



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

■ Diane Dillon, Chair ■ Greg Pitts, Vice Chair ■ Juliana Inman ■ Brian J. Kelly ■ Brad Wagenknecht
■ Keith Caldwell, Alternate ■ Joan Bennett, Alternate ■ Gregory Rodeno, Alternate

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SPECIAL MEETING AGENDA

Monday, December 5, 2016, 1:00 PM

County of Napa Administration Building

1195 Third Street, Board Chambers, 3rd Floor
Napa, California 94559

1. CALL TO ORDER BY CHAIR; ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

The Chair will consider a motion to approve the agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members or staff.

4. PUBLIC COMMENTS

In this time period anyone may comment to the Commission regarding any subject over which the agency has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals will be limited to three minutes. No action will be taken by the Commission as a result of any item presented at this time.

5. CONSENT ITEMS

All items calendared as consent are considered ministerial or non-substantive and subject to single motion approval. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

- a) [Approval of Meeting Minutes: October 3, 2016 Regular Meeting](#)
- b) [Current and Future Proposals](#)
- c) [First Quarter Budget Report for 2016-2017](#)
- d) [Notice of Expiring Commissioner Terms in 2017](#)
- e) [Establishing a Matching Retirement Savings Contribution for the Executive Officer in 2017](#)
- f) [Time Extension Request: Big Ranch Road No. 6 Annexation to the Napa Sanitation District](#)
- g) [Letter to Local Agencies: New Filing Requirements for Joint Powers Authorities](#)

6. PUBLIC HEARING ITEMS

Any member of the public may address the Commission with respect to a scheduled public hearing item. Comments should be limited to no more than five minutes unless additional time is permitted by the Chair.

a) [Authorization for the City of Napa to Provide New Water Service to the County Jail Property](#)
(5 Minutes)

The Commission will consider adopting a resolution authorizing the City of Napa to provide a new permanent public water service to the new County Jail property. The property comprises one entire approximate 27.1 acre parcel located at 2300 Napa Vallejo Highway. The subject property is within the City's sphere of influence and outside of the City's jurisdictional boundary. The County of Napa serves as lead agency under the California Environmental Quality Act and has accordingly prepared an environmental impact report addressing all potential environmental impacts associated with the County Jail project. The County, as the landowner, has requested a waiver of the Commission's outside service agreement application fee. The recommended action is for the Commission to approve the County's fee waiver request and the City of Napa's outside water service request.

- b) **Municipal Service Review and Sphere of Influence Update for the City of Calistoga (10 Minutes)**
The Commission will review a final Municipal Service Review and Sphere of Influence Update for the City of Calistoga. This item has been continued from the Commission's October 3, 2016 regular meeting. The final report examines the availability and adequacy of municipal services provided by Calistoga relative to the Commission's mandates to facilitate orderly growth and development. The recommended action is for the Commission to adopt a resolution confirming the determinative statements in the report and affirming the existing sphere of influence with no changes. The Municipal Service Review and recommended sphere affirmation are exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Sections 15306 and 15061(b)(3), respectively.
- c) **Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109 (10 Minutes)**
The Commission will review a final Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109. The final report examines the availability and adequacy of municipal services provided by the District relative to the Commission's mandates to facilitate orderly growth and development. The recommended action is for the Commission to adopt a resolution confirming the determinative statements in the report and updating the District's sphere of influence to include approximately 0.4 acres of additional territory. The Municipal Service Review and recommended sphere update are exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Sections 15306 and 15061(b)(3), respectively.
- d) **Sphere of Influence Update for the Congress Valley Water District (15 Minutes)**
The Commission will review a Sphere of Influence Update for the Congress Valley Water District. The recommended action is for the Commission to adopt a resolution affirming the District's sphere of influence with no changes. The recommended sphere affirmation is exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Section 15061(b)(3).

7. DISCUSSION ITEMS

A member of the public may receive permission to provide comments on any item calendared for discussion at the discretion of the Chair. General direction to staff for future action may be provided by Commissioners.

- a) **Draft Municipal Service Review and Sphere of Influence Update for the Town of Yountville (30 Minutes)**
The Commission will review a draft Municipal Service Review and Sphere of Influence Update for the Town of Yountville. The draft report examines the availability and adequacy of municipal services provided by Yountville relative to the Commission's mandates to facilitate orderly growth and development. The draft report also contemplates alternative options for potential changes to Yountville's sphere of influence. The Commission is 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 will be taken by the Commission as part of this item.

8. ACTION ITEMS

Items calendared for action do not require a public hearing before consideration by the Commission. Any member of the public may receive permission to provide comments on an item at the discretion of the Chair.

- a) **Audit Report for Fiscal Year Ending June 30, 2016 (10 Minutes)**
The Commission will receive and file a financial audit prepared by Brown Armstrong for the 2015-2016 fiscal year.

b) **Proposed County Jail Annexation to the Napa Sanitation District (5 Minutes)**

The Commission will consider a resolution of application submitted by the County of Napa Board of Supervisors to annex approximately 27.1 acres of unincorporated territory to the Napa Sanitation District (NSD). The affected territory is located at 2300 Napa Vallejo Highway and is within NSD's sphere of influence. The purpose of the proposed annexation is to allow the future County Jail to connect to NSD's public sewer infrastructure. The County of Napa serves as lead agency under the California Environmental Quality Act and has accordingly prepared an environmental impact report addressing all potential environmental impacts associated with the County Jail project. The County has also requested a waiver of the Commission's proposal processing fees. The recommended action is for the Commission to approve the County's fee waiver request and adopt a resolution approving the proposal with standard terms and conditions.

c) **Appointments to the 2017-2018 Budget Committee (5 Minutes)**

The recommended action is for the Commission to appoint two members to serve with the Executive Officer on the 2017-2018 Budget Committee. The Budget Committee is an ad hoc subcommittee responsible for preparing a draft and final budget for review and adoption by the Commission at its April and June regular meetings, respectively.

d) **Strategic Planning Committee (5 Minutes)**

The recommended action is for the Commission to appoint two members to serve with the Executive Officer on an ad hoc subcommittee to prepare for a strategic planning workshop in 2017.

e) **Request for Proposals Committee (5 Minutes)**

The Commission will receive a report that summarizes previous actions taken by the 2015 Request for Proposals (RFP) Committee. The recommended action is for the Commission to appoint two members to serve with the Executive Officer on a new RFP Committee to help select the next consultant(s) and assist in addressing issues regarding the schedule of studies currently being prepared by the existing consultant. Staff also recommends the Commission authorize the Executive Officer to distribute a Request for Proposals for Study Services.

9. **EXECUTIVE OFFICER REPORT (5 Minutes)**

10. **COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

11. **ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

Monday, February 6, 2017, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd Floor, Napa, CA 94559.

MEETING INFORMATION

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Commission. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Commission no less than 72 hours prior to the meeting date by contacting (707) 259-8645.

Materials relating to an item on this agenda that have been submitted to the Commission after distribution of the agenda packet are available for public inspection at the LAFCO office during normal business hours. Commissioners are disqualified from voting on any proposals involving entitlements of use if they have received campaign contributions from an interested party. The law prohibits a Commissioner from voting on any entitlement when he/she has received a campaign contribution(s) of more than \$250 within 12 months of the decision, or during the proceedings for the decision, from any interested party involved in the entitlement. An interested party includes an applicant and any person with a financial interest actively supporting or opposing a proposal.
