



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
SPECIAL MEETING MINUTES OF JULY 18, 2016**

**Location: Town of Yountville Council Chambers
6550 Yount Street, Yountville, CA 94599**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the special meeting of July 18, 2016 to order at **4:04 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>
Diane Dillon, Chair	Joan Bennett	Brendon Freeman, Executive Officer
Greg Pitts, Vice-Chair	Keith Caldwell (<i>voting for</i>	Jennifer Gore, Commission Counsel
Juliana Inman	<i>Brad Wagenknecht</i>)	Kathy Mabry, Secretary
Brian Kelly	Gregory Rodeno	
Brad Wagenknecht - <i>Excused</i>		

2. PLEDGE OF ALLEGIANCE

Yountville Mayor, John Dunbar led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Dillon asked if there were any requests to rearrange the agenda. There were no requests.

4. PUBLIC COMMENTS

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

5. CONSENT ITEMS

- a) **Approval of Meeting Minutes: June 6, 2016, Special Meeting**
- b) **Current and Future Proposals**
- c) **Direct Executive Officer to Prepare Responses to Grand Jury Report**

Upon motion by Commissioner Inman and second by Commissioner Pitts, the consent items were approved:

VOTE:

AYES: INMAN, PITTS, DILLON, KELLY AND CALDWELL
NOES: NONE
ABSENT: WAGENKNECHT
ABSTAIN: NONE

6. DISCUSSION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the City of Calistoga

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the City of Calistoga. The draft report, which is currently available for public review and comment through August 1, 2016, examines the availability and adequacy of municipal services provided by Calistoga in the context of the Commission's mandates to facilitate orderly growth and development. The draft report also contemplated alternative options for potential changes to Calistoga's sphere of influence.

Brendon Freeman, Executive Officer introduced Kateri Harrison of SWALE Inc., a private consultant company contracted to produce this study, as well as other LAFCO studies.

Ms. Harrison thanked the City of Calistoga, as well as SWALE and LAFCO staff for their assistance in the collection of data for the report, and proceeded to provide the

Commission with a Power Point presentation outlining the nine chapters in the draft report.

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.

Chair Dillon opened the public hearing.

Lynn Goldberg, City of Calistoga Planner thanked the Commission for accepting the City's changes to the draft report, which she said will be submitted before August 1st, but first, needs the Planning Department to review.

Chair Dillon closed the public hearing.

Following discussion, the Commission directed SWALE to include footnotes in the report to clarify water data, noting it would be helpful to have information on the Kimball Dam intake and public safety information including Sheriff and Cal-Fire services via contract with the City. In addition, the Commission requested that the report include how the Ag Preserve affects the properties in the sphere of influence updates.

No action was taken.

b) Work Program Updates and Progress Report

The Commission was presented with an update to the Work Program and progress made to date in accomplishing the administrative, planning, and regulatory activities established in the Work Program. The Commission was invited to discuss the report and consider directing staff to make any changes to the Work Program as desired.

The Executive Officer provided an overview of the report. In addition, a brief analysis was given on the topic of outsourcing MSRs and SOI updates vs. hiring an Analyst. As noted in more detail in the staff report, it was determined that outsourcing all future MSRs and SOI updates represents the most cost-effective approach in comparison with hiring an Analyst.

Chair Dillon commended staff on the Work Program report.

The Commission asked staff to include a brief progress report in future agendas.

Following discussion, the Commission adopted the proposed Work Program.

Yountville Town Manager, Steve Rogers spoke to the Commission noting the Town has recently provided comments to staff regarding their MSR/SOI study, and is appreciative that LAFCO's Executive Officer recognizes changes may be warranted in the approach to the studies in order to better provide for consistent analysis in the reports.

7. PUBLIC HEARING ITEMS

a) Final Municipal Service Review and Sphere of Influence Update Checklist for the Monticello Public Cemetery District

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update checklist for the Monticello Public Cemetery District (MPCD). A draft checklist was previously made available for public review and comment, and no comments were received. The final checklist examines the availability and adequacy of municipal services provided by MPCD relative to the Commission’s mandates to facilitate orderly growth and development. The Commission considered adopting a resolution confirming the determinative statements in the report and affirming the existing sphere of influence.

Staff provided the Commission with an overview, noting a minor correction to the resolution and the report.

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

Chair Dillon closed the public hearing.

The Commission requested the report be revised to mention the District Board is required to meet at least once per quarter pursuant to its principal act.

Upon motion by Commissioner Inman and second by Commissioner Caldwell, the Commission affirmed the existing sphere of influence with no changes to Monticello Public Cemetery District, and adopted the revised resolution (**Resolution #2016-06**):

VOTE:

AYES: **INMAN, CALDWELL, DILLON, KELLY AND PITTS**
NOES: **NONE**
ABSENT: **WAGENKNECHT**
ABSTAIN: **NONE**

b) Final Municipal Service Review and Sphere of Influence Update Checklist for the Pope Valley Cemetery District

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update checklist for the Pope Valley Cemetery District (PVCD). A draft checklist was previously made available for public review and comment, and no comments were received. The final checklist examined the availability and adequacy of municipal services provided by PVCD relative to the Commission’s mandates to facilitate orderly growth and development.

The Commission considered adopting a resolution confirming the determinative statements in the report and affirming the existing sphere of influence.

Staff provided the Commission with an overview.

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Kelly and second by Commissioner Caldwell, the Commission affirmed the existing sphere of influence with no changes to Pope Valley Cemetery District, and adopted the resolution (**Resolution #2016-07**):

VOTE:

AYES: **KELLY, CALDWELL, DILLON, INMAN AND PITTS**
NOES: **NONE**
ABSENT: **WAGENKNECHT**
ABSTAIN: **NONE**

8. ACTION ITEMS

a) Proposed Camilla Drive No. 5 Annexation to the Napa Sanitation District

The Commission considered a landowner petition to annex approximately 1.6 acres of incorporated territory to the Napa Sanitation District. The affected territory is located at 31 Camilla Drive in the City of Napa and includes the adjacent portions of public right-of-way. The purpose of the proposed annexation is to allow the existing residence and a planned second unit to connect to the District’s public sewer infrastructure.

Staff provided an overview of this proposal to the Commission.

Cio Perez, Napa County Farm Bureau asked for clarification from the Commission regarding the boundaries of this project.

Upon motion by Commissioner Inman and second by Commissioner Kelly, the Commission unanimously approved the annexation and adopted a resolution (**Resolution #2016-05**):

VOTE:

AYES: INMAN, KELLY, PITTS, DILLON AND CALDWELL
NOES: NONE
ABSENT: WAGENKNECHT
ABSTAIN: NONE

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a verbal report, and reminded the Commission to register for the 2016 CALAFCO Conference, which will be held October 26–28th in Santa Barbara.

Also, it was noted that future agendas will have an estimate with regard to the approximate length of the agenda items.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

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

There was no reportable action.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 6:27 PM.

The next regular LAFCO meeting is scheduled for **Monday, August 1, 2016, at 2:00 P.M. at the Napa County Board of Supervisors Chambers**, located at 1195 Third Street, 3rd Floor, Napa, CA.

Diane Dillon, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary