



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

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

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**Agenda Item 5a (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Kathy Mabry, Commission Secretary

**MEETING DATE:** June 6, 2016

**SUBJECT:** Approval of Meeting Minutes: April 4, 2016

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the April 4, 2016 special meeting.

Staff recommends approval.

**ATTACHMENT**

- 1) Special Meeting Minutes: April 4, 2016

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Greg Pitts, Vice Chair  
Councilmember, City of St. Helena

Juliana Inman, Commissioner  
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner  
Councilmember, City of American Canyon

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

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

Keith Caldwell, Alternate Commissioner  
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
SPECIAL MEETING MINUTES OF APRIL 4, 2016**

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Chair Inman called the special meeting of April 4, 2016 to order at **5:00 PM**.

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

Regular Commissioners	Alternate Commissioners	Staff
Juliana Inman, Chair	Gregory Rodeno	Brendon Freeman, Executive Officer
Diane Dillon, Vice-Chair	Joan Bennett - <i>Excused</i>	Jennifer Gore, Commission Counsel
Brian Kelly	Keith Caldwell - <i>Excused</i>	Kathy Mabry, Secretary
Brad Wagenknecht		
Greg Pitts		

**2. PLEDGE OF ALLEGIANCE**

Chair Inman led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

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

**VOTE:**

**AYES: DILLON, KELLY, INMAN, PITTS AND WAGENKNECHT**  
**NOES: NONE**  
**ABSENT: BENNETT AND CALDWELL**  
**ABSTAIN: NONE**

**4. PUBLIC COMMENTS**

Chair Inman invited members of the audience to provide public comment. No public comments were received.

**5. CONSENT ITEMS**

- a) **Approval of Meeting Minutes: February 1, 2016 Special Meeting**
- b) **Current and Future Proposals**
- c) **Designation of Chair and Vice Chair**
- d) **Workshop Summary**
- e) **CALAFCO Biennial Survey Results**
- f) **Time Extension Request: Redwood Road No. 5 Annexation to the Napa Sanitation District**

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the consent items were approved:

**VOTE:**

**AYES: WAGENKNECHT, PITTS, DILLON, INMAN AND KELLY**  
**NOES: NONE**  
**ABSENT: BENNETT AND CALDWELL**  
**ABSTAIN: NONE**

**6. PUBLIC HEARING ITEMS**

**a) Appointment of Alternate Public Member**

The city and county members considered making an appointment for the alternate public member position. The appointment term is four years beginning May 2, 2016 and ending May 4, 2020. The Commission received five applications for the alternate public member position. These applications were received from Gregory Rodeno (incumbent), Robert Pursell, Ross Workman, Stephen Cuddy, and Elizabeth Dunn. All five applicants qualify for appointment. The Commission was provided with applicant material and staff gave an overview of the voting process.

Chair Inman opened the public hearing and acknowledged that four of the five candidates were present: Ross Workman, Stephen Cuddy, Elizabeth Dunn and Incumbent Gregory Rodeno. The candidates were invited to speak to the Commission. Following a speech from each candidate, the Chair invited nominations from the Commission.

Per the adopted appointment procedures, all four voting members nominated a candidate as follows: Dillon (*Rodeno*); Inman (*Rodeno*); Pitts (*Rodeno*); and Wagenknecht (*Rodeno*).

Chair Inman closed the public hearing.

Upon motion by Chair Inman and second by Commissioner Dillon, Gregory Rodeno was re-appointed to Alternate Public Member for a new four-year term ending in May 2020:

**VOTE:**

**AYES: INMAN, DILLON, PITTS AND WAGENKNECHT**  
**NOES: NONE**  
**ABSENT: BENNETT AND CALDWELL**  
**ABSTAIN: KELLY**

The Commissioners addressed the candidates and encouraged them all to reapply for the next opening of a public member position on LAFCO.

Chair Inman closed the public hearing, and thanked the candidates for coming to the meeting.

**b) Proposed Budget for Fiscal Year 2016-2017**

The Commission considered adopting a resolution to approve a proposed budget for 2016-2017. Proposed operating expenses total \$505,688 and represent a 3.8% decrease over the current fiscal year. Proposed operating revenues total \$482,444 with the remaining shortfall (\$23,244) to be covered by drawing from agency reserves.

The Executive Officer thanked this year's Budget Committee members (Commissioners Pitts and Wagenknecht) for their work on the agency's proposed budget.

Chair Inman opened and closed the public hearing with no comments received.

Staff provided an overview of the proposed budget, which includes full funding of the Analyst position, as well as funding to increase the Secretary position from 20 to 30 hours per week to address a long-standing imbalance in responsibilities and resources.

The Commission discussed increasing the minimum reserves to four months, which will require an amendment to the Budget Policy.

**b) Proposed Budget for Fiscal Year 2016-2017 – continued:**

Upon motion by Commissioner Kelly and second by Commissioner Wagenknecht, the Commission unanimously approved staff recommendations to:

- 1) Adopt the proposed budget (**Resolution #2016-01**);
- 2) Direct the Executive Officer to circulate the adopted proposed budget to each funding agency and make available to the general public;
- 3) Direct the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing scheduled for June 6, 2016; and
- 4) Provide direction to the Budget Committee with respect to returning with a proposed amendment to the Budget Policy that would increase the minimum reserves amount to four months:

**VOTE:**

<b>AYES:</b>	<b><u>KELLY, WAGENKNECHT, DILLON, INMAN AND PITTS</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>BENNETT AND CALDWELL</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**c) Napa County Resource Conservation District Municipal Service Review and Sphere of Influence Update: Final Report**

The Commission considered accepting a final report on its scheduled municipal service review and sphere of influence update for the Napa County Resource Conservation District (NCRCD). The report examines the availability and adequacy of municipal services provided by the District relative to the Commission’s mandates to facilitate orderly growth and development.

Staff recommended the Commission receive and file the final report as well as adopt the draft resolution confirming the determinative statements contained therein, affirming NCRCD’s existing sphere of influence with no changes, and finding these actions are exempt from CEQA.

No substantive changes have been made to the report since its draft presentation on February 1, 2016; however, the report contains an improved map and audit discussion, per Commission request.

Staff provided a summary of the report.

Chair Inman thanked staff for revising the report to include the map and audit information.

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

Chair Inman closed the public hearing.

Upon motion by Commissioner Dillon and second by Commissioner Pitts, the Commission adopted a resolution confirming the determinative statements in the report and affirming the NCRCD’s existing sphere of influence (**Resolution #2016-02**):

**VOTE:**

<b>AYES:</b>	<b><u>DILLON, PITTS, INMAN, KELLY AND WAGENKNECHT</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>BENNETT AND CALDWELL</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**7. ACTION ITEMS**

**a) Legislative Report**

The Commission received an update on pending legislation affecting LAFCOs and considered authorizing the Executive Officer to sign letters in support of any locally relevant bills as desired.

The following Senate Bills (SB) were presented by staff and discussed by the Commission: Senate Bill 1266 (McGuire); Senate Bills 971, 972 and 973 (Senate Governance and Finance Committee); and Senate Bill 1318 (Wolk).

Following discussion, the Commission agreed to authorize the Executive Officer to sign and send letters of support for Senate Bills 1266 (McGuire); Senate Bills 971, 972 and 973.

Additionally, the Commission agreed to continue the matter of Senate Bill 1318 (Wolk) to its June 6, 2016 meeting.

Upon motion by Commissioner Dillon and second by Commissioner Wagenknecht, the Commission authorized the Executive Officer to sign and send letters of support for SB1266, SB971, SB972 and SB973, and continue the matter of SB 1318 to its June 6, 2016 meeting.

**VOTE:**

<b>AYES:</b>	<b><u>DILLON, WAGENKNECHT, INMAN, KELLY AND PITTS</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>BENNETT AND CALDWELL</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**b) Proposed Amendment to Policy on Outside Service Agreements**

The Commission considered approving a proposed amendment to its *Policy on Outside Service Agreements* to address new legislation and recent changes to existing legislation. Staff provided the Commission with an overview of this agenda item.

Assembly Bill (AB) 402 has been codified under Government Code Section 56133.5 and expands upon the existing circumstances for which the Commission may authorize outside service provision. It would allow the Commission, in the absence of a health or safety threat finding, to approve this type of request to support existing or planned uses involving public or private properties if the Commission first makes certain determinations and if the request is consistent with locally adopted policy.

AB 402 was authored by former Napa LAFCO Commissioner and current Assembly Member Bill Dodd; signed by Governor Brown on October 2, 2015 and became effective January 1, 2016. The bill introduces a five-year pilot program for Napa and San Bernardino Counties that establishes a mechanism for both Commissions to authorize service provision outside a local agency's jurisdictional boundary and sphere of influence under special circumstances.

A supplemental staff report was also provided to the Commission.

Public comments were heard from Cio Perez, Napa County Farm Bureau Treasurer requesting a clearer definition of "planned use" in the Commission's policy.

Scott Klingbeil, City of Napa Planner, requested a clearer definition of "public use" in the policy.

Following Commission discussion, staff was directed to revise the policy to include the words "public-serving" when referring to the word "public".

**b) Proposed Amendment to Policy on Outside Service Agreements – continued:**

Upon motion by Commissioner Wagenknecht and second by Commissioner Dillon, the Commission approved the proposed amendment to the *Policy on Outside Service Agreements* pursuant to Government Code Section 56133.5, along with the language amendment noted above.

**VOTE:**

**AYES:** WAGENKNECHT, DILLON, INMAN, KELLY AND PITTS  
**NOES:** NONE  
**ABSENT:** BENNETT AND CALDWELL  
**ABSTAIN:** NONE

**8. DISCUSSION ITEMS**

**a) Work Program Progress Report**

The Commission received a report on progress made to date in accomplishing the administrative, planning, and regulatory activities established in the Work Program.

The Commission was invited to discuss the report and direct staff to make any changes to the Work Program as desired.

Staff provided the Commission with an overview of the Work Program form, noting it has been re-formatted for easier readability (per Budget Committee recommendation) with an overall better look based on priority level, improved categorization, target dates and larger text.

The Commission discussed the Work Program’s progress report and provided direction to staff with respect to various amendments to the Work Program (i.e. move specific activities to the bottom of the list, etc.).

**9. EXECUTIVE OFFICER REPORT**

The Executive Officer provided a brief report on current staff activities.

Staff advised the Commission that several Special Meetings may need to be held in the upcoming months due to workload.

**10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

On behalf of the Commission, Vice-Chair Dillon thanked Chair Inman for her duties as Chair this past year. Vice-Chair Dillon will become the Chair effective May 1, 2016.

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 7:01 PM.

The next LAFCO meeting is scheduled **Monday, June 6, 2016, at 4:30 PM** at the Napa Valley Transportation Authority Chambers, located at 625 Burnell Street, Napa, CA 94559.

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Juliana Inman, Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by: \_\_\_\_\_  
Kathy Mabry, Commission Secretary