



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

June 2, 2014

Agenda Item No. 5a (Consent/Action)

May 22, 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 April 7, 2014 Regular Meeting.

A. Discussion and Recommendation

Attached are summary minutes prepared for the Commission's April 7, 2014 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

Laura Snideman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF APRIL 7, 2014

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Kelly called the regular meeting of April 7, 2014 to order at 4:00 pm. At the time of roll call, the following Commissioners and staff were present:

<u>Regular Commissioners</u>	<u>Alternate Commissioners</u>	<u>Staff</u>
Brian Kelly, Chair	Mark Luce	Laura Snideman, Executive Officer
Joan Bennett, Vice-Chair	Gregory Rodeno	Jackie Gong, Commission Counsel
Bill Dodd	Juliana Inman- <i>absent</i>	Brendon Freeman, Analyst
Greg Pitts		Kathy Mabry, Secretary
Brad Wagenknecht		

2. PLEDGE OF ALLEGIANCE

Scott Sedgley, City of Napa Councilmember, led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Kelly asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Bennett and second by Commissioner Dodd, the Commission unanimously adopted the agenda as submitted:

VOTE:

AYES: **BENNETT, DODD, KELLY, PITTS AND WAGENKNECHT**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

4. PUBLIC COMMENTS

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

City of Napa Councilmember, Scott Sedgley, introduced himself to the Commission stating he has been on the Council for approximately one year now. Mr. Sedgley stated that as the economy begins to rebound from the recession, LAFCO comes up a lot in matters as there is more pressure from agencies to grow, and much of that begins with LAFCO so he is attending meetings to learn more about LAFCO and its actions.

Chair Kelly thanked Mr. Sedgley for his interest, and then closed the public comment period.

5. CONSENT ITEMS**a) Current and Future Proposals**

The Commission received a report summarizing current and future proposals.

b) Approval of Meeting Minutes

The Commission considered approving summary minutes prepared by staff for the February 3, 2014 regular meeting and for the special meeting of February 25, 2014.

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

The Commission considered approving amendments to its Support Services Agreement with the County of Napa involving the provision of Information Technology Services. The amendments include the Commission's 2014-2015 charge for information technology services of \$23,663 and represents an approximate 5.8% increase over the current fiscal year.

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the Commission unanimously approved the consent items:

VOTE:

AYES: **WAGENKNECHT, PITTS, BENNETT, DODD AND KELLY**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

6. PUBLIC HEARING ITEMS

At this time, Chair Kelly announced the presence of Laura Snideman, LAFCO's new Executive Officer, and the audience welcomed Laura with applause.

a) City of Napa: Proposed Sphere of Influence Amendment

The Commission reviewed a proposal submitted by the County of Napa for amendment of the City of Napa's sphere of influence to include the 82-acre site for a new County Jail. The proposed amendment was previously discussed in reports presented to the Commission in December 2013 and February 2014. Staff recommended the Commission certify that it has read and considered the Final Environmental Impact Report prepared for the project by the County of Napa and adopt a resolution amending the City of Napa's sphere of influence to include the County Jail site.

Staff provided a brief overview of the report.

Chair Kelly opened the public hearing.

Larry Florin, Director of Housing and Intergovernmental Affairs gave a report to the Commission, noting that Lenard Vare, Director of Corrections, and Steve Lederer, Director of Public Works were present should the Commission have any questions for them. Larry said the County is looking forward to working further on the design of the project, and stated that in March the City of Napa agreed to provide water to the site. In addition, the County has received funding for phase one of this project.

Chair Kelly closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the Commission unanimously approved to expand to the City of Napa's sphere of influence to include the County Jail site (**Resolution No. 2014-02**):

VOTE:

AYES: **DODD, WAGENKNECHT, PITTS, BENNETT AND KELLY**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

b) Central County Region Municipal Service Review: Final Section on NSD, CVWD, and SCSD

The Commission reviewed a final section of its scheduled municipal service review on the Central County region specific to Napa Sanitation District (NSD), Congress Valley Water District (CVWD), and Silverado Community Services District (SCSD). The Commission also considered adopting a resolution confirming the determinative statements in the report.

Staff provided a brief overview of the report.

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

Chair Kelly closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the Commission unanimously approved the municipal service review on the Central County region specific to Napa Sanitation District (NSD), Congress Valley Water District (CVWD), and Silverado Community Services District (SCSD), (**Resolution No. 2014-03**):

VOTE:

AYES: **WAGENKNECHT, PITTS, BENNETT, DODD AND KELLY**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

c) Appointment of Regular Public Member

The city and county members considered making an appointment for the regular public member position.

Chair Kelly recused himself from this matter, and Vice-Chair Bennett stood in as the Chair.

Staff provided an overview of the report, affirming that Chair Kelly's term is set to expire in May 2014. Staff held an open recruitment for the regular public member position by posting in the newspaper and agency website, which resulted in one applicant, Brian Kelly.

Staff recommended reappointment of the lone candidate to the position for a four-year term commencing on May 5, 2014.

Vice-Chair Bennett closed the public hearing.

Upon motion by Commissioner Dodd and second by Commissioner Wagenknecht, the Commission unanimously approved the reappointment Brian Kelly to the regular public member position for a four-year term commencing on May 5, 2014 and ending May 5, 2018.

VOTE:

AYES: **DODD, WAGENKNECHT, BENNETT AND PITTS**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **KELLY**

d) Proposed Budget for Fiscal Year 2014-2015

The Commission considered adopting a resolution to approve a proposed budget for 2014-2015.

Proposed operating expenses total \$456,560 and represent a 3.4% decrease over the current fiscal year. Proposed operating revenues total \$444,205 with the remaining shortfall (\$12,355) to be covered by drawing down on agency reserves. The proposed budget positions the Commission to finish the fiscal year with an available fund balance of \$152,362; an amount more than sufficient to meet the Commission's policy to retain reserves equal to no less than three months operating expenses.

Staff provided a review of the Budget Committee's report (Commissioners Bennett and Pitts).

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

Chair Kelly closed the public hearing.

Upon motion by Commissioner Pitts and second by Commissioner Wagenknecht, the Commission unanimously approved the budget as follows:

- 1) Adopted the proposed budget for 2014-2015 as submitted (**Resolution No. 2014-04**);
- 2) Directed the Committee to circulate the adopted proposed budget to funding agencies as well as make available to the general public for review and comment; and
- 3) Directed the Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 2, 2014:

VOTE:

AYES: **PITTS, WAGENKNECHT, BENNETT, DODD AND KELLY**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

7. ACTION ITEMS

a) Approval of Amendment No. 2 to Agreement for Interim Executive Officer Services

The Commission appointed Ms. Laura Snideman as its new Executive Officer, commencing March 25, 2014. Pending the recruitment, the Commission retained Peter Banning to perform interim executive officer duties. Under Amendment No. 1 of his Agreement, the term for his services was extended to March 31, 2014 and he was further retained for consultation as needed for a maximum of 30 hours. To ensure a smooth, effective transition of executive duties, staff recommends extending the term of Mr. Banning's agreement to December 31, 2014 and for up to 10 additional hours at a maximum additional cost of \$1,000, so he may be available for further consultation as needed. This brings the total maximum additional hours for consultation and total contract compensation under the agreement respectively capped to 40 hours and \$58,600. Other than these amendments, all other terms and conditions of the Agreement are unchanged.

Jackie Gong, Commission Counsel provided an overview of the report.

Upon motion by Commissioner Pitts and second by Commissioner Wagenknecht, the Commission unanimously approved Amendment No. 2 to the Agreement between the Commission and Peter Banning to extend the term of his services to December 31, 2014 and available consultation hours capped to 40:

VOTE:

AYES: PITTS, WAGENKNECHT, BENNETT, DODD AND KELLY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

b) Request for Legislative Support

The Commission considered authorizing the Executive Officer to sign letters in support of Assembly Bill 2156 and Assembly Bill 2762, both of which are authored by Assembly Member Katcho Achadjian.

Both assembly bills either have a direct impact on LAFCO law or the laws LAFCO helps to administer under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. There were no Commissioner comments received.

Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the Commission unanimously authorized the Executive Officer to sign new letters of support of Assembly Bill 2156 and Assembly Bill 2762:

VOTE:

AYES: WAGENKNECHT, BENNETT, DODD, KELLY AND PITTS
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. DISCUSSION ITEMS - There were no discussion items.

9. EXECUTIVE OFFICER REPORT

Laura Snideman thanked staff, Commission and community members for their support during the transition to Executive Officer.

10. **CLOSED SESSION** - There was no closed session.
11. **COMMISSIONER COMMENTS** - There were no Commissioner comments.
12. **ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**
The meeting was adjourned at 4:38 p.m. The next regular LAFCO meeting is scheduled for Monday, June 2, 2014 at 4:00 p.m.

Brian Kelly, Chair

Prepared by:

Kathy Mabry
Commission Secretary