



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: August 7, 2017

SUBJECT: Approval of Meeting Minutes:
June 5, 2017 Special Meeting and June 19, 2017 Special Meeting

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the June 5, 2017 Special Meeting and the June 19, 2017 Special Meeting.

Staff recommends approval.

ATTACHMENTS

- 1) Special meeting minutes: June 5, 2017
- 2) Special meeting minutes: June 19, 2017

Juliana Inman, 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
SPECIAL TELECONFERENCE MEETING
MINUTES OF JUNE 5, 2017**

**Yountville Town Hall Council Chambers
6550 Yount Street, Yountville, CA 94599**

and

** 7 Walden Lane, Rye, N.Y. 10580*

1. WELCOME AND CALL TO ORDER; ROLL CALL

Acting Chair/Commissioner Dillon called the special meeting of June 5, 2017 to order at 2:08 PM. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair <i>(arrived at 2:10)</i>	Ryan Gregory <i>(arrived 2:35)</i>	Brendon Freeman, Executive Officer
Diane Dillon <i>(Acting Chair until Chair arrived)</i>	Kenneth Leary <i>(voting for Juliana Inman)</i>	Jennifer Gore, Commission Counsel
Margie Mohler	Gregory Rodeno- <i>Excused</i>	Kathy Mabry, Secretary
Brian Kelly, Vice Chair <i>* Via telephone call</i>		
Juliana Inman- <i>Excused</i>		

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the Pledge of Allegiance.

3. OATH OF OFFICE FOR COMMISSIONER WITH NEW TERM

Counsel administered a new oath of office for Commissioner Margie Mohler who will serve in the Commission's City Member II (Upvalley) seat until May 3, 2021.

4. APPROVAL OF AGENDA

Chair Wagenknecht asked if there were any requests to rearrange the agenda. The Executive Officer noted the last two agenda items should be numbered **13.** and **14.** Upon motion by Commissioner Dillon and second by Commissioner Mohler, the Commission unanimously adopted the agenda as corrected.

5. PUBLIC COMMENTS

Chair Wagenknecht invited members of the audience to provide public comment. Public comment was received from a Milton Road resident, Vincent Blake, who addressed the Commission regarding what he believes to be a discrepancy in the Napa River Reclamation District #2109's most recent and past MSR/SOI studies.

6. RECOGNITION OF SERVICE: Paul Dohring

Chair Wagenknecht presented Paul Dohring with a plaque of appreciation recognizing his dedicated service to the Commission from February to May 2017. Mr. Dohring addressed the Commission and spoke warmly of his recent term on LAFCO, as well as a prior Commissioner term he served many years ago, and expressed his gratefulness in working with the Commission and staff.

7. CONSENT ITEMS

a) Approval of Meeting Minutes: April 3, 2017 Regular Meeting and May 1, 2017 Special Meeting

b) Current and Future Proposals

c) Third Quarter Budget Report for 2016-2017

d) Release of Draft Plan Bay Area 2040

Upon motion by Commissioner Dillon and second by Commissioner Mohler, the consent items were approved:

VOTE:

AYES: DILLON, MOHLER, KELLY, LEARY AND WAGENKNECHT

NOES: NONE

ABSENT: INMAN AND RODENO

ABSTAIN: NONE

8. PUBLIC HEARING ITEMS

a) Final Municipal Service Review and Sphere of Influence Update for the Napa County Mosquito Abatement District

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the Napa County Mosquito Abatement District (NCMAD). The draft report was presented in April and circulated for public review and comment. No comments received. The final report includes written determinations making statements on the level and range of services provided by NCMAD.

Staff provided the Commission with an overview of the report and thanked District Manager Wes Maffei for being extremely responsive and helpful during the preparation of the study. Chair Wagenknecht opened the public hearing.

Commissioner Leary pointed out a section in the report on **Page 8, II. EXECUTIVE SUMMARY, A. 1. c)** and suggested deleting part of the first sentence: “... *as groups identified as non-whites become the majority by 2020*”. The Commission agreed with removing that part of the first sentence, and directed staff to delete that from the final report and resolution.

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Dillon and second by Commissioner Leary, the final report was approved affirming the existing sphere of influence of the Napa County Mosquito Abatement District with no changes, and adopting the resolution as modified (**Resolution #2017-03**):

VOTE:

AYES: DILLON, LEARY, KELLY, MOHLER AND WAGENKNECHT

NOES: NONE

ABSENT: INMAN AND RODENO

ABSTAIN: NONE

8. PUBLIC HEARING ITEMS – continued:

b) Final Budget for Fiscal Year 2017-2018

The Commission considered adopting a resolution to approve a final budget for 2017-2018. Proposed operating expenses total \$498,713 and represent a 6.8% decrease over the prior fiscal year. Proposed operating revenues total \$452,947 with the remaining shortfall (\$45,766) to be covered by drawing from agency reserves.

Staff provided the Commission with an overview of the proposed budget, noting the FY 2017-18 Budget Committee consists of Commissioners Wagenknecht and Rodeno along with the Executive Officer.

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

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Mohler and second by Commissioner Leary, the final budget for 2017-2018 was approved by the Commission (**Resolution #2017-04**):

VOTE:

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

9. DISCUSSION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the Congress Valley Water District

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Congress Valley Water District (CVWD). The draft report includes written determinations making statements on the level and range of agency services and includes a recommendation to update CVWD's sphere of influence to remove approximately 10.6 acres of non-jurisdictional territory. The Commission was invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final Municipal Service Review and Sphere of Influence Update for formal action as part of a public hearing at a future meeting.

