



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

Agenda Item 5a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: December 4, 2017

SUBJECT: Approval of Meeting Minutes:
October 2, 2017 Regular Meeting

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the October 2, 2017 regular meeting.

Staff recommends approval.

ATTACHMENT

- 1) Regular meeting minutes: October 2, 2017

Vacant, Commissioner
Councilmember, City of Napa

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Chair
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

Brian J. Kelly, Vice Chair
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
MEETING MINUTES OF OCTOBER 2, 2017**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Acting Chair Kelly called the regular meeting of October 2, 2017 to order at 2:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Brian Kelly, Vice Chair (<i>Acting Chair</i>)	Gregory Rodeno	Brendon Freeman, Executive Officer
Diane Dillon	Ryan Gregory (<i>Voting for Wagenknecht</i>)	Jennifer Gore, Commission Counsel
Margie Mohler <i>Excused:</i>	Kenneth Leary (<i>Voting for Inman</i>)	Kathy Mabry, Secretary
Brad Wagenknecht, Chair		
Juliana Inman		

2. PLEDGE OF ALLEGIANCE

Acting Chair Kelly led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Acting Chair Kelly asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Leary and second by Commissioner Dillon, the Commission unanimously adopted the agenda as submitted.

4. PUBLIC COMMENTS

Acting Chair Kelly invited members of the audience to provide public comment.

James Hinton, Napa resident, provided public comment regarding healthcare districts.

There are no healthcare districts in Napa County, however, staff will look into this subject and report back at a future meeting.

5. CONSENT ITEMS

a) Approval of Meeting Minutes: August 7, 2017 Regular Meeting

b) Current and Future Proposals

c) Time Extension for Silverado Trail No. 2 Annexation to the Napa Sanitation District

d) Senate Bill 448 Support Letter

e) ~~General Plan Progress Reports~~ (NOTE: Item #5e was pulled for discussion later)

f) Milton Road Engineering Study Update

Upon motion by Commissioner Mohler and second by Commissioner Dillon, the Commission pulled item #5e, and approved items **a, b, c, d and f**:

VOTE:

AYES: MOHLER, DILLON, KELLY, GREGORY AND LEARY

NOES: NONE

ABSENT: WAGENKNECHT AND INMAN

ABSTAIN: NONE

6. PUBLIC HEARING ITEMS**a) Final Municipal Service Review and Sphere of Influence Update for the Congress Valley Water District**

The Commission reviewed a final Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Congress Valley Water District (CVWD).

The public hearing was continued from the Commission's August 7, 2017 meeting in response to a request from a representative for a landowner in one of the study areas and due to the need for revisions to the final report.

The revised final report includes written determinations making statements on the level and range of services provided by CVWD, as well as several changes that were presented at the Commission's August 7, 2017 meeting. These changes to the final report are summarized in the staff report.

The recommended action was for the Commission to adopt a resolution that (1) confirms the determinative statements in the report, (2) updates CVWD's sphere of influence to add approximately 5.4 acres of territory as well as remove approximately 10.6 acres of territory, and (3) makes certain findings pursuant to the California Environmental Quality Act (CEQA).

Staff provided an overview of the report and map of the SOI study areas for potential addition to, or removal from, CVWD's SOI. Staff also reviewed Assembly Bill 402 (Dodd) which is a new tool for Napa LAFCO to address existing needs of service.

Acting Chair Kelly opened the public hearing.

Public comments were received by John Stewart, James Hinton, Gary Margadant, Priscillia deMuizon, Roland Cavanaugh, and City of Napa Water General Manager, Joy Eldredge.

Acting Chair Kelly closed the public hearing.

Upon motion by Commissioner Dillon and second by Commissioner Gregory, the Commission continued this matter until the December meeting and recommended bringing back a red-lined document with added citations and changes related to trucked-in water and other issues:

VOTE:

AYES:	<u>DILLON, GREGORY, MOHLER, KELLY AND LEARY</u>
NOES:	<u>NONE</u>
ABSENT:	<u>WAGENKNECHT AND INMAN</u>
ABSTAIN:	<u>NONE</u>

7. ACTION ITEMS**a) Draft Municipal Service Review and Sphere of Influence Update for the City of St. Helena**

The Commission received a draft Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the City of St. Helena. The draft report includes written determinations making statements on the level and range of municipal services provided by St. Helena and includes a recommendation to affirm St. Helena's SOI with no changes. Staff directed the Commission to review a letter from the City of St. Helena requesting a continuance and numerous revisions to the report.

Acting Chair Kelly disclosed that he has discussed this matter with Vice-Mayor White who has recommended waiting 2 months due to staff shortages, and he agrees to a continuance.

7. ACTION ITEMS – continued:

a) Commissioner comments included reducing the size of the reports, developing a strategy with the City on how to approach the study and work within the framework of that plan, and possibly re-writing of the report due to corrections and/or more comments to be addressed. The City Manager of St. Helena, Mark Prestwich, spoke before the Commission stating that 4 months should be sufficient to allow City staff to focus on this update and provide data to LAFCO in order to complete the study.

No formal action was taken, however, upon motion by Commissioner Mohler and second by Commissioner Gregory, the Commission agreed to the City Manager's request of 4 months to gather data, and continued this item to the Commission's February 2018 regular meeting:

VOTE:

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

b) Progress Report on Professional Services Provided by E Mulberg & Associates

The Commission received a verbal update from Mr. Elliot Mulberg relating to progress on the South County Region Municipal Service Review (MSR) and Sphere of Influence (SOI) updates as well as mentoring and coaching services for the Executive Officer.

On April 17, 2017, the Commission entered into a contract with E Mulberg & Associates for professional services relating to the preparation of the South County Region report, with the completion of a draft report by December 1, 2017.

On September 1, 2017, the Commission entered into a separate contract with E Mulberg & Associates for mentoring and coaching services for the Executive Officer through December 31, 2017.

Mr. Mulberg provided a progress report on the professional services provided under the two contracts. Mr. Mulberg said he looking forward to the South County study, as well as providing coaching services to the Executive Officer, and he will be providing a written summary of his activities.

Following discussion on the topic of municipal studies, the Commission agreed that the full Commission should meet to discuss specifically what it is looking for in an MSR product and suggested Mr. Mulberg be involved in that discussion.

Staff reminded the Commission that it does have a policy of Municipal Service Reviews and recommended that the Policy Committee might be the appropriate setting to discuss any new ideas regarding the format of the MSR reports.

c) Policy Committee Update

The Commission received a report from the Policy Committee that summarizes recent activities related to the review and further development of the Commission's adopted policies. The Policy Committee presented draft policy language specific to unincorporated islands, as well as legislation.

Staff provided an overview of the report.

Following discussion, the Commission agreed to circulate the Legislative Policy for public review and comment, but not the Island Policy at this time.

The Commission continued the Island Policy for further discussion at the December 4th meeting.

7. ACTION ITEMS – continued:**d) Strategic Planning Committee Update**

The Commission received a report from the Strategic Planning Committee. The Strategic Planning Committee presented a draft document titled “Focus of LAFCO” that is the result of the Commission’s recent strategic planning workshops. The Commission was invited to discuss the draft “Focus of LAFCO” and provide direction to the Strategic Planning Committee with respect to additional changes before the draft “Focus of LAFCO” is circulated for public review and comment.

Staff provided an overview of the report.

Acting Chair Kelly commented that this is a work in progress, and suggested it still has more work to be done on it. Commissioner Mohler suggested linking the items on the Focus of Napa LAFCO list to staff reports going forward.

Before the draft “Focus of LAFCO” is circulated for public review and comment, it was recommended that the ad hoc committee, consisting of Chair Wagenknecht and Vice Chair Kelly, along with the Executive Officer have another meeting to expand on the core guiding principles within the document.

The Commission continued this item for further discussion at the December 4th meeting.

e) Work Program Progress Report

The Commission received a progress report on its adopted 2017-2018 Work Program.

The Commission also received a draft schedule of new municipal service reviews and sphere of influence updates to be completed through calendar year 2020.

Staff provided an overview of the report.

The Commission recommended the Chair and Vice-Chair continue to provide feedback to the Executive Officer regarding all of LAFCO’s priorities.

8. EXECUTIVE OFFICER REPORT

The Executive Officer provided a summary of recent meetings, presentations and studies currently in progress, for information purposes only.

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

The Commission agreed to continue agenda item #5e until the next regular meeting.

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 4:10 PM. The next regular meeting is scheduled for Monday, December 4, 2017 at 2:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Brian J. Kelly, Acting LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary