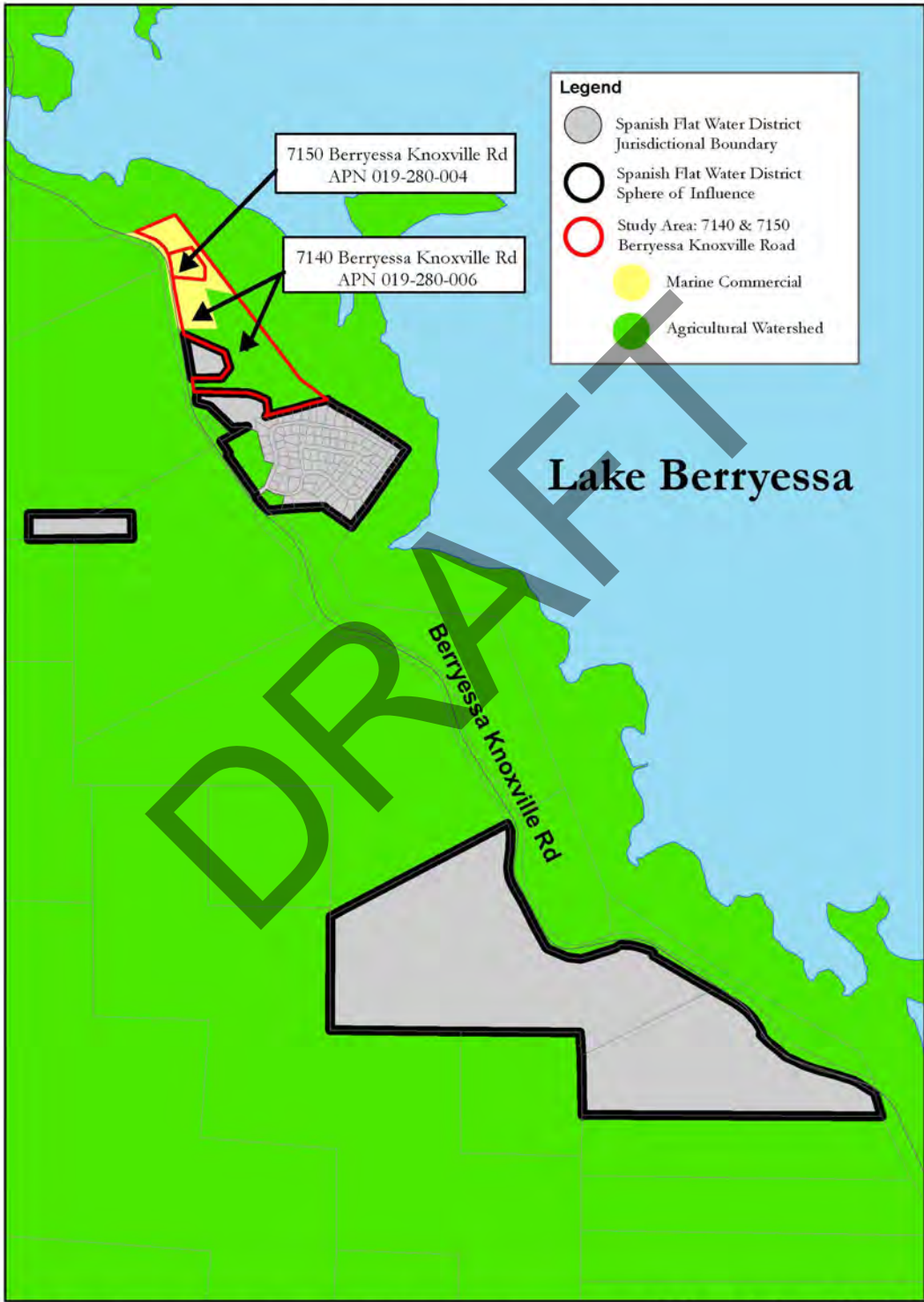
 Diane Dillon
 Commission Chair

ATTEST: _____
 Brendon Freeman
 Executive Officer

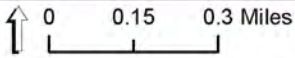
Recorded by: Kathy Mabry
 Commission Clerk

EXHIBIT ONE

Spanish Flat Water District
Sphere of Influence Study Area



Local Agency Formation Commission / Napa County
Subdivision of the State of California



*Prepared by LAFCO Staff
August 2, 2021

EXHIBIT TWO
STATEMENT OF DETERMINATIONS
SPANISH FLAT WATER DISTRICT
SPHERE OF INFLUENCE REVIEW AND UPDATE

1. Present and planned land uses in the sphere, including agricultural and open-space lands (Government Code 56425(e)(1)):

The study area's two subject lots are interchangeably used by the same landowner as part of a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage). The larger of the two lots is located at 7140 Berryessa-Knoxville Road (019-280-006) and is approximately 30.5 acres in size. The portion recommended for inclusion within SFWD's SOI is approximately 5.8 acres in size. This larger lot – and specifically the portion subject to this SOI update – includes four enclosed storage structures each approximately 1,000 square feet in size. The smaller of the two lots is located at 7150 Berryessa-Knoxville Road (019-280-004) and is approximately 2.1 acres in size. This smaller lot includes approximately 6,000 square feet of enclosed storage structures along with an administrative office and detached single-family residence.

The recommended inclusion of the study area within SFWD's SOI would recognize its present land uses conform to the County's existing policies given the two parcels' designations and zoning assignments of *Rural Residential* and *Marine Commercial*, respectively. Current land uses within the study area include a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage). Only the designated *Marine Commercial* portion of the larger lot is recommended for inclusion in the SOI. The remaining portion of the lot is zoned *Agricultural Watershed* (AW). Any changes to the AW zoning designation would require approval of the Napa County voters consistent with Measures J and P.

2. The present and probable need for public facilities and services in the sphere (Government Code 56425(e)(2)):

There is a present need for SFWD's water and sewer services throughout the recommended SOI to support the existing and continued development of the Berryessa Pines and Spanish Flat communities, including the study area. The study area is currently dependent on private water and septic systems to support existing uses. Actual demands associated with the existing uses are projected to be modest and generally limited to the single-family residence located on the smaller of the two subject lots at 7150 Berryessa-Knoxville Road. The property owner has stated that during the wildfires they were dependent on the limited private water system. Following the recent wildfires, the property owner has requested annexation to the District in order to obtain a more reliable source of water, especially during emergencies.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide (Government Code 56425(e)(3)):

Ensuring adequate water supply availability is a priority for all agencies. It was found that during normal year scenarios, all of the public water retailers in Napa County have sufficient water supply under normal conditions given existing demand. SFWD has ample water supply entitlement and system capacity to accommodate current as well as projected demands. The 2011 Lake Berryessa Region MSR identified that there is a water distribution system capacity issue associated with deficient storage within the initial pressure zone. This issue has not been addressed to date. The level of wastewater services offered by SFWD were found to be minimally adequate based on integrity of the wastewater collection

system and regulatory compliance. Significant improvement can be made to the District's reporting practices. Based on current operations, the Spanish Flat Water District's sewer systems appear to have adequate collection, treatment, and discharge capacities to meet existing service demands within its jurisdiction under normal conditions. However, the District does not have any records identifying the design capacities for either sewer system. This prevents the District from accurately estimating its capacity to service new growth for either of its two service communities. Given this earlier analysis, and based on projected and referenced demands, it would be reasonable to assume extending water and sewer services to the study area could be adequately accommodated by SFWD given existing capacities without impacts to current customers. The landowner would be required to assume the costs associated with extending the necessary infrastructure to the subject lots.

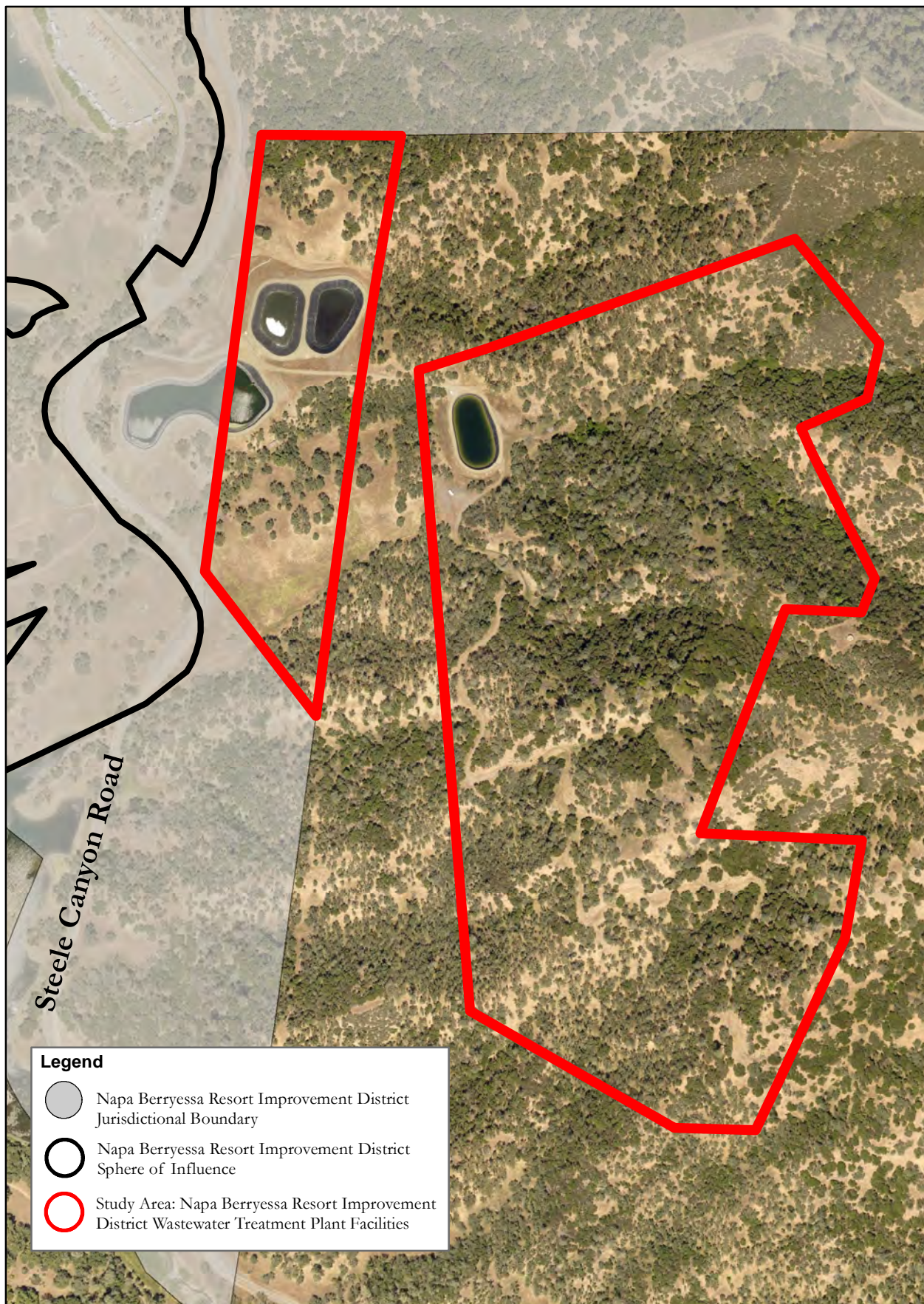
4. The existence of any social or economic communities of interest in the sphere if the Commission determines that they are relevant to the agency (Government Code 56425(e)(4)):

The affected territory within SFWD's recommended SOI, including the portion of the study area, has established strong social and economic interdependencies with the District. These ties are affirmed and strengthened by this update. The inclusion of the portion of the study area signals the Commission's standing interest in orienting SFWD's SOI to include and support planned urban uses within the community; given its designation by the County for urban type uses. It also appears reasonable to conclude the existing uses within the study area (boat and recreational vehicle storage) serve a social and economic need benefiting both Berryessa Pines and the region as a whole in terms of accommodating low-intensity recreation.

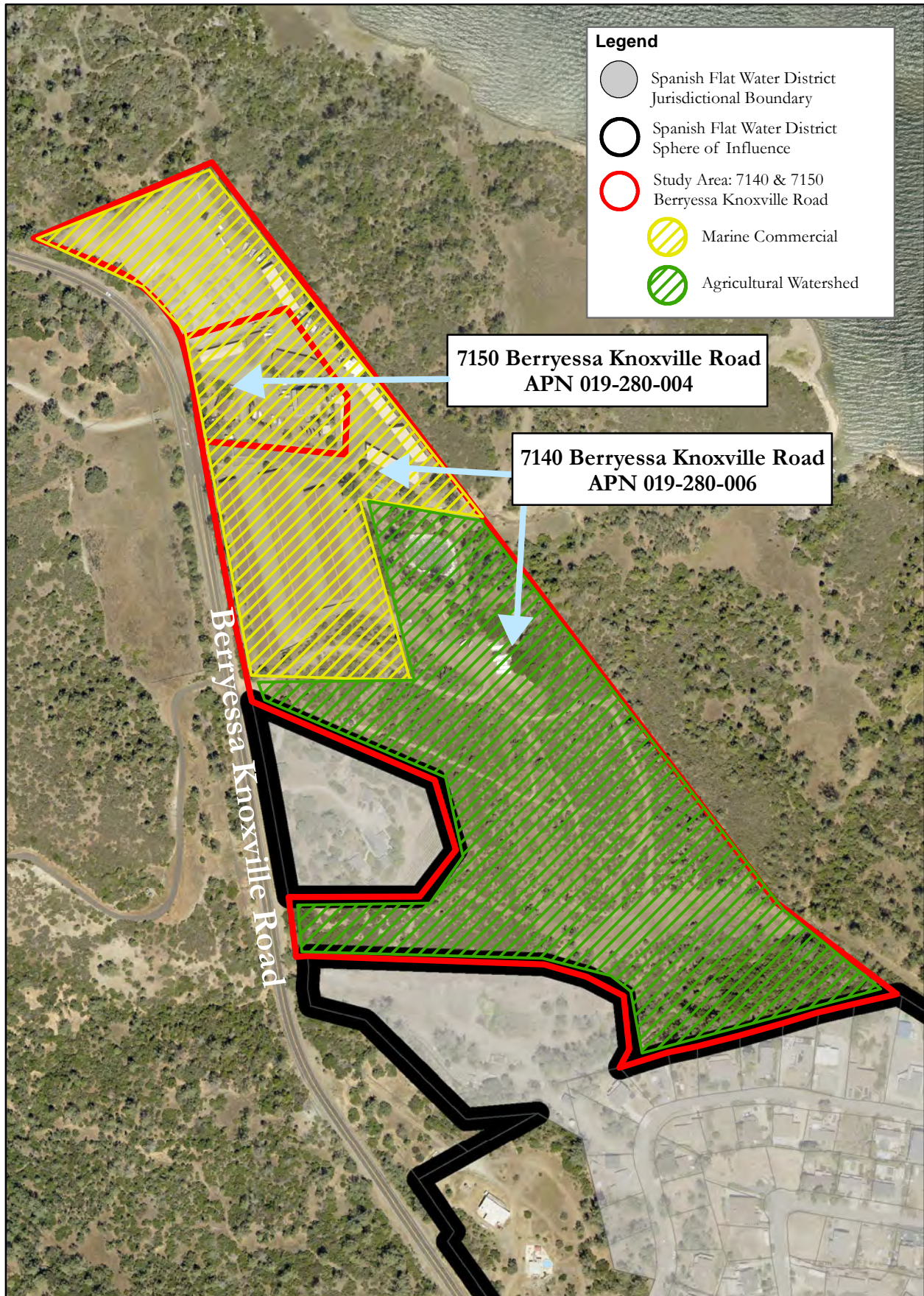
5. Present and probable need for public services for disadvantaged unincorporated communities (Government Code 56425(e)(5)):

According to Napa LAFCO's definition of DUCs, SFWD is not a DUC.

Napa Berryessa Resort Improvement District Sphere of Influence Study Area



Spanish Flat Water District Sphere of Influence Study Area



Legend

- Spanish Flat Water District Jurisdictional Boundary
- Spanish Flat Water District Sphere of Influence
- Study Area: 7140 & 7150 Berryessa Knoxville Road
- Marine Commercial
- Agricultural Watershed

7150 Berryessa Knoxville Road
APN 019-280-004

7140 Berryessa Knoxville Road
APN 019-280-006

Berryessa Knoxville Road





LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Spheres of Influence

(Adopted on June 7, 2021)

I. BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, beginning with [California Government Code \(G.C.\) §56425](#), requires the Local Agency Formation Commission (LAFCO or “Commission”) to establish and maintain spheres of influence for all local agencies within its jurisdiction. A sphere of influence (SOI) is defined by statute as a “plan for the probable physical boundary and service area of a local government agency as determined by the commission” ([G.C. §56076](#)). Every determination made by LAFCO shall be consistent with the SOIs of the local agencies affected by that determination ([G.C. §56375.5](#)). The Commission encourages cities, towns, and the County of Napa (“County”) to meet and agree to SOI changes. The Commission shall give “great weight” to these agreements to the extent they are consistent with its policies ([G.C. §56425\(b\) and \(c\)](#)). Local agency SOIs are established and changed in part based on information in municipal service reviews, including adopted determinative statements and recommendations ([G.C. §56430](#)).

II. PURPOSE

The purpose of these policies is to guide the Commission in its consideration of SOI amendment requests as well as SOI reviews and updates initiated by LAFCO. This includes establishing consistency with respect to the Commission’s approach in the scheduling, preparation, and adoption of SOI reviews and updates. Requests to amend an SOI may be made by any person or local agency as described in Section VI of this policy. Requests to amend an SOI are encouraged to be filed with LAFCO’s Executive Officer as part of the Commission’s municipal service review (MSR) and SOI review process.

III. OBJECTIVE

It is the intent of the Commission to determine appropriate SOIs that promote the orderly expansion of cities, towns, and special districts in a manner that ensures the protection of the environment and agricultural and open space lands while also ensuring the effective, efficient, and economic provision of essential public services, including public water, wastewater, fire protection and emergency response, and law enforcement. The Commission recognizes the importance of considering local conditions and circumstances in implementing these policies. An SOI is primarily a planning tool that will:

- Serve as a master plan for the future organization of local government within the County by providing long range guidelines for the efficient provision of services to the public;
- Discourage duplication of services by two or more local governmental agencies;
- Guide the Commission when considering individual proposals for changes of organization;
- Identify the need for specific reorganization studies, and provide the basis for recommendations to particular agencies for government reorganizations.

IV. DEFINITIONS

Recognizing that an SOI is a plan for the probable physical boundary and service area of a local government agency as determined by LAFCO, the Commission incorporates the following definitions:

- A. “Agricultural lands” are defined as set forth in [G.C. §56016](#).
- B. “Open space” are defined as set forth in [G.C. §56059](#).
- C. “Prime agricultural land” is defined as set forth in [G.C. §56064](#).
- D. “Infill” is defined as set forth in [Public Resources Code §21061.3](#).
- E. “Underdeveloped land” is defined as land that lacks components of urban development such as utilities or structure(s).
- F. “Vacant land” is defined as land that has no structure(s) on it and is not being used. Agricultural and open space uses are considered a land use and therefore the underlying land is not considered vacant land.
- G. “SOI establishment” refers to the initial adoption of a city or special district SOI by the Commission.
- H. “SOI amendment” refers to a single change to an established SOI, typically involving one specific geographic area and initiated by a landowner, resident, or local agency.
- I. “SOI review” refers to a comprehensive review of an established SOI conducted as part of an MSR. Based on information collected in the SOI review component of an MSR, the Commission shall determine if an SOI update is needed.
- J. “SOI update” refers to a single change or multiple changes to an established SOI, typically initiated by the Commission and based on information collected in the SOI review.
- K. “Zero SOI” when determined by the Commission, indicates a local agency should be dissolved and its service area and service responsibilities assigned to one or more other local agencies.
- L. “Study area” refers to territory evaluated as part of an SOI update for possible addition to, or removal from, an established SOI. The study areas shall be identified by the Commission in consultation with all affected agencies.

V. LOCAL CONSIDERATIONS

A. General Guidelines for Determining Spheres of Influence

The following factors are intended to provide a framework for the Commission to balance competing interests in making determinations related to SOIs. No single factor is determinative. The Commission retains discretion to exercise its independent judgment as appropriate:

- 1) Land defined or designated in the County of Napa General Plan land use map as agricultural or open space shall not be approved for inclusion within any local agency's SOI for purposes of new urban development unless the action is consistent with the objectives listed in Section III of this policy.
- 2) The Commission encourages residents, landowners, and local agencies to submit requests for changes to SOIs to the LAFCO Executive Officer as part of the LAFCO-initiated MSR and SOI review process.
- 3) The first Agricultural Preserve in the United States was created in 1968 by the Napa County Board of Supervisors. The Agricultural Preserve protects lands in the fertile valley and foothill areas of Napa County in which agriculture is and should continue to be the predominant land use. Measure J was passed by voters in 1990 and Measure P was passed by voters in 2008 and requires voter approval for any changes that would re-designate unincorporated agricultural and open-space lands. The Commission will consider the Agricultural Preserve and intent of voters in passing Measure J and Measure P in its decision making processes to the extent they apply, prior to taking formal actions relating to SOIs.
- 4) In the course of an SOI review for any local agency as part of an MSR, the Commission shall identify all existing outside services provided by the affected agency. For any services provided outside the affected agency's jurisdictional boundary but within its SOI, the Commission shall request the affected agency submit an annexation plan or explanation for not annexing the territory that is receiving outside services. For any services provided outside an agency's jurisdictional boundary and SOI, the Commission encourages a dialogue between the County and the affected agency relating to mutually beneficial provisions.
- 5) In the course of reviewing a city or town's SOI, the Commission will consider the amount of vacant land within the affected city or town's SOI. The Commission discourages SOI amendment requests involving vacant or underdeveloped land that requires the extension of urban facilities, utilities, and services where infill development is more appropriate.

- 6) A local agency's SOI shall generally be used to guide annexations within a five-year planning period. Inclusion of land within an SOI shall not be construed to indicate automatic approval of an annexation proposal.
- 7) When an annexation is proposed outside a local agency's SOI, the Commission may consider both the proposed annexation and SOI amendment at the same meeting. The SOI amendment to include the affected territory, however, shall be considered and resolved prior to Commission action on the annexation.
- 8) A local agency's SOI should reflect existing and planned service capacities based on information collected by, or submitted to, the Commission. This includes information contained in current MSRs. The Commission shall consider the following municipal service criteria in determining SOIs:
 - a) The present capacity of public facilities and adequacy of public services provided by affected local agencies within the current jurisdiction, and the adopted plans of these local agencies to address any municipal service deficiency, including adopted capital improvement plans.
 - b) The present and probable need for public facilities and services within the area proposed or recommended for inclusion within the SOI, and the plans for the delivery of services to the area.
- 9) The Commission shall consider, at a minimum, the following land use criteria in determining SOIs:
 - a) The present and planned land uses in the area, including lands designated for agriculture and open-space.
 - b) Consistency with the County General Plan and the general plan of any affected city or town.
 - c) Adopted general plan policies of the County and of any affected city or town that guide future development away from lands designated for agriculture or open-space.
 - d) Adopted policies of affected local agencies that promote infill development of existing vacant or underdeveloped land.
 - e) Amount of existing vacant or underdeveloped land located within any affected local agency's jurisdiction and current SOI.
 - f) Adopted urban growth boundaries by the affected land use authorities.

B. Scheduling Sphere of Influence Reviews and Updates

[G.C. §56425\(g\)](#) directs the Commission to update each SOI every five years, as necessary. Each year, the Commission shall adopt a Work Program with a schedule for initiating and completing MSRs and SOI reviews based on communication with local agencies. This includes appropriate timing with consideration of city, town, and County general plan updates. The Commission shall schedule SOI updates, as necessary, based on determinations contained in MSRs.

C. Environmental Review

SOI establishments, amendments, and updates will be subject to the review procedures defined in the California Environmental Quality Act (CEQA) and the Napa LAFCO CEQA Guidelines. If an environmental assessment or analysis is prepared by an agency for a project associated with an SOI establishment, amendment, or update, and LAFCO is afforded the opportunity to evaluate and comment during the Lead Agency's environmental review process, then LAFCO can act as a Responsible Agency under CEQA for its environmental review process. All adopted environmental documents prepared for the project, a copy of the filed Notice of Determination/Notice of Exemption, and a copy of the Department of Fish and Wildlife fee receipt must be submitted as part of the application. Completion of the CEQA review process will be required prior to action by the Commission.

VI. REQUESTS FOR SPHERE OF INFLUENCE AMENDMENTS

A. Form of Request

Any person or local agency may file a written request with the Executive Officer requesting amendments to an SOI pursuant to [G.C. §56428\(a\)](#). Requests shall be made using the form provided in Attachment A and be accompanied by a cover letter and a map of the proposed amendment. Requests shall include an initial deposit as prescribed under the Commission's adopted Schedule of Fees and Deposits. The Executive Officer may require additional data and information to be included with the request. Requests by cities, towns, and special districts shall be made by resolution of application.

B. Review of Request

The Executive Officer shall review and determine within 30 days of receipt whether the request to amend an agency's SOI is complete. If a request is deemed incomplete, the Executive Officer shall immediately notify the applicant and identify the information needed to accept the request for filing.

C. Consideration of Request

Once a request is deemed complete, the Executive Officer will prepare a written report with a recommendation. The Executive Officer will present his or her report and recommendation at a public hearing for Commission consideration. The public hearing will be scheduled for the next meeting of the Commission for which adequate notice can be given. The Commission may approve, approve with conditions, or deny the request for an SOI amendment. The Commission's determination and any required findings will be set out in a resolution that specifies the area added to, or removed from, the affected agency's SOI. While the Commission encourages the participation and cooperation of the subject agencies, the determination of an SOI is a LAFCO responsibility and the Commission is the sole authority as to the sufficiency of the documentation and consistency with law and LAFCO policy.

03/29/21

RE: 7140 and 7150 Knoxville Road Napa, CA 94558

From: Tom Aswad, Owner

To: Brendon Freeman, Executive Officer

LAFCO Napa County

Brendon, per our conversation last week we are very interested in being included in your sphere of influence. Since the fires last year, it has been very apparent that we need defensible space protecting our properties along with a constant water supply. We just finished a collaborative effort between myself, the Bureau of Land Reclamation, and Cal Fire clearing on and around my property.

Late last year I reached out to Steve Silva from the Spanish Flat-Water District about bringing water to my property, which has a 15,000-gallon fire suppression system that is spring fed. In the past, we have had to truck water in to our property when the spring quit producing. In the event that we had a fire during one of those occasions we would be in big trouble. My neighbors the Troy's, at 7100 Knoxville Road are fed by the same spring we are but also have water through the district. Their pipes were damaged and I discussed with Steve that now would be the time to add pipes to our property in the same trench. This way we could share the price of the trenching with the Troy's.

The Troy family lost their home, and are going to rebuild and add some square footage. They are also going to add sewer. When I was discussing this with the District, I was told that they were going to bring the sewer through the lower part of the Troy property. I brought to their attention that the Troy property is pretty much an island in the middle of my property. I do not have a problem letting them cross my property. Later in the conversation I was told that it was found out that I am not in the sphere of influence of the District and that I would have to contact LAFCO. Either the Troy's water comes through my property now, or the District has an encroachment permit to pass by my property along the road. That being said, I am confused why I am not in the sphere of influence, when that sphere passes by my property but includes the Troy's. Other than the road frontage, I own completely around the Troy property.

Please advise me on how we go about being incorporated into the sphere of influence of the water district.

Thanks, Tom Aswad



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7a (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*
Dawn Mittleman Longoria, Analyst II *DML*

MEETING DATE: August 2, 2021

SUBJECT: Strategic Plan and Work Program Progress Report

RECOMMENDATION

No action is required as part of this item. However, it is recommended the Commission consider the following possible actions:

- 1) Amend *Strategic Plan 2018-2022* to add the updated study schedule and policy review schedule along with any other desired changes; and
- 2) Provide direction to the Executive Officer with respect to timing for a future strategic planning session.

BACKGROUND AND SUMMARY

The Commission will receive a report on its adopted *Strategic Plan 2018-2022* (“Strategic Plan”) and *Work Program for Fiscal Year 2021-22* (“Work Program”). An updated schedule of municipal service reviews and sphere of influence updates will be presented as part of this item.

On February 5, 2018, the Commission adopted the Strategic Plan, included as Attachment One, that includes comprehensive schedules for municipal service reviews (MSRs), sphere of influence (SOI) updates, and review of local policies. The Strategic Plan provides the foundation for the Commission’s Work Programs during this time. The Strategic Plan includes a set of core guiding principles that underlie Napa LAFCO’s activities, as follows:

- 1) Active, in-depth communication and outreach
- 2) Review and update Commission policies
- 3) Prepare municipal service reviews (MSRs) and sphere of influence (SOI) updates

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

On June 7, 2021, the Commission adopted the Work Program. At this meeting, the Commission directed staff to return with an updated study schedule to accompany the Strategic Plan (Attachment One, Exhibit A).

An updated study schedule is included with Attachment Two. This includes new dates for recently completed studies and approximate target dates for the completion of new studies. Staff recommends the Commission discuss the updated study schedule and consider formally amending the Strategic Plan to include the updated study schedule with any desired changes. Also included with Attachment Two is an updated policy review schedule to accompany the Strategic Plan (Attachment One, Exhibit B).

A Work Program progress chart is included as Attachment Three. A summary of progress on key activities in the Strategic Plan and Work Program follows.

MSRs and SOI Updates

- SOI Updates for Lake Berryessa Districts
This activity involves updating the SOIs for Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, and Spanish Flat Water District based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI updates will be included as part of an appendix to the MSR and are included as item 6a on today's agenda for possible action.
- SOI Updates for Other 5 Napa Countywide Water and Wastewater MSR Districts
This activity involves updating the SOIs for Circle Oaks County Water District, Congress Valley Water District, Los Carneros Water District, Napa County Flood Control and Water Conservation District, and Napa River Reclamation District No. 2109 based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI updates will be included as part of an appendix to the MSR. The target completion date for this activity is October 2021.
- SOI Update for the Napa Sanitation District
This activity involves updating the SOI for the Napa Sanitation District based on information contained in the *Napa Countywide Water and Wastewater MSR*. The SOI update will be included as part of an appendix to the MSR. Notably, recent discussions with staff from several affected local agencies suggest it would be preferable for action on this activity to be delayed until more information is known about the upcoming housing element cycle, which may create housing development pressures in areas that require expansions to the District's SOI and service area. With this in mind, the target completion date for this activity is presently uncertain pending additional information from the affected local agencies.

- MSR and SOI Update for the City of Napa
This MSR and SOI Update will be partially based on information contained in the *Napa Countywide Water and Wastewater MSR* and will follow the City's General Plan update. Recent communication with City staff indicates it would be appropriate to resume this activity in fall or winter 2022. The target completion date is 2023.
- MSR and SOI Update for the City of St. Helena
This MSR and SOI Update will be partially based on information contained in the *Napa Countywide Water and Wastewater MSR*. A preliminary draft MSR and SOI Update for St. Helena was completed by a former consultant in August 2017. The City requested numerous revisions along with an indefinite delay to allow the City to first complete its General Plan Update, which has since been completed. Recent communication with City staff indicates it would be appropriate to resume this activity in winter or spring 2022. The target completion date is 2022.

Applications: Boundary Changes and Outside Service Agreements

- Annexation Proposals
There are currently no active proposals on file and eight anticipated proposals. A report on current and future proposals is included on today's agenda as item 5d.
- Island Annexation Program
The City of Napa has initiated a public outreach campaign to survey interest among unincorporated island landowners and residents with respect to possible future annexation to the City. LAFCO staff will assist the City with public outreach. Notably, LAFCO staff created a bilingual flyer with a map and information about the islands. In addition, the Commission's website has a page dedicated to information about islands and their possible annexation, which is available online at: https://www.napa.lafco.ca.gov/r_island_annexation.aspx.
- Outside Service Agreements
One outside service agreement involving the Napa Sanitation District was approved in January 2021. There are presently no active or anticipated requests for outside service agreement approvals.

Policy Review

As previously mentioned, an updated policy review schedule to accompany the Strategic Plan (Attachment One, Exhibit B) is included with Attachment Two. Notably, a proposed amendment to the *Policy on Records Retention and Destruction* is included on today's agenda as item 7b.

It is anticipated the following policies will be reviewed by the Policy Committee (Commissioners Mohler and Wagenknecht) and will be presented at future Commission meetings by the end of 2022:

- 1) *CEQA Policy*
- 2) *Policy on Scheduling of Commission Meetings*
- 3) *Policy on Municipal Service Reviews*
- 4) *Policy on Annexations (new standalone policy needed)*
- 5) *Policy on Indemnification*
- 6) *Policy on Conducting Authority Proceedings*
- 7) *Policy on the Appointment of Commission Counsel*

The Commission is invited to discuss the updated policy review schedule and consider providing direction to the Policy Committee with respect to any desired changes. This includes possible changes to the order or timing for any policies. The Commission may also wish to revisit policies previously updated by the Policy Committee.

Communications and Outreach

The Commission established an ad hoc Outreach Committee (Commissioners Leary and Painter) for purposes of determining options and resources needed to develop a communications and outreach strategy to carry out the stated objectives in the Strategic Plan. The Outreach Committee will terminate after its strategy has been implemented. The Outreach Committee developed an Outreach Plan titled "Napa LAFCO at a Glance", which was originally presented to the Commission on August 3, 2020.

On July 26, 2021, the Outreach Committee met and discussed the status of island outreach and the existing Outreach Plan. The Outreach Committee agreed to the following:

- All materials related to island annexation should come from the City of Napa as the lead for this activity, with assistance from LAFCO staff as appropriate.
- Revise the Outreach Plan and return with additional revisions. The revised Outreach Plan with tracked changes is included as Attachment Four.
- Staff will circulate a letter to all elected officials and appropriate agency staff in Napa County. Included with the letter will be a handout prepared by CALAFCO titled "Revitalizing Our Communities – LAFCO is Here to Help" (Attachment Five) and a brief summary of the *Napa Countywide Water and Wastewater MSR*.

In addition, the Commission recently relocated its office to 1754 Second Street, Suite C in Napa. The Commission is invited to discuss scheduling an open house at the new office with appropriate safety protocols. If interested, staff recommends the Commission consider its target audience (e.g., elected officials, local agency staff, industry groups, public, etc.).

The Commission is invited to discuss the Outreach Committee's recommendations and provide any feedback as appropriate.

Housing and General Plan Updates

This activity was previously requested by the Commission to assist in its decision making as it relates to best serving the diverse needs of all local municipalities. A countywide report on housing and general plan activities was most recently presented to the Commission on August 3, 2020, and is available online at: https://www.napa.lafco.ca.gov/uploads/documents/8-3-20_6c_Housing-GeneralPlans.pdf.

It is anticipated the next countywide report on housing and general plan activities will be presented on October 4, 2021. The Commission is invited to provide feedback to staff with respect to issues of interest that merit further analysis.

Future Strategic Planning

On February 1, 2021, the Commission discussed scheduling for a future strategic planning session to guide its activities into the foreseeable future after the current Strategic Plan is no longer relevant. The Commission indicated a preference for an in-person strategic planning session and directed staff to return with this discussion at a future meeting.

Staff believes it would be appropriate for the Commission to plan a new strategic planning session following the 2022 general election. This would allow any new Commissioners to contribute to the visioning and goal setting process. It is important to consider financial impacts of retaining a third party facilitator and Commissioner per diems. The Commission did not budget any funds for strategic planning expenses in fiscal year 2021-22.

Staff recommends the Commission discuss the timing and format for a future strategic planning session. If the Commission is interested, staff recommends consideration be given to a desired date and time for a special meeting, location, expenses associated with hiring a facilitator, desired topics and outcomes, and possibility of combining strategic planning efforts with other LAFCOs. The Commission may wish to consider establishing an ad hoc subcommittee for purposes of assisting the Executive Officer with all of these factors and returning with recommendations at a future Commission meeting.

ALTERNATIVES FOR COMMISSION CONSIDERATION

No action is required as part of this item. However, staff has identified the following alternative actions for the Commission's consideration:

- 1) Amend *Strategic Plan 2018-2022* to add the updated study schedule and policy review schedule along with any other desired changes.
- 2) Provide direction to the Executive Officer with respect to timing for a future strategic planning session and consider establishing an ad hoc subcommittee to assist the Executive Officer with this activity.
- 3) Continue this item to a future meeting and request staff return with additional information.

ATTACHMENTS

- 1) Strategic Plan 2018-2022
- 2) Updated Study Schedule and Policy Review Schedule
- 3) Work Program 2021-22 Progress Chart
- 4) Revised Outreach Plan "Napa LAFCO at a Glance" (tracked changes)
- 5) CALAFCO Handout "Revitalizing Our Communities – LAFCO is Here to Help"



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020

- South County Region MSR and SOI Updates
- Public Cemetery Districts MSR and SOI Updates
- Countywide Water and Wastewater Services MSR

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

UPDATED STUDY SCHEDULE

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Presented: August 2, 2021

2018

South County Region MSR and SOIs (COMPLETED IN 2018)

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI (TO BE COMPLETED IN 2022)

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI (COMPLETED IN 2019)

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program (PENDING CITY OF NAPA OUTREACH CAMPAIGN)

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program (PENDING CITY OF NAPA OUTREACH CAMPAIGN)

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR (COMPLETED IN 2020)

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program (PENDING CITY OF NAPA OUTREACH CAMPAIGN)

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI (TO BE COMPLETED IN 2022)

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI (TO BE COMPLETED IN 2022)

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI (TO BE COMPLETED IN 2022)

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI (TO BE COMPLETED IN 2021)

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI (TO BE COMPLETED IN 2023)

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Updated Study Schedule

Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	2018	2024	2018	2024
Calistoga	2016	2023	2016	2023
Napa	2014	2023	2014	2023
St. Helena	2008	2022	2008	2022
Yountville	2017	2023	2017	2023
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	2018	2024	2018	2024
Circle Oaks County Water District (COCWD)	2020	2025	2016	2021
Congress Valley Water District (CVWD)	2020	2026	2017	2021
County Service Area No. 3 (CSA 3)	2018	2024	2018	2024
County Service Area No. 4 (CSA 4)	2017	2023	2017	2023
Lake Berryessa Resort Improvement District (LBRID)	2020	2026	2012	2021
Los Carneros Water District (LCWD)	2020	2025	2016	2021
Monticello Public Cemetery District (MPCD)	2016	2023	2016	2023
Napa Berryessa Resort Improvement District (NBRID)	2020	2026	2013	2021
Napa County Flood Control & Water Conservation District (NCFCWCD)	2020	2025	2016	2021
Napa County Mosquito Abatement District (NCMAD)	2017	2023	2017	2023
Napa County Regional Park and Open Space District (NCRPOSD)	2019	2026	2019	2026
Napa County Resource Conservation District (NCRCD)	2016	2022	2016	2022
Napa River Reclamation District No. 2109 (NRRD)	2020	2026	2016	2021
Napa Sanitation District (NSD)	2020	2026	2015	2022
Pope Valley Cemetery District (PVCD)	2016	2023	2016	2023
Silverado Community Services District (SCSD)	2014	2022	2015	2022
Spanish Flat Water District (SFWD)	2020	2026	2013	2021

Updated Policy Review Schedule

Policy	Complete Review	Comments
Legislation	2017	New policy prepared by Committee
Outside Service Agreements	2018	Reviewed and revised by Committee
Conflict of Interest Code	2018	Reviewed by Committee; no changes needed
Disadvantaged Unincorporated Communities	2018	New policy prepared by Committee
Conducting Meetings and Business	2018	Reviewed and revised by Committee
Appointment of Public Members	2019	Reviewed and revised by Committee
Appointment of Chair and Vice-Chair	2019	Reviewed and revised by Committee; combined with other policies
Budget	2019	Reviewed and revised by Committee; combined with other policies
Budget Contributions and Collection of Funds	2019	Reviewed and revised by Committee; combined with other policies
Establishing Officers of the Commission	2019	Reviewed and revised by Committee; combined with other policies
Executive Officer Purchasing Authority	2019	Reviewed and revised by Committee; combined with other policies
Telecommuting	2019	Reviewed and revised by Committee
Unincorporated Islands	2020	New policy prepared by Committee
Spheres of Influence	2021	New policy prepared by Committee
Executive Officer Performance Review	2021	Reviewed and revised by Committee
Social Media	2021	Reviewed and revised by Committee
Records Retention and Destruction	2021	Reviewed and revised by Committee; pending Commission approval
CEQA	2021	Review by Committee needed
Scheduling of Meetings	2021	Review by Committee needed
Municipal Service Reviews	2022	Review by Committee needed
Annexations (General Policy Determinations)	2022	Review by Committee needed
Indemnification	2022	Review by Committee needed
Conducting Authority Proceedings	2022	Review by Committee needed
Appointment of Commission Counsel	2022	Review by Committee needed

Napa LAFCO Work Program for Fiscal Year 2021-22				
		Timeline	Lead	Comments
STUDIES	Lake Berryessa Districts SOI Updates	1/21 - 8/21	Staff	SOI updates for LBRID, NBRID & SFWD on today's agenda
	Napa Sanitation District SOI Update	TBD	Staff	On hold for City & County housing element progress
	Other 5 Napa Countywide Water & Wastewater MSR Districts SOI Updates	1/21 - 12/21	Staff	SOI updates for COCWD, CVWD, LCWD, NCFWCD & NRRD will be presented on 10/4/21
	City of Napa MSR & SOI Update	TBD	Staff	On hold while City completes its General Plan update
	City of St. Helena MSR & SOI Update	TBD	Staff	Will resume at request of City and/or Commission
APPLICATIONS	Change of Organization/Reorganization Proposals	Ongoing	Staff	0 active and 8 anticipated proposals
	Island Annexation Program	TBD	Staff	City of Napa is the lead on island annexation outreach
	Outside Service Agreement Requests	Ongoing	EO & Chair	Commission approval needed to authorize cities and districts to provide service outside their boundaries
	Completion Proceedings for Approved Annexations	Ongoing	Staff	Staff continues processing annexations previously approved by Commission (6 approved in 2021)
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups	Ongoing	Staff	Outreach Committee, Outreach Plan, Strategic Plan
	Comments on Local Agency Projects	Ongoing	Staff	None at this time
	Respond to Grand Jury Reports	Ongoing	Staff & Commission	None at this time
	Annual Countywide Update on Housing and General Plans	8/21	Staff	Annual report will be presented on 10/4/21
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Meetings are anticipated in partnership with City of Napa for island annexation outreach
	Public Records Requests	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Updated with Commission's new office address
	Social Media: Meetings Notices and Announcements	Ongoing	Staff	Staff shares meeting info, public notices, press releases, and other relevant info on Commission's Facebook page
COMMISSION	Expiring Commissioner Terms	5/22	Staff	Terms for Commissioners Dillon & Leary expire 5/2/22
	Chair and Vice Chair Designation	5/21 - 5/22	Staff	Commissioners Dillon & Mohler are Chair and Vice Chair, respectively, until 5/2/22
	Statement of Economic Interest (Form 700)	4/22	Clerk	Required for all Commissioners & EO upon entering office, leaving office, and annually by April 1
	Ethics Training	Biennially	Clerk	Required for all Commissioners & EO every two years
	Develop Budget for FY 2022-2023	12/21 - 6/22	Budget Committee	On 12/6/21, two Commissioners will be appointed to the FY 22-23 Budget Committee
	State Legislation Monitoring and Position Letters	Ongoing	Legislative Committee	Commission recently supported SB 13 as amended
	Policy Review and Revisions	Ongoing	Policy Committee	Proposed amendments to Policy on Records Retention and Destruction on today's agenda
ADMINISTRATION	Audit for FY 2020-2021	8/21 - 12/21	Staff	Final audit will be presented by the County Auditor-Controller on 12/6/21
	Update Support Services Agreement with County of Napa	4/21 - 6/22	Staff	Staff working with County to update SSA
	Fiscal Year-End Contracts Close-Out	6/22	EO & Clerk	Staff closes out and re-encumbers all the Commission's contracts in June each year
	Quarterly Budget Reports	Quarterly	Staff	4th quarter budget report for FY 20-21 on today's agenda
	Provide Strategic Plan Updates	Semiannually	Staff	Progress report on today's agenda
	Verify Median Household Income Data to Identify DUCs	7/21	Staff	No known DUCs in Napa County
	Work Program for FY 2022-2023	6/22	Staff	Work Program is developed by staff and adopted by the Commission consistent with local policy
	Electronic Document Management System Maintenance Geographic Information System Mapping Updates	Ongoing Ongoing	Staff Staff	Digitalization of historical and current agency records GIS boundary layer edits for completed annexations
OTHER	2021 CALAFCO Annual Conference (Newport Beach)	10/21	Staff & Commission	Registration is open; more information on today's agenda
	2022 CALAFCO Staff Workshop (Monterey)	TBD	Staff	Additional details forthcoming
	Statewide LAFCO EO Teleconference Meetings	Monthly	EO & Analyst	Sharing information with other LAFCOs statewide
	Statewide LAFCO Clerks Teleconference Meetings	Monthly	Clerk	Sharing information with other LAFCOs statewide

August 2, 2021 Progress Report



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Napa LAFCO at a Glance

Program Status: Pilot Program

Goals:

1. Build trust in the community
2. Provide transparency – it is our duty to tell people what we do
3. Make Napa LAFCO more visible and less obscure
4. Provide reliable, consistent, and neutral information and facts
- 4.5. Bring groups together to facilitate synergies and information sharing

Target Audience:

1. Elected and appointed officials (especially newly elected/appointed)
2. Local agencies (especially agencies we regularly coordinate with)
3. Real estate and land use professionals
4. Agricultural industry
5. Hospitality industry
6. Miscellaneous interest groups and organizations
7. News media
8. General public

Principles:

1. Factual and neutral information
2. Environmentally sensitive outreach program
3. Cost effective
4. Leverage efforts

Implementation Strategy

The following are examples of outreach strategies discussed by the Committee. The Commission is invited to discuss these strategies and potential alternative strategies. With respect to available financial resources, it is important to note the Commission's adopted budget for fiscal year 2020-2021 does not include any dedicated funds for outreach efforts.

- **Municipal Service Reviews (Budget Impact: \$0 to \$250)**
Municipal service reviews are LAFCO's main tool to provide accurate information, determinations, and recommendations. The Committee recommends preparing more brief and focused executive summaries that will include a link to the full report and be circulated to all affected parties along with a cover letter. Staff will coordinate with local newspapers to alert the public to these executive summaries, which may take the form of press releases or classified ads.
- **Islands Education and Outreach: New Page on Website (Budget Impact: \$49.50)**
The Committee recommends performing dedicated education and outreach efforts related to annexation of unincorporated islands. Toward this end, staff recently authorized the Commission's website host, Planeteria, to add a new page dedicated to island annexation information on the agency's website. Staff expeditiously proceeded with this activity given the timely nature of island annexation discussions with City of Napa staff. The next step is for staff to add content to the new page. The Committee recommends additional outreach efforts including, but not limited to, conducting virtual public workshops, updating the Commission's informational flyer on island annexation, and potentially mailing a copy of the flyer to all landowners and residents within the islands. Staff will be contacting agencies that have conducted island workshops and developed informational documents. The website update and flyer components of this activity have been completed. The City has taken the lead on island outreach. LAFCO staff will be available as a neutral resource. The flyer will be revised to show it is coming from the City and will include a link to LAFCO's website.
- **Social Media Engagement (Budget Impact: \$0)**
Staff and interested members of the Commission would collectively allocate up to three hours per week creating social media content and engaging with the public. Examples of content include short videos of staff or members of the Commissioner explaining why LAFCOs are important and can provide a forum for discussion of local governmental issues. A student intern could be a valuable resource in the development a social media program.
- **Informational Handouts (Budget Impact: \$0)**
Staff has been attending regular teleconference meetings hosted by CALAFCO and the Commission's Executive Officer expressed concern that LAFCO's relevance would be scrutinized in response to COVID-19's impact on the economy. Several other LAFCOs shared the same concern and agreed to form a committee to focus on the right messaging for LAFCOs throughout the state to demonstrate the importance and potential of LAFCOs. The Commission's Executive Officer and

Analyst II both served on the CALAFCO committee, which held several meetings and produced high quality informational handouts that are currently in draft form. Once finalized, the Outreach Committee recommends electronically disseminating CALAFCO's handouts as part of the Commission's outreach efforts.

- Utilize LAFCO's Neutral Role (Budget Impact: \$0)

LAFCO is uniquely positioned to collaborate with other local government agencies and look outside the typical silos. In this role LAFCO can facilitate cooperation, sharing of resources, and dissemination of information. The Countywide Water and Wastewater Municipal Service Review (MSR) has identified various agencies, some with robust resources and others struggling to survive. Implementation of the MSR can include identifying "warning signs" that an agency is in crisis. Although LAFCO does not have the authority to resolve all issues, it does have the mandate to shine a light on these issues. LAFCO can serve as a "clearinghouse" of information, studies, and solutions from across the state and across agency silos. The Commission may consider building on this recent success by scheduling more countywide MSRs for specific services as opposed to MSRs for individual agencies. This can be accomplished in the annual Work Program or through a future strategic planning workshop. The Commission is also invited to discuss preferences and strategies to disseminate information about MSRs and other relevant LAFCO activities to the target audience groups.

- Leveraging Efforts (Budget Impact: \$0)

The Committee determined leveraging efforts of other agencies and organizations would be both cost effective and provide an opportunity to reach a wider audience. Methods to accomplish this include:

1. Dedicated efforts to proactively schedule Executive Officer presentations (virtual) to various organizations such as service clubs and local groups
2. Interviews and/or press releases to local media (e.g., Napa Valley Register, Napa Valley Marketplace Magazine)
3. Request other agencies to include a link to the LAFCO website on their websites

- Additional Outreach Methods (Budget: \$0):

The Committee recognized that outreach regarding LAFCO has several challenges. The first challenge is making people aware that LAFCO exists. The next challenge is explaining what LAFCO does and why. Generally, an individual would not know to visit the LAFCO website. With this in mind, proactive methods of outreach were discussed by the Committee. The following provides a list of possible actions:

1. Biannual Napa LAFCO open house for newly elected officials (when physical gatherings are allowed)
2. Electronic distribution of the LAFCO Directory of Local Agencies
3. Develop and electronically distribute a Napa LAFCO newsletter (annually or quarterly)

REVITALIZING OUR COMMUNITIES

LAFCO IS HERE TO HELP

We understand how difficult the COVID-19 pandemic has been on the staff and operations of cities and special districts, and we are looking forward to emerging from this very difficult period in our collective history. LAFCo is here to help guide the recovery process through proven leadership and fair decision-making that acknowledges and balances competing interests. LAFCo uses its regulatory and planning powers to manage growth and development and promote efficient service delivery. LAFCo has the tools and resources that can help your organization through the next steps.

LAFCOS ARE COMMITTED TO:



1. LEADING THE CONVERSATION WITHOUT BIAS

- Facilitating a constructive discussion with local and regional agencies
- Reaching out to local and regional agencies to identify issues and solutions
- Coordinating agency access to information, programs and resources
- Bringing agencies together by building relationships
- Offering unique local solutions to meet local challenges



2. DEVELOPING MORE EFFICIENT SERVICES

- Building on interagency strengths
- Developing options for efficient and effective services in the new normal
- Connecting agencies to each other for service streamlining
- Giving great weight to proposals that promote improved service delivery to underserved communities while achieving orderly growth patterns



3. PARTNERING TO REBUILD LOCAL ECONOMY IN A BALANCED WAY

- Considering the impacts of LAFCo decisions
- Facilitating economic opportunities based on local circumstances
- Balancing economic growth and conservation of open space and agricultural lands



4. TAKING CRISIS ACTIONS TOGETHER WITH STRESSED AGENCIES

- Helping agencies look at key health indicators (i.e. fiscal, governance)
- Working with agencies to identify internal solutions
- Exploring alternative service delivery options

WE OFFER:

- ✓ Email lists and contacts
- ✓ Connections to other agencies
- ✓ Local stakeholder access
- ✓ Professional affiliations
- ✓ SOI/MSRs/Special Studies
- ✓ Key agency health indicators
- ✓ LAFCo actions: Annexations, activation powers, reorganizations, applications, etc.





Local Agency Formation Commission of Napa County
Subdivision of the State of California

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Napa, California 94559
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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7b (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: August 2, 2021

SUBJECT: Proposed Amendments to Policy on Records Retention and Destruction

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the *Policy on Records Retention and Destruction* (Attachment One).

SUMMARY

The Commission's adopted Strategic Plan includes a schedule for the Commission's Policy Committee (Mohler and Wagenknecht) to comprehensively review all local policies.

On July 14, 2021, the Policy Committee met and agreed to recommend amendments to the Commission's *Policy on Records Retention and Destruction*.

The proposed amendments are included as an exhibit to the draft resolution (Attachment One), and shown with tracked changes as Attachment Two.

Key amendments being proposed are summarized below:

- Added a header showing page numbers
- Added the "Authorization to Destroy Records" form as Attachment B
- Clarify definitions and retention processes for official records
- Delete unneeded provisions relating to quality checks and boxed records
- Elimination of sole reliance upon Laserfiche software to store electronic records

ATTACHMENTS

- 1) Draft Resolution Amending the *Policy on Records Retention and Destruction*
- 2) Proposed Amendments to the *Policy on Records Retention and Destruction* (Tracked Changes)

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDING ITS POLICY ON RECORDS RETENTION AND DESTRUCTION**

WHEREAS, on August 1, 2011, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a *Policy on Records Retention and Destruction*; and

WHEREAS, the Commission considered a proposed amendment to the *Policy on Records Retention and Destruction* at its regular meeting on August 2, 2021, and invited public comment at that meeting; and

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby amends the *Policy on Records Retention and Destruction* as attached hereto.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on August 2, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Diane Dillon
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Clerk



LOCAL AGENCY FORMATION COMMISSION NAPA COUNTY

Policy on Records Retention and Destruction

(Adopted: August 1, 2011; Last Amended: December 7, 2015;
Proposed Amendment: August 2, 2021)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, pursuant to [California Government Code \(G.C.\) §56382](#), directs the Commission to make arrangements for the retention and safekeeping of records relating to activities and actions tied to administering its regulatory and planning responsibilities. This includes preserving and protecting records for future public reference relating to the formation, expansion, and reorganization of cities and special districts and their municipal services.

Many other laws and standards apply to the management, retention, and destruction of Commissions records, including G.C. §58000 *et seq.* related to destruction of public agency records.

II. Purpose

The intent of this policy is to provide guidance to Commission staff regarding the management, retention, and, when authorized by the Executive Officer upon compliance with this Policy, destruction of agency records. Effective implementation of the policy will help to ensure accountable and accurate handling of agency records in a manner that provides for prompt retrieval while reducing storage requirements for inactive and outdated documents.

Benefits include:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort
- Find records faster
- Protection of records

III. Definitions

- A) **Computer Drives:** Computer drives, including network drives, USB drives, etc.; other than the Laserfiche repository.
- B) **Drafts:** Those records that are not retained for the purpose of preserving the informational content for future reference.¹
- C) **Electronic Document Management System (EDMS):** the Commission has purchased Laserfiche software as one of multiple systems for the purpose of preserving selected final versions of Official Records in a manner that complies with the Trustworthy Electronic Records laws.

¹ 64 Ops. Cal. Atty. Gen. 317 (1981)

- D) **Non-Record:** Published books and pamphlets printed by outside agencies.
- E) **Official Records:** Final versions of records which are made or retained for the purpose of preserving the informational content for future reference or documents defined in the agency's business practices.^{2, 3}
- F) **Records:** Any writing containing information relating to the conduct of the Commission's business that is prepared, owned, used, or retained, regardless of physical form or characteristics.⁴
- G) **Trustworthy Electronic Records:** Electronic records that can serve as the Official Records.⁵

IV. General Guidelines

- A) The Commission's Executive Officer shall be responsible for administering this policy to ensure the effective management, retention, and, as appropriate, destruction of records consistent with this policy and the attached Records Retention Schedule (Attachment A).
- B) The following general guidelines apply to all Commission records:
 - (1) **Copies, drafts, notes, or non-records** may be destroyed at any time without authorizations being obtained. This includes copies, drafts, notes, and non-records stored on computer drives.
 - (2) **Destruction of Official Records** that have exceeded their retention period (as provided for in the Records Retention Schedule (Attachment A)) shall be authorized according to policies and procedures prior to destroying them, using the "Authorization to Destroy Records" form (Attachment B), and obtaining all authorizations prior to the official record being destroyed.
 - (3) **Holds on Destruction:** Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods, and records shall not be destroyed unless authorized by the Commission's attorney.
 - (4) **Repository for Trustworthy Electronic Records:** If an electronic record is to serve as the Commission's Official Record, it may be placed in the Laserfiche repository or the Commission's shared drive or the County of Napa's trustworthy record, and various legal requirements complied with. The record shall include all referenced attachments. All official records shall comply with Basic Legal Requirements.⁶

² 64 Ops. Cal. Atty. Gen. 317 (1981)

³ 2 CCR §22620.1 et seq.

⁴ Government Code §6252 through §6257

⁵ Government Code §56382, §12168.7, EVC §1550, 2 CCR §22620.1 et seq.

⁶ Government Code §56382, §12168.7, EVC §1550, 2 CCR §22620.1 et seq.



ATTACHMENT A

LOCAL AGENCY FORMATION COMMISSION NAPA COUNTY
Policy on Records Retention and Destruction (Last Amended: August 2, 2021)

Records Retention Schedule

Record Type	Record Description (Non-Exclusive)	Retention: Original Record
Administrative		
Accounts Payable	invoices for purchase orders, reimbursements, services received	audited + 4 years
Accounts Receivable	invoices for applications, miscellaneous fees, services provided	audited + 4 years
Administrative Policies & Procedures	adopted guidelines, standards, requirements ¹	superseded + 4 years
Audits	independent analyses of year-end financial statements	Permanent
Budgets	annual revenue and expense ledgers, adjustments, transfers	Permanent
Consultant Contracts	information services provided by contracted third parties	completion + 7 years
General Correspondence	communication with public and local agencies, including e-mails	5 years
Oath of Office	commissioners' oaths of office taken at commencement of term	Permanent
Payroll	employee timesheets, leave balances, labor distribution reports ²	audited + 7 years
Personnel Files	employee applications, performance reviews, leave forms ³	separation + 6 years
Personnel Files – Medical Files	pre-employment physical clearances, etc.	separation + 30 years
Public Member Recruitment	notice of vacancy, applications, appointments	current + 10 years
Public Records Requests	written requests to inspect or copy agency documents	current + 2 years
Requests for Proposals	written solicitation for consultant services ⁴	current + 5 years
Statements of Economic Interest	FPPC Form 700 - disclosure of income/gifts ⁵	current + 7 years
Vendor Agreements and Leases	third party equipment/facility services	completion + 5 years
Meetings		
Affidavits	affirmations relating to postings and publications	2 years
Agendas & Agenda Packets	staff reports and related documents for calendared meeting items	Permanent
Audio/Video Recordings	auditory and visual recordings of regular and special meetings	2 years
Elections – Administration	correspondence, schedules, etc.	2 years
Elections – Historical	Sample ballot, final results	Permanent
Mailing Lists	landowner and/or registered voter rolls tied to public hearings	2 years
Minutes	summary of discussion/action for regular and special meetings	Permanent
Resolutions	records of adopted actions	Permanent
Regulatory Records		
Agency Maps	jurisdictional boundaries, spheres of influence, service areas	Permanent
Change of Organization Proposals	application, petition, staff report, certificates, etc. ⁶	Permanent
Change of Reorganization Proposals	application, petition, staff report, certificates, etc. ⁷	Permanent
Outside Service Requests	application, staff report, environmental document ⁸	Permanent
Related Correspondence	communication with public and local agencies including e-mails	5 years
Planning Records		
Municipal Service Reviews ⁹	written report and supporting documentation	Permanent
Other Studies	written report and supporting documentation	Permanent
Sphere of Influence Updates ¹⁰	written report and supporting documentation	Permanent
Related Correspondence	communication with public and local agencies including e-mails	5 years

Notes

¹ Records relating to administrative policies and procedures shall include documents that have been subsequently amended, superseded, or replaced.

^{2 / 3} : Commission currently contracts with the County of Napa for staff support services. Accordingly, the County's Auditor's Office and Human Resources Department independently retain payroll and personnel records, respectively, pursuant to their own records retention schedules.

⁴ : Records relating to requests for proposals include accepted and unaccepted bids, including proposal statements, bidder forms, data sheets, proof of insurance, and evaluation rankings.

⁵ : Government Code §81009 specifies statements of economic interest must be maintained a minimum of seven years; original statements can be stored on space-saving materials after two years.

^{6 / 7 / 8} : Records relating to change of organization proposals, change of reorganization proposals, and outside service requests include information generated or managed by LAFCO.

^{9 / 10} : The contents of municipal service reviews and sphere of influence updates shall include written reports and resolutions making determinations with respect to Government Code §56430 and §56425, respectively.

DRAFT



LOCAL AGENCY FORMATION COMMISSION NAPA COUNTY

Policy on Records Retention and Destruction

(Adopted: August 1, 2011; Last Amended: December 7, 2015;

Proposed Amendment: August 2, 2021)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, pursuant to California Government Code (G.C.) Section 56382, directs the Commission to make arrangements for the retention and safekeeping of records relating to activities and actions tied to administering its regulatory and planning responsibilities. This includes preserving and protecting records for future public reference relating to the formation, expansion, and reorganization of cities and special districts and their municipal services.

Many other laws and standards apply to the management, retention, and destruction of Commissions records, including G.C. §58000 et seq. related to destruction of public agency records.

II. Purpose

The intent of this policy is to provide guidance to Commission staff regarding the management, retention, and, ~~if~~ when authorized by the Executive Officer upon compliance with this Policy, destruction of agency records. Effective implementation of the policy will help to ensure accountable and accurate handling of agency records in a manner that provides for prompt retrieval while reducing storage requirements for inactive and outdated documents.

Benefits include:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort
- Find records faster
- Protection of records

III. Definitions

- A) **Computer Drives:** Computer drives, including network drives, USB drives, etc.; other than the Laserfiche repository.
- B) **Drafts / Preliminary Drafts:** Those records that are not ~~made or~~ retained for the purpose of preserving the informational content for future reference.¹ ~~These can be destroyed without authorizations first being obtained.~~
- C) **Laserfiche: The brand of Electronic Document Management System (EDMS):** ~~that~~ the Commission has purchased Laserfiche software, as one of multiple systems for the purpose of preserving selected final versions of Official Records in a manner that complies with the Trustworthy Electronic Records laws.
- D) **Non-Record:** Published books and pamphlets printed by outside agencies ~~can be destroyed without authorizations first being obtained.~~
- E) **Official Records:** Final versions of records which are made or retained for the purpose of preserving the informational content for future reference or documents defined in the agency's business practices.²⁻³ ~~These records must obtain authorization prior to destruction, if the records are to be destroyed. Drafts, preliminary drafts, copies, photocopies, and non-records are excluded.~~
- F) **Records:** Any writing containing information relating to the conduct of the Commission's business that is prepared, owned, used, or retained, regardless of physical form or characteristics.⁴
- G) **Trustworthy Electronic Records:** Electronic ~~Records~~ records that can serve as the "Official" Records.⁵ ~~Laserfiche is the only designated repository for electronic records that serve the Commission, as network hard drives do not meet legal mandates.~~

IV. General Guidelines

- A) The Commission's Executive Officer ~~is~~ shall be responsible for administering this policy to ensure the effective management, retention, and, as appropriate, destruction of records consistent with this policy and the attached Records Retention Schedule (Attachment A).
- B) The following general guidelines apply to all Commission records:
- (1) Copies, drafts, preliminary drafts, notes, or non-records** may be destroyed at any time without authorizations being obtained. This includes copies, drafts, notes, and non-records stored on computer drives.

¹ 64 Ops. Cal. Atty. Gen. 317 (1981)

² 64 Ops. Cal. Atty. Gen. 317 (1981)

³ 2 CCR §22620.1 et seq.

⁴ Government Code §6252 through §6257

⁵ Government Code §56382, §12168.7, EVC §1550, 2 CCR §22620.1 et seq.

~~(1)~~

(2) **Destruction of Official Records** that have exceeded their retention period (as provided for in the Records Retention Schedule (Attachment A)) ~~must shall~~ be authorized according to policies and procedures prior to destroying them, using the “Authorization to Destroy Records” form (Attachment B), and obtaining all authorizations prior to the official record being destroyed.

(3) Holds on Destruction: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods, and records ~~may shall~~ not be destroyed unless authorized by the Commission’s attorney.

~~(3) Repository for~~

~~— **Laserfiche — Repository for Trustworthy Electronic Records:** If an electronic record is to serve as the Commission’s Official Record, it ~~must may~~ be placed in the Laserfiche repository or the Commission’s shared drive or the County of Napa’s trustworthy record, and various legal requirements complied with. The entire record, shall include including all referenced attachments. shall be placed in the Laserfiche repository. The “Authorization to Destroy Paper Records” form must be completed, and all authorizations must be obtained prior the paper of the record being destroyed (to rely on the electronic record in Laserfiche as the Commissions “Official Record”). All official records shall comply with~~

~~(4) Basic Legal Requirements.⁶~~

~~(4)~~

- ~~i. Written policies & procedures~~
- ~~ii. Quality Check Images~~
- ~~iii. Quality Check Indexes~~
- ~~iv. Store images on media that does not permit additions, deletions, or changes to the original document (EVC 1550 requires “optical media...”)~~
- ~~v. Media must be stored in a safe & separate location.~~

~~(5) **Boxed Records:** All boxes must have labels, no matter where they are. Use the Box Label form, or write the information from the Box Label Form on the box in another manner.~~

⁶ Government Code §56382, §12168.7, EVC §1550, 2 CCR §22620.1 *et seq.*



ATTACHMENT A

LOCAL AGENCY FORMATION COMMISSION NAPA COUNTY

Policy on Records Retention and Destruction- (Last Amended: ~~December 7, 2015~~ August 2, 2021)

Attachment A

Records Retention Schedule

Record Type	Record Description (Non-Exclusive)	Retention: Original Record
Administrative		
Accounts Payable	invoices for purchase orders, reimbursements, services received	audited + 4 years
Accounts Receivable	invoices for applications, miscellaneous fees, services provided	audited + 4 years
Administrative Policies & Procedures	adopted guidelines, standards, requirements ¹	superseded + 4 years
Audits	independent analyses of year-end financial statements	<u>Permanent</u>
Budgets	annual revenue and expense ledgers, adjustments, transfers	<u>Permanent</u>
Consultant Contracts	information services provided by contracted third parties	completion + 5-7 years
General Correspondence	communication with public and local agencies, including e-mails	5 years
Oath of Office	commissioners' oaths of office taken at commencement of term	<u>Permanent</u>
Payroll	employee timesheets, leave balances, labor distribution reports ²	audited + 5-7 years
Personnel Files	employee applications, performance reviews, leave forms ³	separation + 6 years
Personnel Files – Medical Files	pre-employment physical clearances, etc.	separation + 30 years
Public Member Recruitment	notice of vacancy, applications, appointments	current + 10 years
Public Records Requests	written requests to inspect or copy agency documents	current + 2 years
Requests for Proposals	written solicitation for consultant services ⁴	current + 5 years
Statements of Economic Interest	FPPC Form 700 - disclosure of income/gifts ⁵	current + 7 years
Vendor Agreements and Leases	third party equipment/facility services	completion + 5 years
Meetings		
Affidavits	affirmations relating to postings and publications	2 years
Agendas & Agenda Packets	staff reports and related documents for calendared meeting items	<u>Permanent</u>
Audio/Video Recordings	auditory and visual recordings of regular and special meetings	2 years
Elections – Administration	correspondence, schedules, etc.	2 years
Elections – Historical	Sample ballot, final results	<u>Permanent</u>
Mailing Lists	landowner and/or registered voter rolls tied to public hearings	2 years
Minutes	summary of discussion/action for regular and special meetings	<u>Permanent</u>
Resolutions	records of adopted actions	<u>Permanent</u>
Regulatory Records		
Agency Maps	jurisdictional boundaries, spheres of influence, service areas	<u>Permanent</u>
Change of Organization Proposals	application, petition, staff report, certificates, etc. ⁶	<u>Permanent</u>
Change of Reorganization Proposals	application, petition, staff report, certificates, etc. ⁷	<u>Permanent</u>
Outside Service Requests	application, staff report, environmental document ⁸	<u>Permanent</u>
Related Correspondence	communication with public and local agencies including e-mails	5 years
Planning Records		
Municipal Service Reviews ⁹	written report and supporting documentation	<u>Permanent</u>
Other Studies	written report and supporting documentation	<u>Permanent</u>
Sphere of Influence Updates ¹⁰	written report and supporting documentation	<u>Permanent</u>
Related Correspondence	communication with public and local agencies including e-mails	5 years

Notes

¹ Records relating to administrative policies and procedures shall include documents that have been subsequently amended, superseded, or replaced.

^{2 / 3} : Commission currently contracts with the County of Napa for staff support services. Accordingly, the County's Auditor's Office and Human Resources Department independently retain payroll and personnel records, respectively, pursuant to their own records retention schedules.

⁴ : Records relating to requests for proposals include accepted and unaccepted bids, including proposal statements, bidder forms, data sheets, proof of insurance, and evaluation rankings.

⁵ : Government Code ~~§Section~~ 81009 specifies statements of economic interest must be maintained a minimum of seven years; original statements can be stored on space-saving materials after two years.

^{6 / 7 / 8} : Records relating to change of organization proposals, change of reorganization proposals, and outside service requests include information generated or managed by LAFCO.

^{9 / 10} : The contents of municipal service reviews and sphere of influence updates shall include written reports and resolutions making determinations with respect to Government Code ~~Sections~~ §56430 and §56425, respectively.

Date: _____
LAFCO Secretary/Clerk

Date

Department: **LAFCO of Napa County**



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7c (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: August 2, 2021

SUBJECT: Budget Adjustment No. 1 for Fiscal Year 2021-22

RECOMMENDATION

It is recommended the Commission approve Budget Adjustment No. 1 to the budget for fiscal year 2021-22 as reflected in Attachment One. It is also recommended the Commission provide direction to staff to return with budget alternatives at the next regular meeting.

BACKGROUND AND SUMMARY

On June 7, 2021, the Commission adopted a final budget for fiscal year 2021-22 that includes \$554,141 in total operating expenses. The adopted budget includes \$424,076 for Administration Services (Account No. 52100), which covers staff salaries and benefits. The Commission did not budget for a cost-of-living adjustment (COLA) for staff.

Subsequent to the adoption of the final budget, staff was alerted that all County of Napa employees will receive a 4.0% COLA and a one-time \$1,500 bonus in fiscal year 2021-22.

LAFCO staff are contracted County employees consistent with the Commission's support services agreement with the County. Employees are members of Service Employees International Union (SEIU) 1021. As such, the Commission has no discretion over the COLA or bonus given that they apply to all represented members of SEIU 1021. The combined financial impact is \$15,825.

With this in mind, staff recommends the Commission adjust the budget to increase Administration Services (Account No. 52100) by \$15,825 to be offset by drawing down the Commission's undesignated/unreserved fund balance ("reserves").

A summary of the Commission's reserves and the impact of the budget adjustment is provided on the following page.

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Reserves Projections

The budget adjustment would reduce the Commission's reserves to approximately \$235,638 at the end of fiscal year 2021-22, representing 41.1% of expenses in the adjusted budget as reflected in Attachment Two. This amount is consistent with local policy that directs the Commission to retain reserves equal to at minimum 33.3% of budgeted expenses.

Staff has projected the next five fiscal year budgets and reserves totals incorporating the budget adjustment and relying on the following assumptions that are identical to the assumptions described when the Commission adopted the final budget on June 7, 2021:

- Annual 3.0% increases in total operating expenses;
- Annual 5.0% increases in agency contribution revenues; and
- No changes to other revenues (i.e., service charges and interest).

The following table shows the Commission's current and projected expenses, revenues, and reserves over the next five fiscal years based on the aforementioned assumptions.

Category	2021-22	2022-23	2023-24	2024-25	2025-26
Expenses	\$573,437	\$590,640	\$608,360	\$626,610	\$645,409
Revenues	\$540,270	\$565,754	\$592,511	\$620,607	\$650,107
Net Surplus/Deficit	\$(33,167)	\$(24,887)	\$(15,848)	\$(6,004)	\$4,698
Reserves at End of FY	\$235,638	\$210,751	\$194,902	\$188,899	\$193,597
Reserves as % of Expenses	41.1%	35.7%	32.0%	30.1%	30.0%

Notably, reserves are projected to fall below the minimum 33.3% policy target in fiscal year 2023-24. Staff recommends the Commission discuss options to prevent reserves from falling below 33.3% of budgeted expenses in any fiscal year.

Next Steps

The aforementioned COLA and bonus expenses will adversely affect the Commission's plan to balance the budget by gradually eliminating its reliance on drawing down on reserves. This unanticipated structural imbalance suggests it would be appropriate for the Commission to reconsider its assumptions related to future expenses and revenues. Staff recommends the Commission discuss this issue and consider providing direction to staff to return with budget alternatives at the next regular meeting. The Commission may also wish to consider establishing a subcommittee for purposes of meeting with the Executive Officer to develop budget strategies.

ATTACHMENTS

- 1) Budget Adjustment No. 1 for FY 2021-22
- 2) Adjusted Budget for FY 2021-22



Local Agency Formation Commission of Napa County
 Subdivision of the State of California

FY 2021-2022 ADJUSTED BUDGET
 Proposed on August 2, 2021

Expenses		FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22	Difference from Prior FY	
		Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Adjusted Budget		
Salaries and Benefits										
<u>Account</u>	<u>Description</u>									
51210	Commissioner Per Diems	15,000	12,150	15,000	10,980	14,500	12,720	12,500	(2,000)	-13.8%
51300	Medicare - Commissioners	-	173	225	158	250	181	250	-	0.0%
51305	FICA - Commissioners	500	550	500	506	500	512	500	-	0.0%
	Total Salaries & Benefits	15,500	12,873	15,725	11,644	15,250	13,413	13,250	(2,000)	-13.1%
Services and Supplies										
<u>Account</u>	<u>Description</u>									
52100	Administration Services	371,069	319,297	424,278	404,710	415,869	422,039	443,372	27,503	6.6%
52125	Accounting/Auditing Services	8,000	7,394	8,000	6,710	7,500	6,593	7,500	-	0.0%
52130	Information Technology Services	17,301	16,653	24,590	24,590	24,323	24,323	24,489	166	0.7%
52131	ITS Communication Charges	-	-	-	-	-	-	1,837	1,837	NEW
52140	Legal Services	35,000	27,152	30,000	30,000	25,500	24,286	25,000	(500)	-2.0%
52310	Consulting Services	188,050	80,339	112,624	79,623	25,551	25,550	-	(25,551)	-100.0%
52345	Janitorial Services	150	165	300	300	300	150	300	-	0.0%
52515	Maintenance-Software	2,000	1,779	2,000	1,929	1,930	1,929	1,930	-	0.0%
52600	Rents and Leases: Equipment	5,500	4,585	5,500	4,969	5,500	4,129	4,000	(1,500)	-27.3%
52605	Rents and Leases: Building/Land	27,828	28,663	29,523	29,523	30,409	30,408	31,322	913	3.0%
52700	Insurance: Liability	70	70	4,554	380	813	813	578	(235)	-28.9%
52800	Communications/Telephone	3,000	3,124	3,000	3,591	3,500	1,428	2,000	(1,500)	-42.9%
52830	Publications and Notices	2,000	967	1,500	1,440	1,500	814	1,000	(500)	-33.3%
52835	Filing Fees	500	200	250	154	50	100	200	150	300.0%
52900	Training/Conference	9,000	13,770	12,295	8,348	989	200	10,000	9,011	911.1%
52905	Business Travel/Mileage	1,000	2,265	3,000	1,449	1,000	-	500	(500)	-50.0%
53100	Office Supplies	2,000	2,265	2,000	1,193	1,250	1,156	1,000	(250)	-20.0%
53110	Freight/Postage	300	100	300	158	350	100	500	150	42.9%
53120	Memberships/Certifications	2,805	2,805	3,261	3,261	3,060	3,060	2,934	(126)	-4.1%
53205	Utilities: Electric	1,300	1,121	1,300	1,306	1,500	1,389	1,500	-	0.0%
53415	Computer Software/License	-	270	-	-	-	150	225	225	NEW
56350	Business Related Meal/Supplies	750	479	500	122	250	33	-	(250)	-100.0%
	Total Services & Supplies	678,673	514,108	669,275	604,373	551,144	548,650	560,187	9,043	1.6%
	EXPENSE TOTALS	694,173	526,981	685,000	616,017	566,394	562,063	573,437	7,043	1.2%

Revenues

		FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22			
		Final Budget	Actual	Final Budget	Actual	Final Budget	Estimate	Adjusted Budget	<i>Difference from Prior FY</i>		
Intergovernmental											
<u>Account</u>	<u>Description</u>										
43910	County of Napa	224,410	224,410	235,631	235,631	242,700	242,700	254,835	12,135	5.0%	
43950	Other Governmental Agencies	224,410	224,410	235,631	235,631	242,700	242,700	254,835	12,135	5.0%	
----	<i>City of Napa</i>	148,793	148,793	154,514	154,514	162,800	162,800	166,432	3,632	2.2%	
----	<i>City of American Canyon</i>	35,803	35,803	38,707	38,707	41,166	41,166	45,843	4,677	11.4%	
----	<i>City of St. Helena</i>	14,897	14,897	15,357	15,357	15,159	15,159	18,608	3,449	22.8%	
----	<i>City of Calistoga</i>	13,673	13,673	15,575	15,575	14,515	14,515	13,976	(539)	-3.7%	
----	<i>Town of Yountville</i>	11,243	11,243	11,478	11,478	9,060	9,060	9,976	916	10.1%	
	Total Intergovernmental	448,820	448,820	471,261	471,261	485,400	485,400	509,670	24,270	5.0%	
Service Charges											
<u>Account</u>	<u>Description</u>										
42690	Application/Permit Fees	20,000	41,451	25,000	26,964	21,060	37,356	20,000	(1,060)	-5.0%	
46800	Charges for Services	500	500	500	781	624	593	600	(24)	-3.8%	
	Total Service Charges	20,500	41,951	25,500	27,745	21,684	37,949	20,600	(1,084)	-5.0%	
Investments											
<u>Account</u>	<u>Description</u>										
45100	Interest	7,000	12,367	7,000	15,128	12,000	7,414	10,000	(2,000)	-16.7%	
	Total Investments	7,000	12,367	7,000	15,128	12,000	7,414	10,000	(2,000)	-16.7%	
	REVENUE TOTALS	476,320	503,138	503,761	514,134	519,084	530,763	540,270	21,186	4.1%	
OPERATING DIFFERENCE		(217,853)	(23,843)	(181,239)	(101,883)	(47,310)	(31,300)	(33,167)			

Fund Balances

	2018-19	2019-20	2020-21	2021-22
RESTRICTED FUND BALANCE (EQUIPMENT REPLACEMENT RESERVE)				
Beginning:	19,657	19,657	19,657	19,657
Ending:	19,657	19,657	19,657	19,657
UNDESIGNATED/UNRESERVED FUND BALANCE ("RESERVES")				
Beginning:	425,831	401,988	300,105	268,805
Ending:	401,988	300,105	268,805	235,638
TOTAL FUND BALANCE				
Beginning:	445,488	421,645	319,762	288,462
Ending:	421,645	319,762	288,462	255,295
MINIMUM FOUR MONTH RESERVE GOAL	231,391	228,333	188,798	191,146



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 7d (Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*
Dawn Mittleman Longoria, Analyst II *DML*

MEETING DATE: August 2, 2021

SUBJECT: CALAFCO Annual Conference Nominations for Achievement Awards

RECOMMENDATION

Staff recommends the Commission take the following actions:

- 1) If interested, nominate a person and/or project for an achievement award; and
- 2) Authorize the Chair to make any final decisions related to achievement awards.

BACKGROUND AND SUMMARY

The 2021 CALAFCO Annual Conference is scheduled for October 6th to 8th at the Hyatt Regency Newport Beach John Wayne Airport. The Annual Conference will include Board of Directors (“Board”) elections and an achievement awards ceremony.

On October 31, 2019, Vice Chair Mohler was re-elected to serve a second two-year term on the Board as the Coastal Region City Member. Commissioner Mohler is eligible for re-election.

On June 7, 2021, the Commission considered several actions related to the Annual Conference. The Commission appointed Chair Dillon and Vice Chair Mohler as the regular and alternate voting delegates, respectively, to represent the Commission during the Board election and annual business meeting at the Annual Conference. The Commission also nominated Vice Chair Mohler for re-election to the CALAFCO Board of Directors. The submitted nomination packet for Vice Chair Mohler’s re-election is included as Attachment One. The Commission continued consideration of achievement award nominations to today’s meeting.

As part of this item, the Commission will consider making nominations for achievement awards at the Annual Conference. A summary of possible nominations follows.

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Achievement Award Nominations

CALAFCO invites individual LAFCOs to nominate persons or projects for various achievement awards (Attachment Two). The awards were established in 1997 and currently include eight categories ranging from “Outstanding Commissioner” to “Lifetime Achievement Award”. The Commission’s most recent award was in 2018 when Vice Chair Mohler received the “Outstanding Commissioner” award. Award winners will be announced during the banquet dinner scheduled for Thursday, October 7th.

If the Commission would like to nominate any persons or projects for awards, the deadline to submit nominations to CALAFCO is August 13th. The nomination period is July 1, 2019 through June 30, 2021. If a member of the Commission indicates interest in nominating a person and/or project for any awards, staff recommends the Commission consider a formal nomination of that person and/or project. Staff also recommends authorizing the Chair to make final decisions in consultation with the Executive Officer with respect to nominations for achievement awards if a decision can’t be made at today’s meeting.

Persons and projects that may merit consideration for specific awards include, but are not limited to, the following:

- Chair Dillon, “Lifetime Achievement Award” or “Mike Gotch Excellence in Public Service – *Protection of agricultural and open space lands and prevention of sprawl*” for stewardship of agricultural preservation
- Commissioner Wagenknecht, “Lifetime Achievement Award” or “Mike Gotch Excellence in Public Service – *Protection of agricultural and open space lands and prevention of sprawl*” for stewardship of agricultural preservation
- Vice Chair Mohler, “Outstanding Commissioner” for continued dedicated service on the Policy Committee and the Budget Committees for the last two years
- Commissioner Leary, “Outstanding Commissioner” for serving as Chair as a City Member in 2020 until terming out as a City Councilmember, then returning to the Commission as Public Member, and for continued service on the Outreach Committee
- Napa LAFCO staff, “Mike Gotch Excellence in Public Service – *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*” for the idea generation and development of CALAFCO relevancy handouts (example: www.napa.lafco.ca.gov/uploads/documents/CALAFCO_HelpingCA_NapaLAFCO.pdf)
- Senator Dodd, “Legislator of the Year” for Senate Bill 235 (2019) relating to regional housing needs allocations to facilitate the Napa Pipe annexation and development

ATTACHMENTS

- 1) Margie Mohler Submitted Nomination for CALAFCO Board of Directors
- 2) CALAFCO Invitation for Achievement Award Nominations

CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS



Board of Directors 2021/2022 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

Napa LAFCo of the Coastal Region

Nominates Margie Mohler

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

Diane Dillon

Diane Dillon (Jul 19, 2021 18:02 PDT)

LAFCo Chair

Jul 19, 2021

Date

NOTICE OF DEADLINE

Nominations must be received by **September 7, 2021** at 5:00 p.m. to be considered by the Election Committee.

Send completed nominations to:

CALAFCO Election Committee

CALAFCO

1020 12th Street, Suite 222

Sacramento, CA 95814

Or email to: info@calafco.org

Date Received
_____CALIFORNIA ASSOCIATION OF
LOCAL AGENCY FORMATION
COMMISSIONS

Board of Directors
2021/2022 Candidate Resume Form
(Complete both pages)

Nominated By: Napa LAFCo Date: Jul 19, 2021

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name Margie Mohler

Address [REDACTED]

Phone Office (707) 944-8463 Mobile [REDACTED]

e-mail MMohler@yville.com

Personal and Professional Background:

See attached

LAFCo Experience:

See attached

CALAFCO or State-level Experience:

See attached

Availability:

See attached

Other Related Activities and Comments:

See attached

NOTICE OF DEADLINE

Nominations must be received by **September 7, 2021** at 5:00 p.m. to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Or email to: info@calafco.org

Margie Mohler

Napa County LAFCO Commissioner
CALAFCO Board Member (Treasurer)



Candidate Statement:

“My first two terms as a CALAFCO Board Member have been a rich learning experience and a very rewarding opportunity. CALAFCO serves its members by providing education, legislative engagement, and information for orderly growth. During my current term, the Board has prepared strategic and financial plans, white papers, and legislation to support LAFCO grant funding. I ask for your vote for a third term to further advance CALAFCO’s mission that benefits all 58 LAFCOs.”

Personal and Professional Background:

Margie was first elected to the Yountville Town Council in 2008. The Town Council appointed Margie as Vice Mayor in 2016. Margie received a B.A in Microbiology at the University of Kansas followed by graduate work at the University of Kansas Medical Center. Following positions at major pharmaceutical companies, Margie founded a drug consulting firm in 2001. She has authored over 70 publications, book chapters, and technical books in her field. She served as an officer on the American Association of Pharmaceutical Scientists Executive Council for 7 years.

LAFCO Experience:

Margie was honored by CALAFCO as Outstanding Commissioner of the Year 2018. Margie has served as a City member on Napa County LAFCO since 2017 and has served on their policy, budget, and legislative subcommittees. Margie served as Napa LAFCO Chair from 2018-2019.

CALAFCO or State-level Experience:

Margie was first elected as a City member to represent the Coastal Region on the CALAFCO Board of Directors in 2017 and was re-elected in 2019 to a second term. Margie was elected to the CALAFCO Executive Committee in 2020 and currently serves as Treasurer. Margie has been an active member of the League of California Cities. She was appointed to, and has continuously served on, the League’s Environmental Quality Policy Committee since 2009.

Availability:

Margie attended all CALAFCO Board meetings, and is committed to attending all future Board meetings and being an active participant on its subcommittees.

Other Related Activities and Comments:

Margie is active in local history and historic preservation, and has represented the Town of Yountville and community on the following countywide boards and commissions: Upper Valley Waste Management Authority (Chair), Napa County LAFCO (City Member), Napa Valley Transportation Authority, League of California Cities, Water Information and Conservation Council, and Napa County Historical Board (Treasurer).

Date: May 24, 2021

To: CALAFCO Members
LAFCo Commissioners and Staff
Other Interested Organizations

From: CALAFCO Achievement Awards Committee

Subject: 2021 CALAFCO Achievement Award Nominations



On behalf of the Association, we are pleased to announce the newly updated CALAFCO Achievement Awards program and the opening of the nomination period. During the past year while the Committee and program were in hiatus due to the pandemic, the program underwent a comprehensive review and update. On April 30, 2021, the Board of Directors unanimously approved and adopted the program.

Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony. This year's ceremony will be on October 7 at the Hyatt Regency Newport Beach John Wayne Airport, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go *above and beyond* in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition based on the criteria outlined. *Please carefully review the nomination instructions and the criteria for each category. Incomplete nominations will not be considered by the Committee, nor will nominations that do not adhere to the submittal guidelines.*

For this year only, the nomination period covers the 2020 and 2021 timeframe. This is because there were no awards last year. This will be a one-time only expansion of the timeframe. ***SPECIFICALLY, THAT IS JULY 1, 2019 THROUGH JUNE 30, 2020. Please ensure your nomination highlights achievements only during this timeframe.***

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization.
2. Each nomination must meet the specific award category criteria for consideration. The Committee will not consider any nomination for an award for any category other than the one for which it was submitted. Duplicate nominations *will not be considered by the Committee.*
3. Nominations ***must be submitted with a completed nomination form.*** Please use a separate form for each nomination. The form is your opportunity to highlight the most important points of your nomination.
4. Nomination *Executive Summaries* must be ***limited to no more than 250 words in length.*** Nomination *Summaries* must be ***limited to no more than 1,000 words or 2 pages in length maximum.*** You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount ***will not be considered by the Committee.***

5. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. *Limit supporting documentation to no more than 3 pages.* If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*
6. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
7. **Nominations and supporting materials must be received no later than 3:00 p.m., Friday, August 13, 2021.** Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer
slucas@buttecounty.net

AND

Christine Crawford, CALAFCO Deputy Executive Officer
christine.crawford@yolocounty.org

Please contact Steve Lucas, CALAFCO Executive Officer, at slucas@buttecounty.net or (530) 538-7784 with any questions.

Members of the 2021 CALAFCO Board of Directors Awards Committee

Board Members:

Anita Paque, Committee Chair (Calveras LAFCo, Central Region)

Daron McDaniel (Merced LAFCo, Central Region)

Jo MacKenzie (San Diego LAFCo, Southern Region)

Margie Mohler (Napa LAFCo, Coastal Region)

Josh Susman (Nevada LAFCo, Northern Region)

apaque@calafco.org

dmcdaniel@calaco.org

jmackenzie@calafco.org

mmohler@calafco.org

jsusman@calafco.org

Regional Officer Members:

Christine Crawford, CALAFCO Deputy Executive Officer (Central Region)

Steve Lucas, CALAFCO Executive Officer (Northern Region)

Martha Poyatos, CALAFCO Deputy Executive Officer (Coastal Region)

Gary Thompson, CALAFCO Deputy Executive Officer (Southern Region)

christine.crawford@yolocounty.org

slucas@buttecounty.net

mpoyatos@smcgov.org

gthompson@lafco.org

Included as attachments:

- Achievement Awards Program Summary
- 2021 Achievement Award nomination form
- Achievement Award categories, nomination and selection criteria
- Listing of prior Achievement Award recipients





CALAFCO ACHIEVEMENT AWARDS SUMMARY OF PROGRAM CHANGES

AS ADOPTED BY THE BOARD OF DIRECTORS ON APRIL 30, 2021

Purpose of the changes

There are several goals to updating the CALAFCO Achievement Awards program.

First, nomination criteria did not exist for any award. By adding specific nomination criteria to each award, it will be easier for those considering submittal of a nomination to have clear standards that must be met in order for any nomination to be considered. Further, the criterion creates guidelines for the author of a nomination submittal.

Next, also non-existent were selection criteria. By creating selection criteria for each award, the Awards Committee has clear guidelines by which to review and consider each nomination within a given award category. Each proposed selection criteria is customized to the nomination criteria for that award category. This clear criterion also allows nominators to understand what will be considered by the Awards Committee as the nominations for a given category are considered.

We believe both of these goals create a more transparent and comprehensive Achievement Awards program for our membership.

Additionally, the updated Awards Program does several other things. First, it spotlights achievements *above and beyond* what is expected in the normal course of business. Second, it streamlines the current Award categories. Finally, it links specific achievements back to the mission and purpose of LAFCo, thereby enhancing their value and meaning.

On April 30, 2021, the Board of Directors unanimously approved the updated program. This approval was preceded by months of comprehensive review and work by the Association's Executive Director and Regional Officers, followed by a unanimous approval and recommendation to the Board by the Awards Committee.

Difference of the prior program to the updated program

In addition to the differences noted above, there are other notable differences:

- Prior program had eleven (11) total award categories whereas the updated program has eight (8).
- Eliminated *Distinguished Service Award* (already awarding longevity in *Lifetime Achievement Award*).
- Rolled *Outstanding LAFCo Clerk* into *Outstanding LAFCo Professional* and expanded to all LAFCo personnel. With the new criteria, each LAFCo personnel role shall be treated equally.
- Changed *Outstanding CALAFCO Member* to *Outstanding CALAFCO Volunteer*, thereby excluding "staff person" and expanding scope to all who volunteer for the Association, not just Board or staff.
- Added nomination criteria to *Outstanding CALAFCO Associate Member*.
- Combined the following four awards into one (with two distinct categories): *Most Effective Commission, Project of the Year, Government Leadership Award and Mike Gotch Courage and Innovation in Local Government Award*. These are now the *Mike Gotch Excellence in Public Service Award*.

- Criteria for this new award was taken from all four eliminated awards and tied directly to several aspects of the mission of LAFCo through the creation of the two distinct award subcategories.

Adopted changes to the membership and voting of the Achievement Awards Committee

There are two other changes directly affecting the Awards Committee. One relates to the membership structure of the Awards Committee and the other is to the voting.

First, the four Regional Officers are full voting members of the Committee. These Officers enhance the perspective of the Board Committee Members through their technical expertise and “on the ground” experiences. By adding them as voting members (they were previously “advisors” to the Committee), the full voting membership is nine (9).

And finally, it is now a policy of the Committee that any voting member abstain from voting on any category in which a nomination has been submitted by/for their LAFCo or a member (staff or commissioner) of their LAFCo. With bringing the voting membership to nine, this abstention should not pose a problem in terms of not having a quorum of votes cast.



2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.

Achievement Award Nomination Form

NOMINEE - Person or Agency Being Nominated

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION CATEGORY (check one – see category criteria on attached sheet)

- Outstanding CALAFCO Volunteer
- Outstanding CALAFCO Associate Member
- Outstanding Commissioner
- Outstanding LAFCo Professional
- Mike Gotch Excellence in Public Service (choose one category below)
- Protection of agricultural and open space lands and prevention of sprawl*
- Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*
- Legislator of the Year (must be approved by the full CALAFCO Board)
- Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Organization:

Address:

Phone:

E-mail:



2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.

EXECUTIVE SUMMARY

In no more than 250 words, summarize why this recipient is the most deserving of this award.



2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.

NOMINATION SUMMARY

Please indicate the reasons why this person or agency deserves to be recognized (this section must be no more than 1,000 words or 2 pages maximum).



CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until **3:00 p.m., Friday, August 13, 2021** in the following categories:

Outstanding CALAFCO Volunteer

Award Summary:

Recognizes a CALAFCO volunteer who has provided exemplary service during the past year. Exemplary service is service which clearly goes above and beyond that which is asked or expected in the charge of their responsibilities. This category may include a CALAFCO Board member, regional officer, program volunteer, or any other requested volunteer.

Nomination criteria:

1. Nominee must have volunteered for the Association during the year in which the nomination is being made.
2. Nominee does not have to be a CALAFCO member.
3. Volunteer efforts must have demonstrated the individual going above and beyond what was asked/expected with positive and effective results.
4. Nominee can be a CALAFCO Board member, regional officer, program volunteer or any other volunteer.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee, regardless of their position or role as a volunteer. Only the contributions and outcomes shall be considered, not the individual's position.
3. The extent of the volunteerism and the overall impact to the statewide Association and membership based on that volunteerism shall be considered.
4. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Outstanding CALAFCO Associate Member

Award Summary:

Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos and has helped elevate the role and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement. Further, the individual or firm has a proven commitment to the Association membership through volunteering time and resources to further the cause of LAFCo and CALAFCO.

Nomination criteria:

1. Nominee must be a CALAFCO Associate Member in good standing with the Association.
2. Nominee shall be an Associate Member for the full year in which the nomination is being made.
3. The Associate Member nominated shall have been an Associate Member in good standing with the Association for at least one year prior to the year for which the nomination is being made.
4. As an Associate Member, the nominee may be an individual, firm or agency.
5. The nominee may be an individual within an Associate Member firm or agency.
6. Nominee shall demonstrate that through their work as an Associate Member, the role and mission of LAFCo has been upheld and furthered.
7. Nominee must have proven cooperative and collaborative approaches to situations and solutions that affect LAFCos statewide as an Associate Member.
8. Proven commitment to the Association's membership as an Associate Member by volunteering resources to the Association during the year in which the nomination is made.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. The level of volunteering time and resources to the Association shall be a consideration with all other nomination criteria.

Outstanding Commissioner

Award Summary:

Presented to an individual Commissioner for extraordinary service to his or her Commission. Extraordinary service is considered actions above and beyond those required in the course of fulfilling their statutory responsibilities as a Commissioner. It requires consistently demonstrating independent judgment on behalf of the interest of the entire county, developing innovative and collaborative solutions to local issues, and leading the commission and community by example.

Nomination criteria:

1. Nominee must be a Commissioner of a LAFCo in good standing with the Association.
2. Nominee shall be a Commissioner for the full year in which the nomination is being made.
3. Proven demonstration of consistently exercising independent judgment for the greater good of the County is required.
4. Proven leadership of the commission and the community through collaborative, innovative and creative solutions to local issues is required.
5. Proven effective results and outcomes shall be demonstrated in the nomination.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Representation type (city-county-district-public) shall not be a consideration nor shall be the size or geographic area of the LAFCo on which the Commissioner serves.
4. The overall impact of the leadership of the Commissioner shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Outstanding LAFCo Professional

Award Summary:

Recognizes an Executive Officer, Staff Analyst, Clerk, Legal Counsel or any other LAFCo staff person for exemplary service during the past year. Exemplary service is considered actions which clearly go above and beyond that which is asked, expected, or required in the charge of their LAFCo responsibilities.

Nomination criteria:

1. Nominee must be a staff person of a LAFCo in good standing with the Association.
2. Nominee shall be a staff person for the full year in which the nomination is being made.
3. As a staff person, the nominee can be either an employee of the LAFCo or a contractor providing employee-type services to the LAFCo.
4. Efforts must be demonstrated that the individual has consistently gone above and beyond or outside the scope of their role or job responsibilities, with proven results that otherwise would not have occurred.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Position within a LAFCo shall not be a consideration, nor shall be the size or geographic area of the LAFCo.
4. The overall impact of the LAFCo professional to their LAFCo and the greater community shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Lifetime Achievement Award

Award Summary:

Recognizes any individual who has made extraordinary contributions to the statewide LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least twenty (20) years.

Nomination criteria:

1. Nomination must be received from a member LAFCo or Associate Member in good standing with the Association.
2. A minimum of 20 years direct involvement with the LAFCo community is required for consideration.
3. During that time, nominee shall have a proven positive impact and effect on the support and evolution of LAFCos statewide.
4. This includes advocacy of LAFCos statewide through legislation, developing creative and innovative solutions to LAFCo issues that serve beyond their LAFCo to the greater good, and collaborative stakeholder approaches to issues and opportunities to further the cause and mission of LAFCo.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Preference may be given to nominees who also have proven experience volunteering for CALAFCO through a regional officer role, serving on committees, serving on the CALAFCO Board, or any other method of volunteering for the Association that serves to promote and support the mission and work of LAFCos throughout the state.

Legislator of the Year

Award Summary:

Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals that have a statewide effect. The recipient shall have demonstrated clear support and effort to further the cause and ability of LAFCos to fulfill their statutory mission. Selected by CALAFCO Board by super majority.

Nomination criteria:

1. Nominee shall be a California State legislator during the full year in which the nomination was made.
2. Nominee must have demonstrated extraordinary leadership in the Legislature on behalf of LAFCos statewide, with efforts resulting in a positive impact for all LAFCos.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. All Legislator of the Year nominations shall be forwarded by the Achievement Awards Committee to the Board for consideration.
3. Selection of the recipient of this award shall be done with a super majority approval of the Board (present at the time of the vote).

Mike Gotch Excellence in Public Service Award

Awarded to an individual, group or agency for actions that rise above expected or common functions or actions that are LAFCo-related; *and* reduce or eliminate common institutional roadblocks; *and* result in a truly extraordinary public service outcome. Individuals, a LAFCo, or collaborative effort among multiple LAFCOs or a LAFCo with other entities are eligible. Other entities shall be decision-making bodies at the local, regional or state level. This award has two distinct categories, each focusing on specific areas of the LAFCo mission.

Mike Gotch Excellence in Public Service Award categories:

1. *Protection of agricultural and open space lands and prevention of sprawl*
2. *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*

Mike Gotch Excellence in Public Service Award categories:

Protection of agricultural and open space lands and prevention of sprawl

Includes the development and implementation of programs or other actions associated with agriculture, water, flood control, parks and recreation, habitat conservation plans and public lands. Demonstrates the recipient has identified, encouraged and ensured the preservation of agricultural and open space lands. Proven actions that encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands. Includes demonstrated consideration given in decisions to Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, and sustainable communities.

Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services

Includes the development and implementation of innovate support and systems within internal LAFCo operations in the support of local agencies. Actions produce systemic and sustainable improvements and innovation of local government. Proven facilitation of constructive discussions with local and regional agencies and proactive outreach to local and regional agencies as well as local stakeholders and communities to identify issues and solutions and demonstrated action as a coordinating agency in offering and supporting unique local solutions to meet local challenges. Successful demonstration of development of capacities and abilities of local agencies. Provide tools and resources to local agencies to address aging infrastructure, fiscal challenges and the maintenance of existing services. Demonstrated action to streamline the provision of local services with proven results that services are consistent or have been improved as a result, with little to no increased cost to the consumer. Focused efforts and proven results to ensure delivery of services to all communities, especially disadvantaged communities.

Nomination criteria:

1. Clear demonstration that the actions rise above expected or common functions or actions.
2. The actions reduced or eliminated common institutional roadblocks.
3. The actions clearly proven a truly extraordinary public service outcome that is systemic and sustainable.
4. Identified unique circumstances and factors leading to the solution/project.
5. The innovative steps taken by the LAFCo or entity/entities/individual to solve the problem, overcome the situation, or to take action.
6. Clear description of the results/outcomes of the work and the short- and long-term effects.
7. How this work can be promoted as a LAFCo best practice.
8. Clear demonstration how this nomination meets all criteria.

Selection Criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee within each category. The size or geographic area of the LAFCo within a given category shall not be a consideration.
3. The overall impact of the actions and outcomes to the greater community being served shall be considered.
4. The level of impact based on the required nomination criteria shall be considered.



PREVIOUS CALAFCO ACHIEVEMENT AWARD RECIPIENTS

2019

Distinguished Service Award	Charley Wilson , Orange LAFCo
Most Effective Commission	Contra Costa LAFCo
Outstanding Commissioner	Jim DeMartini , Stanislaus LAFCo
Outstanding LAFCo Professional	David Church , San Luis Obispo LAFCo
Project of the Year	Orange LAFCo , for <i>San Juan Capistrano Utilities MSR</i>
Government Leadership Award	CA State Water Resources Control Board, Los Angeles County and Los Angeles LAFCo , for <i>Sativa Water District</i>
Mike Gotch Courage & Innovation in Local Government Leadership Award	Butte LAFCo
Legislator of the Year	Assembly Member Mike Gipson
Lifetime Achievement Award	John Benoit , various LAFCos, Jurg Heuberger , Imperial LAFCo

2018

Distinguished Service Award	John Withers , Orange LAFCo
Most Effective Commission	Santa Clara LAFCo
Outstanding Commissioner	Margie Mohler , Napa LAFCo
Outstanding LAFCo Professional	George Williamson , Del Norte LAFCo
Outstanding LAFCo Clerk	Elizabeth Valdez , Riverside LAFCo
Outstanding CALAFCO Associate Member	Best Best & Krieger
Project of the Year	Lake LAFCo , water services consolidation
Government Leadership Award	City of Porterville, County of Tulare, Dept. of Water Resources, State Water Resources Control Board, Governor's Office of Emergency Services, Self Help Enterprises, Community Water Center for East Porterville water supply project
Mike Gotch Courage & Innovation in Local Government Leadership Award	Mike Ott , San Diego LAFCo
Legislator of the Year	Assembly Member Anna Caballero
Lifetime Achievement Award	Pat McCormick , Santa Cruz LAFCo, George Spiliotis , Riverside LAFCo

2017

Most Effective Commission	Los Angeles LAFCo
Outstanding CALAFCO Member	Sblend Sblendorio , Alameda LAFCo
Outstanding Commissioner	John Marchand , Alameda LAFCo
Outstanding LAFCo Professional	Paul Novak , Los Angeles LAFCo
Outstanding LAFCo Clerk	Richelle Beltran , Ventura LAFCo
Outstanding CALAFCO Associate Member	Policy Consulting Associates
Project of the Year	County Services MSR , Butte LAFCo, and Santa Rosa Annexation , Sonoma LAFCo

Government Leadership Award
Lifetime Achievement Award

San Luis Obispo County Public Works Dept.
Kathy Rollings McDonald (San Bernardino)

2016

Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year
Government Leadership Award
Lifetime Achievement Award

Peter Brundage, Sacramento LAFCo
San Luis Obispo LAFCo
John Leopold, Santa Cruz LAFCo
Don Tatzin, Contra Costa LAFCo
Steve Lucas, Butte LAFCo
Cheryl Carter-Benjamin, Orange LAFCo
Countywide Water Study, (Marin LAFCo)
Southern Region of CALAFCO
Bob Braitman (retired Executive Officer)

2015

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

CALAFCO Associate Member of the Year
Legislators of the Year Award
Lifetime Achievement Award

Yuba County Water Agency

Mary Jane Griego, Yuba LAFCo
Butte LAFCo
Marjorie Blom, formerly of Stanislaus LAFCo
Matthew Beekman, formerly of Stanislaus LAFCo
Sam Martinez, San Bernardino LAFCo
Terri Tuck, Yolo LAFCo
Formation of the Ventura County Waterworks District No. 38 (Ventura LAFCo) and **2015 San Diego County Health Care Services five-year sphere of influence and service review report** (San Diego LAFCo)
The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency
Michael Colantuono of Colantuono, Highsmith & Whatley
Assembly member Chad Mayes
Jim Chapman (Lassen LAFCo) and **Chris Tooker** (formerly of Sacramento LAFCo)

2014

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

David Church, San Luis Obispo LAFCo

Kate McKenna, Monterey LAFCo
Santa Clara LAFCo
Stephen Lucas, Butte LAFCo
Paul Norsell, Nevada LAFCo
Kate McKenna, Monterey LAFCo
Paige Hensley, Yuba LAFCo
LAFCo Procedures Guide: 50th Year Special Edition,
San Diego LAFCo

Government Leadership Award

Orange County Water District, City of Anaheim, Irvine Ranch Water District, and Yorba Linda Water District

Legislators of the Year Award

Assembly member Katcho Achadjian

Lifetime Achievement Award

Susan Wilson, Orange LAFCo**2013**

Mike Gotch Courage & Innovation in
Local Government Leadership Award**Simón Salinas, Commissioner, Monterey LAFCo**

Distinguished Service Award

Roseanne Chamberlain, Amador LAFCo

Most Effective Commission

Stanislaus LAFCo

Outstanding CALAFCO Member

Harry Ehrlich, San Diego LAFCo

Outstanding Commissioner

Jerry Gladbach, Los Angeles LAFCo

Outstanding LAFCo Professional

Lou Ann Texeira, Contra Costa

LAFCo Outstanding LAFCo Clerk

Kate Sibley, Contra Costa LAFCo

Project of the Year

Plan for Agricultural Preservation, Stanislaus LAFCo

Government Leadership Award

**Orange County LAFCo Community Islands Taskforce,
Orange LAFCo**

Legislators of the Year Award

Senators Bill Emmerson and Richard Roth

Lifetime Achievement Award

**H. Peter Faye, Yolo LAFCo; Henry Pellissier, Los Angeles
LAFCo; Carl Leverenz, Butte LAFCo; Susan Vicklund-Wilson,
Santa Clara LAFCo.****2012**

Mike Gotch Courage & Innovation in
Local Government Leadership Award**Bill Chiat, CALAFCO Executive Director**

Distinguished Service Award

Marty McClelland, Commissioner, Humboldt LAFCo

Most Effective Commission

Sonoma LAFCo

Outstanding CALAFCO Member

**Stephen A. Souza, Commissioner, Yolo LAFCo and
CALAFCO Board of Directors**

Outstanding Commissioner

Sherwood Darington, Monterey

LAFCo Outstanding LAFCo Professional

Carole Cooper, Sonoma LAFCo

Outstanding LAFCo Clerk

Gwenna MacDonald, Lassen LAFCo

Project of the Year

**Countywide Service Review & SOI Update, Santa Clara
LAFCo**

Government Leadership Award

North Orange County Coalition of Cities, Orange LAFCo

Lifetime Achievement Award

P. Scott Browne, Legal Counsel LAFCos**2011**

Mike Gotch Courage & Innovation in
Local Government Leadership Award**Martin Tuttle, Deputy Director for Planning, Caltrans
Mike McKeever, Executive Director, SACOG**

Distinguished Service Award

Carl Leverenz, Commissioner and Chair, Butte

LAFCo Most Effective Commission

San Bernardino LAFCo

Outstanding CALAFCO Member

Keene Simonds, Executive Officer, Napa LAFCo

Outstanding Commissioner

Louis R. Calcagno, Monterey LAFCo

Outstanding LAFCo Professional

June Savala, Deputy Executive Officer, Los Angeles LAFCo

Outstanding LAFCo Clerk

Debbie Shubert, Ventura LAFCo

Project of the Year	Cortese-Knox-Hertzberg Definitions Revision Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper, and George Spiliotis
Government Leadership Award	Contra Costa Sanitary District Elsinore Water District and Elsinore Valley Municipal Water District

2010

Mike Gotch Courage & Innovation in Local Government Leadership Award	Helen Thompson , Commissioner, Yolo LAFCo
Distinguished Service Award	Kathleen Rollings-McDonald , Executive Officer, San Bernardino LAFCo Bob Braitman , Executive Officer, Santa Barbara LAFCo Tulare LAFCo
Most Effective Commission	Roger Anderson, Ph.D. , CALAFCo Chair, Santa Cruz LAFCo
Outstanding CALAFCo Member	George Lange , Ventura LAFCo
Outstanding Commissioner	Harry Ehrlich , Government Consultant, San Diego LAFCo
Outstanding LAFCo Professional	
Outstanding LAFCo Clerk	Candie Fleming , Fresno LAFCo
Project of the Year	Butte LAFCo Sewer Commission - Oroville Region Municipal Service Review
Government Leadership Award	Nipomo Community Services District and the County of San Luis Obispo
Special Achievement	Chris Tooker , Sacramento LAFCo and CALAFCo Board of Directors

2009

Mike Gotch Courage & Innovation in Local Government Leadership Award	Paul Hood , Executive Officer, San Luis Obispo LAFCo
Distinguished Service Award	William Zumwalt , Executive Officer, Kings LAFCo
Most Effective Commission	Napa LAFCo
Outstanding CALAFCo Member	Susan Vicklund Wilson , CALAFCo Vice Chair Jerry Gladbach , CALAFCo Treasurer
Outstanding Commissioner	Larry M. Fortune , Fresno LAFCo
Outstanding LAFCo Professional	Pat McCormick , Santa Cruz LAFCo Executive Officer
Outstanding LAFCo Clerk	Emmanuel Abello , Santa Clara LAFCo
Project of the Year	Orange LAFCo Boundary Report
Government Leadership Award	Cities of Amador City, Jackson, Ione, Plymouth & Sutter Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project
Legislator of the Year Award	Assembly Member Jim Silva

2008

Distinguished Service Award	Peter M. Detwiler , Senate Local Government Committee Chief Consultant
Most Effective Commission	Yuba LAFCo
Outstanding Commissioner	Dennis Hansberger , San Bernardino LAFCo
Outstanding LAFCo Professional	Michael Ott , San Diego LAFCo Executive Officer Martha Poyatos , San Mateo Executive Officer

Outstanding LAFCo Clerk Project of the Year	Wilda Turner , Los Angeles LAFCo Kings LAFCo City and Community District MSR and SOI Update
Government Leadership Award Legislator of the Year Award	San Bernardino Board of Supervisors Assembly Member Anna M. Caballero

2007

Outstanding CALAFCo Member Distinguished Service Award Counsel Most Effective Commission Outstanding Commissioner	Kathy Long , Board Chair, Ventura LAFCo William D. Smith , San Diego Legal Santa Clara LAFCo Gayle Uilkema , Contra Costa LAFCo
Outstanding LAFCo Professional Outstanding LAFCo Clerk Project of the Year	Joyce Crosthwaite , Orange LAFCo Executive Officer Debby Chamberlin , San Bernardino LAFCo San Bernardino LAFCo and City of Fontana Islands Annexation Program
Government Leadership Award Lifetime Achievement	City of Fontana - Islands Annexation Program John T. "Jack" Knox

2006

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award Outstanding Commissioner Award	Everett Millais , CALAFCo Executive Officer and Executive Officer of Ventura LAFCo Clark Alsop , CALAFCo Legal Counsel Alameda LAFCo Ted Grandsen , Ventura LAFCo Chris Tooker , Sacramento LAFCo
Outstanding LAFCo Professional Award Outstanding LAFCo Clerk Award Project of the Year Award	Larry Calemine , Los Angeles LAFCo Executive Officer Janice Bryson , San Diego LAFCo Marilyn Flemmer , Sacramento LAFCo Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; Sacramento LAFCo
Outstanding Government Leadership Award Legislator of the Year Award	Cities of Porterville, Tulare, and Visalia and Tulare LAFCo Island Annexation Program Senator Christine Kehoe

2005

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award Outstanding Commissioner Award	Peter Herzog , CALAFCo Board, Orange LAFCo Elizabeth Castro Kemper , Yolo LAFCo Ventura LAFCo Art Aseltine , Yuba LAFCo Henri Pellissier , Los Angeles LAFCo
Outstanding LAFCo Professional Award Outstanding LAFCo Clerk Award Project of the Year Award	Bruce Baracco , San Joaquin LAFCo Danielle Ball , Orange LAFCo San Diego LAFCo MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award	Scott Harvey , CALAFCo Executive Director Julie Howard , Shasta LAFCo San Diego LAFCo
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Outstanding Commissioner Award	Edith Johnsen , Monterey LAFCo
Outstanding LAFCo Professional Award	David Kindig , Santa Cruz LAFCo
Project of the Year Award	San Luis Obispo LAFCo Nipomo CSD SOI Update, MSR, and EIR
2003	
Outstanding CALAFCO Member	Michael P. Ryan , CALAFCO Board Member
Distinguished Service Award	Henri F. Pellissier , Los Angeles LAFCo
Most Effective Commission Award	San Luis Obispo LAFCo
Outstanding Commissioner Award	Bob Salazar , El Dorado LAFCo
Outstanding LAFCo Professional Award	Shirley Anderson , San Diego LAFCo
Outstanding LAFCo Clerk Award	Lori Fleck , Siskiyou LAFCo
Project of the Year Award	Napa LAFCo Comprehensive Water Service Study
Special Achievement Award	James M. Roddy
2002	
Outstanding CALAFCO Member	Ken Lee , CALAFCo Legislative Committee Chair
Most Effective Commission Award	San Diego LAFCo Outstanding
Commissioner Award	Ed Snively , Imperial LAFCo
Outstanding LAFCo Professional Award	Paul Hood , San Luis Obispo LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Luis Obispo LAFCo
Outstanding Government Leadership Award	Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins
2001	
Outstanding CALAFCO Member	SR Jones , CALAFCO Executive Officer
Distinguished Service Award	David Martin , Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	H. Peter Faye , Yolo LAFCo
Outstanding LAFCo Professional Award	Ingrid Hansen , San Diego LAFCo
Project of the Year Award	Santa Barbara LAFCo
Outstanding Government Leadership Award	Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council
Legislator of the Year Award	Senator Jack O'Connell
2000	
Outstanding CALAFCO Member	Ron Wootton , CALAFCO Board Chair
Distinguished Service Award	Ben Williams , Commission on Local Governance for the 21st Century
Most Effective Commission Award	Yolo LAFCo
Outstanding Commissioner	Rich Gordon , San Mateo LAFCo
Outstanding LAFCo Professional Award	Annamaria Perrella , Contra Costa LAFCo
Outstanding LAFCo Clerk Award	Susan Stahmann , El Dorado LAFCo
Project of the Year Award	San Diego LAFCo
Legislator of the Year Award	Robert Hertzberg , Assembly Member

1999

Distinguished Service Award	Marilyn Ann Flemmer-Rodgers , Sacramento LAFCo
Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	Don Graff , Alameda LAFCo
Outstanding LAFCo Clerk Award	Dory Adams , Marin LAFCo
Most Creative Solution to a Multi-Jurisdictional Problem	San Diego LAFCo
Outstanding Government Leadership Award	Assembly Member John Longville
Legislator of the Year Award	Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member	Dana Smith , Orange LAFCo
Distinguished Service Award	Marvin Panter , Fresno LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Executive Officer Award	George Spiliotis , Riverside LAFCo
Outstanding Staff Analysis	Joe Convery , San Diego LAFCo Joyce Crosthwaite , Orange LAFCo
Outstanding Government Leadership Award	Santa Clara County Planning Department

1997

Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	George Finney , Tulare LAFCo
Outstanding Staff Analysis	Annamaria Perrella , Contra Costa LAFCo
Outstanding Government Leadership Award	South County Issues Discussion Group
Most Creative Solution to a Multi-Jurisdictional Problem	Alameda LAFCo and Contra Costa LAFCo
Legislator of the Year Award	Assembly Member Tom Torlakson





VIA ELECTRONIC MAIL

July 28, 2021

Brendon Freeman
Executive Officer
LAFCO of Napa County
bfreeman@napa.lafco.ca.gov

Dear Mr. Freeman:

I write to nominate Supervisor Diane Dillon in the CALAFCO award categories for “Lifetime Achievement Award” and “Excellence in Public Service – Protection of agricultural and open space lands and prevention of sprawl”.

Throughout her career, Diane has tirelessly worked with the agricultural community to understand and address the complex issues we face. Diane is regarded as a passionate and dedicated elected official and has been recognized for her hard work to protect the scenic resources and beautiful lands of Napa County’s agricultural industry. She is both an honorable example of what it means to be a hard- working elected official and a role model to many in leadership and the agricultural sector.

To that end, the Napa County Farm Bureau Board of Directors recently voted to name Diane Napa Valley’s 2021 Friend of Agriculture to honor her many achievements on behalf of agriculture in Napa County.

Supervisor Dillon is the consummate choice to receive a CALAFCO award in both of these categories and I highly encourage her selection.

If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Klobas', written over a white background.

Ryan Klobas
Chief Executive Officer