No action was taken by the Commission as part of this item.

Staff provided the Commission with an overview of the draft report.

Staff noted that the legend on the map identified as 2.0, should read Carneros Resort & Spa, rather than Carneros Inn.

Staff also recommended that the Southeast Study Area be removed from the SOI.

Public comments were received from the following:

- CVWD Resident Roland Cavanaugh spoke to the Commission to confirm that a paragraph was removed from the draft report, and said he supports staff recommendation, and he encouraged LAFCO to be more diligent with the City regarding the contract with the District.
- Napa County Farm Bureau Rep. Bruce Phillips supported the staff recommendation.
- Board Director Jeanine Layland supports staff recommendation and commented that she felt the district had plenty of time for contract negotiations with the City.

The Commission directed staff to return with a final report at its meeting in August.

9. DISCUSSION ITEMS – continued:

b) City of Napa Islands

The Commission received a report summarizing unincorporated islands surrounded by the City of Napa. The Commission discussed the report and considered providing direction to staff to collaborate with the City of Napa and the County of Napa to provide additional outreach efforts and pursue annexation proceedings for one or more islands.

Staff provided the Commission with an overview of the report.

Commissioner Dillon wanted to know more about cost sharing agreements in relation to island annexations. Staff answered that there may be mapping & geographic description fees, SBE fees, etc. It has not been determined if LAFCO, the City or the County would take on any fees. The City of Napa will need to hold a noticed public hearing, notice affected residents and adopt a formal resolution before LAFCO can move forward. At this point, no formal action has been taken by the City of Napa.

Karlo Felix, City of Napa Planner, spoke to the Commission stating the City’s policy is the property owners initiate applications for annexation to the City. He informed the Commission that he is not prepared to make any comments today regarding the Island Annexation program, but will report back to the City with any comments or concerns.

Chair Wagenknecht stated the Commission is ready to move forward with this program.

Commissioner Dillon would like staff to come back with information regarding the order of which thing will take place for an Island Annexation, as it relates to the NSD and Napa, too. Following discussion, a sub-committee was formed to include Commissioners Juliana Inman and Ryan Gregory along with the Executive Officer to lay out the plan of action.

10. ACTION ITEMS

a) 2017-2018 Work Program

The Commission considered adopting a Work Program that includes administrative, planning, and regulatory activities for the 2017-2018 fiscal year.

Staff provided the Commission with an overview of the report.

The Commission discussed the work program, including in-progress activities such as the St. Helena study and extending that completion date to December 2017 due to staff shortages in St. Helena and the County. The Commission also discussed new activities and the use of the current & new consultants to complete studies on the work program.

Upon motion by Commissioner Dillon and second by Commissioner Leary, the Commission unanimously adopted the 2017-18 work program and requested staff report back at the next meeting regarding the SWALE Consultant, the St. Helena study report status, and dated studies:

VOTE:

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

10. ACTION ITEMS – continued:

b) Legislative Report

The Commission received a report on the first year of the 2017-2018 session of the California Legislature as it relates to items directly or indirectly affecting Local Agency Formation Commissions.

Staff provided an overview of new legislation including AB464; SB448 and a report on the Little Hoover Commission.

The recommended action was for the Commission to approve and authorize the Executive Officer to submit a formal letter of support for Assembly Bill 464.

The Commission inquired about the positions taken by our State Assembly member and Senator and agreed to take no formal positions at this time.

11. EXECUTIVE OFFICER REPORT

- Strategic Planning Meeting – Bill Chiat to return to facilitate a follow-up meeting.
- Policy Committee – Continue with review & drafting changes. Will report back at August meeting.
- ECS back-scanning of records project is now complete, thanks to Secretary Mabry.

12. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There were no comments.

13. CLOSED SESSION: Public Employee Performance Evaluation – Executive Officer (Government Code Section 54957(b)(1))

Due to time constraints, the Commission agreed to continue this item to a Special Meeting.

14. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:50 PM. The next LAFCO meeting is scheduled for Monday, August 7, 2017, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Brad Wagenknecht, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
SPECIAL MEETING MINUTES OF JUNE 19, 2017**

Location: City Hall of Napa – Committee Room
955 School Street
Napa, CA 94559

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the special meeting of June 19, 2017, to order at 1:05 PM.
At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Brian Kelly, Vice-Chair	Gregory Rodeno	Jennifer Gore, Commission Counsel
Diane Dillon (<i>arrived 1:07</i>)		Kathy Mabry, Secretary
Juliana Inman	Kenneth Leary –	
Margie Mohler	<i>Excused</i>	

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the Pledge of Allegiance.

3. CLOSED SESSION:

**Public Employee Performance Evaluation – Executive Officer
(Government Code Section 54957(b)(1))**

The Commission adjourned to closed session at 1:10 PM. Open session resumed at 2:05 PM. While there was no reportable action taken, the Commission announced that Chair Wagenknecht and Vice-Chair Kelly would schedule a meeting with the Executive Officer to review the Commission's feedback on his performance.

4. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 2:05 PM. The next regular LAFCO meeting is scheduled for Monday, August 7, 2017 at 2:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Brad Wagenknecht, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary