



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

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Bill Dodd, Chair  
Lewis Chilton, Vice Chair  
Joan Bennett, Commissioner  
Brian J. Kelly, Commissioner  
Brad Wagenknecht, Commissioner  
Juliana Inman, Alternate Commissioner  
Mark Luce, Alternate Commissioner  
Gregory Rodeno, Alternate Commissioner

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**REGULAR MEETING AGENDA**

Monday, August 1, 2011

County of Napa Administration Building  
1195 Third Street, Board Chambers  
Napa, California 94559

**1. CALL TO ORDER BY CHAIR; ROLL CALL: 4:00 P.M.**

**2. PLEDGE OF ALLEGIANCE**

**3. AGENDA REVIEW**

The Chair will consider any requests by Commissioners or staff to remove or re-arrange agenda items at this time.

**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 that is scheduled for hearing, action, or discussion as part of the current agenda. Individuals will be limited to a three-minute presentation. 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. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

**a) Fourth Quarter Budget Report for 2010-2011 (Action)**

The Commission will receive a fourth quarter budget report for 2010-2011. The report compares budgeted versus actual revenues and expenses and notes the Commission nearly eliminated its budgeted shortfall of (\$44,459) by finishing the fiscal year with an operating balance of (\$2,515). The report is being presented to the Commission to receive and file.

**b) Approval of a Professional Services Agreement for Video and Audio Recording and Related Amendment to the Fiscal Year 2011-12 Budget (Action)**

The Commission will consider approving a professional services agreement with Napa Valley Television to provide video and audio recording services for all regular and special meetings in 2011-12. The Commission will also consider making a related amendment to its fiscal year budget to increase its communication expense account by \$2,470.

**c) Approval of Meeting Minutes (Action)**

The Commission will consider approving minutes prepared by staff for the June 6, 2011 meeting.

**d) Current and Future Proposals (Information)**

The Commission will receive a report summarizing current and future proposals. The report is being presented for information. One new proposal has been submitted since the June 6, 2011 meeting.

**e) CALAFCO Quarterly Report (Information)**

The Commission will receive a report prepared by the California Association of Local Agency Formation Commissions summarizing the Board's actions at its most recent meeting held on April 29, 2011.

**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) Ratification of an Outside Service Agreement Approval for the Napa Sanitation District Involving 48 Garfield Lane in the City of Napa**

The Commission will consider ratifying an outside service agreement approved by the Chair authorizing the Napa Sanitation District to provide temporary public sewer service to 48 Garfield Lane in Napa to address a public health threat. Staff recommends ratification approval along with waiving the application fee due to special circumstances. The County of Napa Assessor's Office identifies the affected parcel as 038-160-034.

**7. ACTION ITEMS**

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

a) **Adoption of Policy on Records Retention and Destruction**

The Commission will review a draft policy establishing standards with respect to managing, retaining, and, if authorized, destroying agency records. The draft policy is being presented to the Commission for adoption.

b) **Report on California Forward**

The Commission will receive a report from staff summarizing the initiative efforts undertaken by California Forward to restructure governance relationships and duties throughout the state. The report follows a discussion by the Commission at the June 2011 meeting and is accompanied by a draft comment letter presented for Chair signature.

**8. 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) **Update on Law Enforcement Municipal Service Review**

The Commission will receive an update on its scheduled municipal service review on law enforcement services provided throughout Napa County. This includes receiving draft agency profiles on the five principal law enforcement providers subject to the review: the County of Napa and the Cities of American Canyon, Calistoga, Napa, and St. Helena. Staff anticipates presenting a complete draft report on the municipal service review as early as the next regularly scheduled meeting.

b) **Legislative Report**

The Commission will receive a report on the first year of the 2011-2012 session of the California Legislature as it relates to bills directly or indirectly effecting Local Agency Formation Commissions. The Commission will also receive an update on efforts to amend California Government Code Section 56133 to provide more flexibility to LAFCOs in authorizing new or extended services outside spheres of influence.

**9. EXECUTIVE OFFICER REPORT**

The Commission will receive a verbal report from the Executive Officer regarding current staff activities, communications, studies, and special projects. This includes, but is not limited to, the following topics:

- Commission Biennial Workshop, November 7, 2011
- Planning for the CALAFCO 2011 Annual Conference at the Silverado Resort, August 31-September 2, 2011
- Central Napa County Municipal Services Review

**10. CLOSED SESSION**

None

**11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS**

**12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:**

October 3, 2011

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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.

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