



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

August 5, 2013

Agenda Item No. 5c (Consent/Action)

July 29, 2013

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 June 3, 2013 meeting. All members were present.

A. Discussion and Recommendation

Attached are summary minutes prepared for the Commission's Regular Meeting on June 3, 2013. Staff recommends approval.

Respectfully submitted,

Kathy Mabry
Commission Secretary

Attachment: as stated

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Gregory Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Chair
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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF JUNE 3, 2013**

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

a) Commission Roll Call

Chair Wagenknecht called the regular meeting of June 3, 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 (<i>arrived at 4:03 pm</i>)	Keene Simonds, Executive Officer
Brian J. Kelly, Vice-Chair	Mark Luce	Jackie Gong, Commission Counsel
Joan Bennett	Gregory Rodeno	Brendon Freeman, Analyst
Bill Dodd		Kathy Mabry, Secretary
Greg Pitts		

b) Pledge of Allegiance

Chair Wagenknecht led the Pledge of Allegiance.

c) Oath of Office for Commissioners with New Terms

The Commission Counsel administered new oaths of offices for Commissioners Inman, Luce, and Pitts.

2. APPROVAL OF AGENDA

There were no requests to rearrange the agenda.

3. PUBLIC COMMENTS

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

4. RECOGNITION OF SERVICE: Lewis Chilton

The Commission recognized the service of Lewis Chilton as Commissioner for LAFCO between 2009 and 2013. Chair Wagenknecht presented Mr. Chilton with a plaque with a commemorative inscription. Mr. Chilton expressed his appreciation to the Commission for the commendation.

5. CONSENT ITEMS

a) Third Quarter Budget Report for 2012-2013

The Commission reviewed a third quarter budget report for 2012-2013. The report compared budgeted versus actual transactions through the first three quarters. The report projected the Commission is on pace to improve its year-end financial position by eliminating its budgeted funding gap of (\$8,811) and finish with an overall operating surplus of \$13,652.

b) Amendments to Support Services Agreement with the County of Napa

The Commission considered an amendment to its support services agreement with the County of Napa (*Napa County Agreement No. 4433, LAFCO Agreement No. 03-02*) involving the provision of information technology services. The amendment establishes the Commission's 2013-2014 annual charge for information technology services provided by the County in the amount of \$22,374, and represents an approximate 1.7% increase over the current fiscal year.

5. **CONSENT ITEMS – continued:**

c) **Approval of Meeting Minutes**

The Commission considered the minutes prepared by staff for the April 1, 2013 meeting.

d) **Current and Future Proposals**

The Commission received a report summarizing current and future proposals. No new proposals have been submitted since the April 1, 2013 meeting.

Upon motion by Commissioner Bennett and second by Commissioner Kelly, the consent items were approved (Commissioner Pitts abstained from voting since he was not present at the April 1, 2013 meeting).

6. **PUBLIC HEARING ITEMS**

a) **Consideration of a Final Budget for Fiscal Year 2013-2014**

Staff presented the Commission with a final budget for 2013-2014 prepared by the Budget Committee (Chilton, Kelly and Simonds). The budget report was nearly identical to the proposed budget adopted in April and subsequently circulated for public review. Operating expenses total \$448,800 and represents a 3.8% increase over the current fiscal year. Operating revenues total \$432,850 with the majority coming from local funding agencies; the latter of which would increase by 2.4%. The anticipated shortfall of \$15,949 would be covered by agency reserves.

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

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Pitts and second by Commissioner Kelly, the final budget was unanimously approved by the Commission (**Resolution No. 2013-06**).

b) **Amendments to Adopted Fee Schedule**

Staff presented the Commission with amendments to its adopted fee schedule prepared by the Policy Committee (Luce, Rodeno and Simonds). The proposed amendments included increasing the composite hourly staff rate from \$118 to \$123 along with making changes to the policy statements accompanying the fee schedule to improve implementation.

Staff provided clarification of the proposed amendments to the adopted fee schedule.

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

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Dodd and second by Commissioner Bennett, the amendments to the adopted fee schedule were unanimously approved (**Resolution No. 2013-07**).

7. **ACTION ITEMS**

a) **Amendments to Policy on Conducting of Meetings and Business**

Staff presented the Commission with amendments to its existing policies concerning the conducting of meetings and business prepared by the Policy Committee. The majority of the proposed amendments reflects and expands on current practices and address per diem allowances and reimbursement procedures. Amendments were also proposed to address setting agenda items.

There were no Commissioner comments were received.

Upon motion by Commissioner Dodd and second by Commissioner Pitts, the amendments to the proposed amendments were approved.

b) Approval of Meeting Calendar for Second Half of 2013

The Commission considered approving a meeting calendar for the final six months of 2013. It was recommended the Commission schedule four regular meetings for August 5th, October 7th, November 4th, and December 2nd. One special meeting was also recommended for November for the Commission to hold its biennial workshop. Staff will poll the Commission to see which date in November will work best for holding the workshop.

Upon motion by Commissioner Bennett and second by Commissioner Kelly, the meeting calendar for the second half of 2013 was approved.

c) California Association of Local Agency Formation Commissions: Annual Conference Items

The Commission considered items relating to CALAFCO's Annual Conference scheduled for August 28-30th at Resort at Squaw Creek in Lake Tahoe. This included appointing a delegate and alternate delegate, nominating interested City and Public members for board election and making a nomination for the achievement awards.

Upon motion by Commissioner Bennett and second by Commissioner Pitts, the Commission appointed Chair Wagenknecht and Commissioner Inman to serve as delegate and alternate delegate, respectfully. The Commission nominated Alternate Commissioner Inman for City member seat and Alternate Commissioner Rodeo for Public member seat on CALAFCO.

No nominations for the achievement award were made.

8. DISCUSSION ITEMS

a) Spanish Flat Water District Sphere of Influence Update

Staff presented the Commission with a draft report on its scheduled sphere of influence update on the Spanish Flat Water District. The draft report draws on current legislative directives and adopted local policies in identifying and evaluating the merits of adding two study areas – "A" and "B" – to the sphere to facilitate either future annexations or outside service extensions. Staff summarized the draft notes the recommendation is to add Study Area A.

b) Profile Report on Mutual Water Companies in Napa County

Staff presented the Commission with a profile report on mutual water companies operating in Napa County. The one-time report was prepared in response to the recent enactment of Assembly Bill 54 and identified each mutual water company's service area along with basic service information.

No public comments were received and no action was taken.

c) Legislative Report

Staff provided the Commission with a status report on the first year of the 2013-2014 session of the California Legislature as it relates to items directly or indirectly effecting Local Agency Formation Commissions. The report also updated the Commission on the agency's ongoing efforts to seek amendments to the section of law involving outside municipal service extensions.

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a brief report on the CALAFCO Workshop attended by staff which was held in Davis in April 2013.

10. CLOSED SESSION

There was no closed session.

11. COMMISSIONER COMMENTS

There was no discussion of this item.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:09 p.m. The next regular LAFCO meeting is scheduled for Monday, August 5, 2013 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST:

Keene Simonds, Executive Officer

Prepared by:



Kathy Mabry
Commission Secretary