



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

February 3, 2014
Agenda Item No. 5b (Consent/Action)

January 28, 2014

TO: Local Agency Formation Commission

FROM: Kathy Mabry, Commission Secretary

SUBJECT: Approval of Meeting Minutes
The Commission will consider approving summary minutes prepared by staff for the December 2, 2013 regular meeting.

A. Discussion and Recommendation

Attached are summary minutes prepared for the Commission's December 2, 2013 regular meeting. Staff recommends approval.

Respectfully submitted,

Kathy Mabry
Commission Secretary

Attachments: as stated

Joan Bennett, Vice Chair
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

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

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF DECEMBER, 2, 2013**

1. WELCOME AND CALL TO ORDER BY CHAIR; 4:00 P.M.

Chair Wagenknecht called the regular meeting of December 2, 2013 to order at 4:00 pm.

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

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Juliana Inman	Peter Banning, Acting Executive Officer
Joan Bennett	Mark Luce	Jackie Gong, Commission Counsel
Bill Dodd	Gregory Rodeno	Brendon Freeman, Analyst
Greg Pitts		Kathy Mabry, Secretary
<i>Excused: Brian J. Kelly</i>		

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

The Chair considered a request by Counsel to remove item #5a* from today's agenda.

In addition, a correction was noted for the October 7th minutes on page 4, agenda item #9: *Robert's* Rules of Order is incorrect, and should read instead *Rosenberg's* Rules of Order.

4. PUBLIC COMMENTS

Chair Wagenknecht invited members of the audience to provide public comment.

No comments were received.

5. CONSENT ITEMS

a) First Quarter Budget Report for 2013-2014 - **ITEM REVOKED FROM THE AGENDA -*

b) Approval of Meeting Calendar for First Half of 2014

The Commission considered approving a meeting calendar for the first six months for 2014.

The regular meetings were approved for February 3rd, April 7th, and June 2nd.

c) Approval of Meeting Minutes

The Commission approved minutes prepared by staff for the October 7, 2013 meeting.

d) Designation of Chair and Vice Chair for Calendar Year 2014

The Commission received a report regarding the designation of Chair and Vice Chair for the 2014 calendar year. The Commission's adopted policy designates Commissioner Kelly as Chair and Commissioner Bennett as Vice Chair, respectively.

e) Notice of Expiring Commissioner Terms in 2014

The Commission received a report identifying Commissioner Dodd and Kelly's terms which are scheduled to expire in 2014.

f) CALAFCO Quarterly Report

The Commission received the most recent quarterly report prepared by CALAFCO.

g) Current and Future Proposals

The Commission received a report summarizing current and future proposals.

Upon motion by Commissioner Dodd and second by Commissioner Rodeno, the Commission unanimously agreed to approve the consent calendar, as amended.

6. PUBLIC HEARING ITEMS

a) Municipal Service Review on Central County Region: Section on City of Napa

The Commission considered accepting a final report on its scheduled municipal service review (MSR) on the central county region specific to the City of Napa. Key substantive changes made to the report since its draft presentation in October include the addition of sections for roads and storm drainage services. The Commission also considered adopting a resolution confirming the determinative statements in the report.

Staff provided a brief overview of the report, noting that no comments were received from the City of Napa until prior to this meeting today. The Commission was provided with a copy of the City's written comments during the meeting.

Chair Wagenknecht opened the public hearing.

Rick Tooker, Planner, City of Napa, spoke to the Commission regarding the City's comments.

Mr. Tooker stated the written comments were reviewed along with LAFCO staff earlier today, but noted they were simply 'administrative' changes, and non-substantive to the MSR report.

Additionally, staff denoted a correction to the draft resolution on page 1, section 1. It should read:

1. The Commission determines this municipal service review is exempt from further environmental review under the California Environmental Quality Act pursuant to 14 California Code of Regulations Section 15306.

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Rodeno and second by Commissioner Pitts, the Commission unanimously approved to acceptance of the final report with administrative changes, and adoption of the amended resolution (**Resolution No. 2013-12**).

7. ACTION ITEMS

a) Financial Audit for Fiscal Year Ending June 30, 2013

The Commission reviewed a written report from an outside consultant auditing the agency's financial statements for the 2012-2013 fiscal year. The report was presented to the Commission to receive and file.

Staff provided the Commission with a brief overview of the report and highlighted a spreadsheet prepared by Auditor-Controller, Tracy Schulze which summarized the audited fund balance. Staff praised the Auditor's staff and Secretary Mabry for their work in achieving a successful audit.

Upon motion by Commissioner Dodd and second by Commissioner Rodeno, the 2012-2013 Fiscal Year Audit Report was unanimously approved by the Commission.

b) Consideration of the Proposed Annexation of 3174 Valley Green Lane to the Napa Sanitation District

The Commission considered a proposal from a landowner to annex approximately 2.2 acres of incorporated territory to Napa Sanitation District (NSD). The affected territory is located at 3174 Valley Green Lane in the City of Napa. The purpose of annexation is to establish permanent public sewer service to an existing single-family residence currently receiving sewer from NSD through a temporary outside service extension approved by the Commission at its October 7, 2013 meeting. The Commission also approved a negative declaration for the proposed annexation, pursuant to the California Environmental Quality Act (CEQA).

Staff provided the Commission with an overview of the proposal and noted that the required terms and conditions from NSD have been received by LAFCO.

Staff recommended the Commission adopt a resolution to approve the proposed annexation.

Upon motion by Commissioner Dodd and second by Commissioner Bennett, the annexation was approved by the Commission (**Resolution No. 2013-13**).

7. ACTION ITEMS – continued:

c) Appointments to the 2014-2015 Budget Committee

The Commission considered appointing two members to serve with the Executive Officer on the 2014-2015 Budget Committee.

Upon motion by Commissioner Rodeno and second by Commissioner Dodd, Commissioners Bennett and Pitts were reappointed to next year's Budget Committee.

d) Notice of Expiring Term: Regular Public Member

Staff provided an overview of a written report. The city and county members provided direction to staff with respect to addressing the expiring term of the regular public member position currently held by Brian J. Kelly.

Commissioner Dodd questioned the usefulness of the Commission's procedures which require an open public member selection process even in instances where the incumbent public member has done well and is willing to continue to serve. He requested staff to review the current policy and possible alternatives to the existing policy's language specific to expedited reappointment options for the public member.

Commissioners Rodeno and Bennett asked how other counties handle this type of recruitment, and requested staff to research the public member selection policies of other LAFCO's. Staff will report back at the next regular meeting.

The Commission discussed its options and expressed interest in foregoing the recruitment process in support of reappointing Commissioner Kelly.

e) Proposed Amendment to the Policy on Conducting Commission Meetings and Business

The Commission considered adopting an amendment to the Policy on Conducting Commission Meetings and Business to designate Rosenberg's Rules of Order as its rules of parliamentary procedure.

Counsel Gong provided an overview of this item and a copy of Rosenberg's Rules of Order were provided to the Commission.

Upon motion by Commissioner Rodeno and second by Commissioner Bennett, the current policy will be amended to designate Rosenberg's Rules of Order as its rules of parliamentary procedure for use by the Commission.

8. DISCUSSION ITEMS

a) Napa Pipe Update

Staff summarized pending activities and planned processes for the Napa Pipe development project. At the Commission's request, a verbal report was received from the City of Napa Community Development Director – Rick Tooker, and the County of Napa Housing and Intergovernmental Affairs Director – Larry Florin. Mr. Tooker and Mr. Florin jointly presented a status update describing the scope of the Napa Pipe development project.

Mr. Tooker stated negotiations have been taking place for the development/design guidelines and noted the City will likely submit an application for annexation of this site to LAFCO by the spring of 2014.

Mr. Florin reviewed the agencies who are involved in the planning of Napa Pipe as well as its proposed land and water uses.

The report was presented to the Commission for information only. No action was taken.

8. DISCUSSION ITEMS – continued:

b) City of Napa Sphere of Influence Update

The Commission received a draft report on its scheduled sphere of influence update for the Central County Region specific to the City of Napa.

Staff provided an overview of the written report, and noted that the report recaps and builds upon research done for the updated Municipal Service Review submitted to the Commission in October. The draft report on the City of Napa Sphere of Influence Update draws on current legislative directives and adopted local policies in identifying and evaluating the merits of adding territory to the City's sphere to facilitate either future annexations or outside service extensions.

The draft report concluded it would only be appropriate for the Commission to add the Napa Pipe and County Jail sites to Napa's sphere of influence as part of this scheduled update.

Staff noted that projects on both sites have reached advanced stages of development review and will clearly demand services that the City of Napa would most logically provide.

Staff will initiate a 30-day public comment period on the Napa section with the expectation of returning with a complete and final report for approval by the Commission as early as its next regular meeting on February 3, 2014.

9. EXECUTIVE OFFICER REPORT

There was no report from the Acting Executive Officer regarding current staff activities.

10. CLOSED SESSION

Public Employee Appointment – Executive Officer (Government Code Section 54957(b)(1))

There was no reportable action.

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There were no comments.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:50 p.m. The next regular LAFCO meeting is scheduled for Monday, February 3, 2014 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST:

Peter Banning, Acting Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary