



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MEETING MINUTES OF AUGUST 1, 2016**

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Vice-Chair Pitts called the regular meeting of August 1, 2016 to order at 2:00 PM.  
At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Greg Pitts, Vice-Chair	Joan Bennett	Brendon Freeman, Executive Officer
Diane Dillon, Chair ( <i>arrived at 2:03 PM during item #6a</i> )	Keith Caldwell	Jennifer Gore, Commission Counsel
Juliana Inman	Gregory Rodeno	Kathy Mabry, Secretary
Brian Kelly		
Brad Wagenknecht		

**2. PLEDGE OF ALLEGIANCE**

Commissioner Kelly led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Vice-Chair Pitts asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Inman and second by Commissioner Kelly, the Commission unanimously adopted the agenda as submitted.

**4. PUBLIC COMMENTS**

Vice-Chair Pitts invited members of the audience to provide public comment.  
No public comments were received.

**5. CONSENT ITEMS**

- a) **Approval of Meeting Minutes: July 18, 2016, Special Meeting**
- b) **Current and Future Proposals**
- c) **4th Quarter Budget Report**
- d) **Budget Adjustment for 2016-2017**
- e) **Xerox Copy Machine Lease Agreement**

Upon motion by Commissioner Wagenknecht and second by Commissioner Kelly, the consent items were approved:

**VOTE:**

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

**6. PUBLIC HEARING ITEMS**

**a) Municipal Service Review and Sphere of Influence Update for Circle Oaks County Water District**

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the Circle Oaks County Water District (COCWD). The final report examined the availability and adequacy of municipal services provided by COCWD 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 expanding the sphere of influence to include 1.6 acres of additional territory comprising of two study areas (identified as Chance Ranch and Welsh properties) because both are presently receiving water and/or sewer services from the district.

Staff provided the Commission with an overview, noting the final report includes additional details regarding water leaks/breaks and financial solvency as previously requested by the Commission.

Staff acknowledged the SWALE Consulting team, and the District Manager for their work on this study.

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Kelly, the Commission updated the sphere of influence of the Circle Oaks County Water District to include the 1.6 acres of additional territory, and adopted the resolution (**Resolution #2016-08**):

**VOTE:**

<b>AYES:</b>	<b><u>WAGENKNECHT, KELLY, DILLON, INMAN AND PITTS</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>NONE</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**b) Municipal Service Review and Sphere of Influence Update for Los Carneros Water District**

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the Los Carneros Water District (LCWD). The final report examined the availability and adequacy of municipal services provided by LCWD 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 with no changes.

The final report evaluated two study area categories totaling 461.5 acres for possible changes to LCWD's SOI.

Staff provided the Commission with an overview, noting the final report includes additional details regarding financial sustainability and a rationale for the existing boundary/SOI inconsistencies as previously requested by the Commission.

Staff also noted a correction on page 2.2 of the report where it states the Napa Sanitation and LCWD's water pipeline project is already completed, but that is an error. The pipeline is expected to be done in summer 2016.

Staff acknowledged the SWALE Consulting Team, the District's President, John Stewart and Board Member, Bob Mueller for their work on this study.

Chair Dillon opened the public hearing.

**6. PUBLIC HEARING ITEMS – continued:**

**a) Municipal Service Review and Sphere of Influence Update for Los Carneros Water District**

LCWD’s President, John Stewart spoke to the Commission and requested that no changes be made to the District’s SOI at this time, as this would allow LCWD to complete its grant funding endeavors with no complications that may arise if the District’s SOI is changed.

Chair Dillon closed the public hearing.

The Commission encouraged staff to provide greater outreach to property owners when a district is being studied.

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the report was approved with the revision noted above affirming the existing sphere of influence of the Los Carneros Water District with no changes at this time, and adopting the resolution

**(Resolution #2016-09):**

**VOTE:**

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

**7. ACTION ITEMS**

**a) 2015-2016 Grand Jury Report**

The Commission considered approving a response to the 2015-2016 Grand Jury Final Report on the Napa River Reclamation District No. 2109. The Grand Jury Final Report requests a response to findings and recommendations from the Executive Officer as well as the Commission.

Staff provided an overview and noted some residents of the District were present.

Staff recommends the Commission approve the prepared draft responses to the 2015-2016 Grand Jury Final Report on the Napa River Reclamation District, and authorize the Chair to sign the proposed letter transmitting the responses to the Grand Jury.

Public comments were heard from Devra Dallman, who read a prepared letter to the Commission for inclusion into the record.

Mark Dallman (husband) also spoke to the Commission regarding issues he would like the Commission to be aware of in regards to the 2016 Grand Jury report.

Don Surplus, Milton Road resident, spoke to the Commission stating support of the Dallman’s letter and comments, and expressed a need for a coalition.

Board of Trustees Chairman, Jay Gardner spoke to the Commission noting that he believes some parts of the Grand Jury’s report are not accurate. In addition, he stated he is in the process of crafting the District’s responses to the Grand Jury questions.

Commissioner Wagenknecht encouraged residents to send letters directly to the Grand Jury.

Upon motion by Commissioner Pitts and second by Commissioner Wagenknecht, the Commission approved the responses and authorized the Chair to sign the proposed letter transmitting the responses to the Grand Jury:

**VOTE:**

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

**7. b) CALAFCO Annual Conference Items**

The Commission considered appointing voting delegates to represent the agency at the CALAFCO Annual Conference scheduled for October 26 - 28 at the Fess Parker Doubletree in Santa Barbara.

The Commission also considered making Board of Directors nominations.

The Executive Officer provided an overview of this item. In addition, the Commissioners were reminded to contact staff to process their conference registration, if they have not done so already, and to make their own travel arrangements.

No nomination was made to the CALAFCO Board of Directors due to Commissioner availability. Following discussion, the Commission appointed Chair Diane Dillon and Alternate Commissioner Gregory Rodeno to serve as Napa's voting delegate and alternate delegate, respectfully, for the Board elections at the annual CALAFCO Conference in October.

**VOTE:**

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

**c) Consider Adjustment to the Executive Officer's Compensation**

The Commission considered whether to approve an adjustment to the Executive Officer's compensation based on the performance evaluation initiated during the Commission's July meeting.

Jennifer Gore, Legal Counsel presented this item to the Commission.

Having completed the review of the Executive Officer's performance over the last year, Counsel recommends that the Commission approve a merit adjustment for the Executive Officer to Step II, effective July 2, 2016.

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the adjustment to the Executive Officer's compensation was approved:

**VOTE:**

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

**8. EXECUTIVE OFFICER REPORT**

The Executive Officer provided a brief progress report on the Work Program, which included a chart and a written summary indicating the Commission's planning, regulatory and mandatory obligations are being met and are on target.

The island annexation program report will be forthcoming at the October or December meeting.

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

There was no discussion of this item.

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

The meeting was adjourned at 2:58 PM.

The next regular LAFCO meeting is scheduled for **Monday, October 3, 2016 at 2:00 PM** at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3<sup>rd</sup> Floor, Napa, CA 94559.

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Diane Dillon, LAFCO Chair

ATTEST:  
Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry  
Commission Secretary