



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

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

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REGULAR MEETING AGENDA

Monday, December 3, 2012

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd Floor
Napa, California 94559

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

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) First Quarter Budget Report for 2012-2013 (Action)

The Commission will review a first quarter budget report for 2012-2013. The report compares budgeted versus actual transactions through one-fourth of the fiscal year. The report projects the Commission is on pace to improve its year-end financial position by eliminating its budgeted funding gap of (\$8,811) and finish with an overall operating surplus of \$2,955. The report is being presented to the Commission to formally accept.

b) Approval of Meeting Calendar for First Half of 2013 (Action)

The Commission will consider approving a meeting calendar for the first six months for 2013. It is recommended the Commission approve regular meetings for January 7th, February 4th, April 1st, and June 3rd. This recommendation would be consistent with the Commission's recent practice of holding regular meetings every other month with the addition of a meeting in January. No special meetings are proposed at this time.

c) Progress Report on Strategic Plan (Action)

The Commission will receive report on progress made in meeting goals and implementing strategies in the current two-year strategic plan. The report is being presented to the Commission to formally accept.

d) Approval of Meeting Minutes (Action)

The Commission will consider approving minutes prepared by staff for the October 1, 2012 meeting.

e) Designation of Chair and Vice Chair for Calendar Year 2013 (Information)

The Commission will receive a report regarding the designation of the Chair and Vice Chair for the 2013 calendar year. The report is being presented for information.

f) Notice of Expiring Commissioner Terms in 2013 (Information)

The Commission will receive a report identifying the member terms scheduled to expire in 2013. Three terms are set to expire and effect members Chilton, Inman, and Luce. The report is being presented for information only.

g) CALAFCO Quarterly Report (Information)

The Commission will receive the most recent quarterly report prepared by the California Association of Local Agency Formation Commissions. The report is being presented to Commissioners for information only.

h) Report on Website Visits (Information)

The Commission will receive a report summarizing visitor traffic to the agency's new website since December 2011. The report is being presented for informational purposes only.

i) Current and Future Proposals (Information)

The Commission will receive a report summarizing current and future proposals. The report is being presented for information. No new proposals have been submitted since the October 3, 2012 meeting.

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) **[Sphere of Influence Update on Lake Berryessa Resort Improvement District](#)**

The Commission will hold a public hearing to consider taking actions with respect to its scheduled sphere of influence update on the Lake Berryessa Resort Improvement District; the governmental entity tasked with providing water and sewer services to the Berryessa Estates community. The final report prepared by staff recommends updating the sphere of influence with no changes. The Commission will consider formally accepting and filing the final report along with adopting a resolution codifying the report's recommendations.

7. 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) **[Financial Audit for Fiscal Year Ending June 30, 2012](#)**

The Commission will review a written report from an outside consultant auditing the agency's financial statements for the 2011-2012 fiscal year. The report is being presented to the Commission to receive and file.

b) **[Amendments to Policy on Preparing an Annual Budget / Budget Committee Appointments](#)**

The Commission will consider two separate actions concerning the preparation of an annual budget for the agency. The first action proposes minor amendments to the Commission's adopted policy on preparing an annual budget to reflect existing practices. The second action requests appointments of two members to serve with the Executive Officer on the 2013-2014 Budget Committee.

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) **[Informational Report on Private Community Water Systems](#)**

The Commission will receive an informational report from staff identifying the scope and range of private community water systems operating in Napa County. The report is in preliminary form and complies with the Commission's strategic plan to broaden the agency's understanding of private water systems supporting local growth and development. The report is being presented to the Commission for discussion and feedback in anticipation of presenting a complete report at a future regular meeting.

b) **[Anticipated Work Plan for 2013](#)**

The Commission will receive a work plan outlining anticipated activities in 2013. The work plan is being presented for discussion and the Commission may provide direction to staff with respect to amendments relative to member preferences and priorities for the next 12 months.

c) **[Report on the 2012 CALAFCO Annual Conference](#)**

The Commission will receive a report summarizing the activities associated with the 2012 CALAFCO Annual Conference held on October 3-5 at the Monterey Hyatt Regency. The report is being presented for discussion and attending Commissioners are encouraged to share their thoughts on the programs and sessions.

9. EXECUTIVE OFFICER REPORT

The Commission will receive a verbal report from the Executive Officer regarding current staff activities.

10. CLOSED SESSION

a) **Public Employee Annual Performance Evaluation: LAFCO Executive Officer**

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: See Agenda Item No. 5c