



**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 5g (Consent/Information)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** August 5, 2019

**SUBJECT:** Executive Officer Report

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**SUMMARY**

This report is for information only and provides a summary of the Executive Officer's recent activities as well as other miscellaneous items relevant to the Commission.

***2019 CALAFCO Annual Staff Workshop***

The Executive Officer served as a panel speaker for two breakout sessions at the 2019 CALAFCO Staff Workshop held on April 10 through April 12 in San Jose. A letter from CALAFCO thanking the Commission for allowing staff to attend the annual staff workshop is included as Attachment One.

***Leadership Napa Valley Class 33***

The Executive Officer has been accepted into Leadership Napa Valley Class 33. The program involves a competitive selection process. Over the course of nine months, program participants learn about Napa County's government, business, health industry, tourism, agriculture, and more. Participants learn leadership skills and teamwork, and develop a meaningful project that is presented at the end of the program year. The program schedule is included as Attachment Two.

***CALAFCO University – Deep Dive into Municipal Service Reviews***

On July 15, 2019, the Executive Officer, the Analyst II, and Vice Chair Leary attended a CALAFCO University course titled "Deep Dive into Municipal Service Reviews: One size does not fit all". There were a total of 40 registered attendees. The course agenda is included as Attachment Three. A key takeaway is that there is significant flexibility in how individual LAFCOs address the municipal service review mandates, including the depth of content, report format and structure, and the scope of studies.

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Kenneth Leary, Vice Chair  
Councilmember, City of American Canyon

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner  
Councilmember, City of Napa

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

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

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

Gregory Rodeno, Chair  
Representative of the General Public

Vacant, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Executive Officer

### ***Recent Meetings and Other Activities***

Subsequent to the Commission's meeting of June 3, 2019, the Executive Officer participated in the following notable activities related to LAFCO:

- June 19: Napa Pipe interdepartmental review meeting with 22 total attendees
- June 19: Policy Committee meeting to discuss a plan for the draft Policy on Spheres of Influence
- June 24: Vintage High School farm site project with seven total attendees
- July 5: Napa County Farm Bureau CEO Ryan Klobas to discuss various LAFCO and land use matters
- July 10: CALAFCO Annual Conference Planning Committee teleconference
- July 15: CALAFCO University course on municipal service reviews
- July 16: Bay Area Greenprint public workshop to discuss data and mapping for use by local government agencies
- July 16: Jennifer Stephenson with Policy Consulting Associates to discuss the Countywide Water and Wastewater Municipal Service Review
- July 17: Alternate Commissioner Sedgley to discuss various LAFCO matters
- July 19: Chair Rodeno to discuss various LAFCO matters
- July 22: Alternate Commissioner Ryan Gregory to discuss various LAFCO matters
- July 31: CALAFCO Annual Conference Planning Committee teleconference

### **ATTACHMENTS**

- 1) CALAFCO Staff Workshop Letter (June 6, 2019)
- 2) Leadership Napa Valley Class 33 Program Schedule
- 3) CALAFCO U Agenda (July 15, 2019)



June 6, 2019

RECEIVED

Napa LAFCo  
1030 Seminary Street, Suite B  
Napa, CA 94559

JUN 10 2019

NAPA COUNTY  
LAFCO

Dear Napa LAFCo Commission,

On behalf of the California Association of Local Agency Formation Commissions (CALAFCO), I would like to thank your Commission for allowing your staff the opportunity to attend the CALAFCO 2019 annual staff workshop, held in San Jose, April 10 through 12.

We appreciate that many of our members have limited resources and understand prioritizing expenditures can be challenging. Ensuring your staff has access to ongoing professional development and specialized educational opportunities allows them the chance to better serve your commission and fulfill the mission of LAFCo. The sharing of information and resources among the LAFCo staff statewide serves to strengthen their network and creates opportunities for rich and value-added learning that is applied within each LAFCo.

Thank you again for supporting your staff's participation in the CALAFCO 2019 staff workshop. We truly appreciate your membership and involvement in CALAFCO. It remains our mission to provide high quality educational and networking opportunities for you as our valued member.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Pamela Miller".

Pamela Miller  
Executive Director



**LEADERSHIP NAPA VALLEY  
CLASS 33  
2019-2020 CALENDAR**

Friday, September 6, 2019	ORIENTATION
Saturday, September 7, 2019	TEAM BUILDING/PROBLEM SOLVING
Friday, September 20, 2019	LEADERSHIP SEMINAR
Friday, October 4, 2019	AGRICULTURE/ WINE INDUSTRY DAY
Friday, November 1, 2019	HEALTH AND HUMAN SERVICES
Friday, December 6, 2019	PLANNING DAY
Friday, January 3, 2020	CRIMINAL JUSTICE DAY
Friday, January 17, 2020	TOURISM DAY
Friday, February 7, 2020	EDUCATION DAY
Friday, March 6, 2020	GOVERNMENT DAY
Friday, April 3, 2020	BUSINESS DAY
Friday, May 1, 2020	ARTS DAY
Wednesday, May 13, 2020	CLASS PRACTICUM PRESENTATIONS
Thursday May 28, 2020	PROGRAM WRAP-UP GRADUATION CEREMONY

Note: Most days are full days (8 am-5 pm) and topics are subject to change.  
Classes are held at different locations each month.

### Schedule

9:30 a.m.	Registration and check-in
10:00 a.m.	Welcome, Introductions, Course Overview
10:10 a.m.	<b>Christine Crawford</b> , Executive Officer, Yolo LAFCo Data collection methods
10:40 a.m.	<b>David J. Ruderman</b> , Senior Counsel, Colantuono, Highsmith and Whatley, LLC LAFCo authority and discretion in adopting determinations and recommendations that are binding versus advisory
11:10 a.m.	Short break
11:20 a.m.	<b>Barry Jantz</b> , Chief Executive Officer, Grossmont Health Care District Nuances of healthcare districts (HCDs) that own and operate hospitals and those that do not, source documents that inform determinations for HCDs and a special district perspective of the MSR experience
12:15 p.m.	Networking Lunch
1:00 p.m.	<b>Mike McGill</b> , Commissioner, Special District, Contra Costa LAFCo Case studies and lessons learned from a LAFCo commissioner perspective
2:00 p.m.	<b>Robert Shibatani</b> , Managing Partner, The Shibatani Group International Detailed overview of areas of determinations for water agencies and source documents that support those determinations
3:00 p.m.	Questions and Answers
3:20 p.m.	Wrap Up and Evaluations

### Summary

Join us for a “Deep Dive into MSR’s”. This course explores how to efficiently solicit information needed for preparation of the MSR; writing for a range of agencies from well performing, struggling and not performing or fulfilling their intended purpose; writing determinations that will support spheres of influence and future actions.

This very unique panel will also provide insight into source documents and areas of determination specific to water agencies and health care districts. Further we will hear the perspective of a special district that has been the subject of an MSR. Don’t miss this distinctive opportunity to learn techniques and strategies to streamline data collection, hone determinations specific to the agency under study and take your MSR’s to the next level.

### Who Should Attend?

This session is intended for LAFCo commissioners and staff, CALAFCO Associate members, consultants and anyone who works directly with the Municipal Service Review process.