



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

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

Agenda Item 7a

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: February 6, 2017

SUBJECT: Approval of Meeting Minutes:
October 3, 2016 and December 5, 2016

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the October 3, 2016 regular meeting and December 5, 2016 special meeting.

Staff recommends approval.

ATTACHMENTS

- 1) Regular meeting minutes: October 3, 2016
- 2) Special meeting minutes: December 5, 2016

Juliana Inman, Vice Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of St. Helena

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF OCTOBER 3, 2016**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Vice Chair Pitts called the regular meeting of October 3, 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 2:05 during item #6a)</i>	Gregory Rodeno <i>(arrived at 2:01 and was voting for Kelly until his arrival)</i>	Jennifer Gore, Commission Counsel
Juliana Inman	Keith Caldwell - <i>Excused</i>	Kathy Mabry, Secretary
Brad Wagenknecht		
Brian Kelly <i>(arrived at 2:08 during item #8a)</i>		

2. PLEDGE OF ALLEGIANCE

Vice Chair Pitts 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 Wagenknecht and second by Commissioner Inman, 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: August 1, 2016 Regular Meeting

b) Current and Future Proposals

c) Approval of Conflict of Interest Code Amendments (Resolution #2016-10)

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

VOTE:

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

6. PUBLIC HEARING ITEMS

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

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the City of Calistoga. 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 Commission considered adopting a resolution confirming the determinative statements in the report and affirming the existing sphere of influence with no changes.

The recommended action is to continue the public hearing to the Commission’s December 5, 2016 meeting.

Staff noted that the City of Calistoga has submitted a formal request for more time to review the document.

Vice Chair Pitts opened the public hearing.

Calistoga resident Paul D’Antilio, spoke to the Commission noting that he has also provided written comments on this matter regarding agency boundaries in the area.

Vice Chair Pitts closed the public hearing.

Staff noted that answers to Mr. D’Antilio’s written questions are provided in the final report.

Chair Dillon arrived and apologized for being late, and offered to meet with Calistoga residents to discuss the various agencies who provide services in Calistoga, as sometimes they do overlap.

Commissioners were asked to retain their copy of the report and bring back to the next meeting.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission agreed to continue this matter until the December 5, 2016 meeting:

VOTE:

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

7. ACTION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109. The draft 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 draft report also contemplates potential changes to the District’s sphere of influence. 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.

Public comment period will be open until October 7, 2016.

Staff provided an overview of the draft report, and noted that some Napa River area residents also provided written comments regarding their concerns, and answers to written questions will be provided in the final report.

No feedback was provided to staff, and no action was taken by the Commission as part of this item.

8. DISCUSSION ITEMS

a) Proposed Silverado Trail No. 2 Annexation to the Napa Sanitation District

The Commission considered a landowner petition to annex approximately 0.9 acres of unincorporated territory to the Napa Sanitation District (NSD). The affected territory is located at 1944 Silverado Trail and within NSD's sphere of influence.

Staff has modified the proposal to include the adjacent portion of public right-of-way.

The purpose of the proposed annexation is to allow the existing single-family residence and detached second unit to connect to NSD's public sewer infrastructure.

The recommended action is for the Commission to adopt a resolution approving the proposal as modified with standard terms and conditions.

Following discussion, the Commission encouraged staff to use the Chaudhary Engineering map instead of the LAFCO map for a more accurate representation of the affected territory.

Upon motion by Commissioner Inman and second by Commissioner Kelly, the annexation was approved with modifications to include the adjacent portion of public right-of-way.

(Resolution #2016-11):

VOTE:

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

b) Work Program Update

The Commission received a report that summarizes recent progress on the planning and regulatory activities established in the 2016-2017 Work Program. The Commission was invited to discuss the report and consider directing staff to make any changes to the Work Program as desired. A progress chart was included for reference.

The Work Program identifies three new MSR and SOI updates which are expected to be prepared by consultants in 2017.

Staff recommends the Request for Proposals (RFP) Subcommittee (established in 2015 and comprised of Chair Dillon and Vice Chair Pitts) be reconvened to help in the preparation of the next RFP and in the selection of the next consultant, as well as to assist in addressing issues regarding the schedule of studies currently being prepared by the existing consultant.

Consistent with the RFP process conducted in 2015, the Subcommittee would review the RFP prior to publication, review proposals submitted, provide a recommendation to the Commission for a preferred consultant or consultants, and circulate an RFP requesting proposals for the three MSR and SOI updates.

The RFP Subcommittee may also contact SWALE, Inc. to discuss delays in the delivery of the current MSR and SOI updates for Calistoga, St. Helena, and Yountville.

Counsel indicated that the Commission may not be able to use the past RFP Subcommittee.

The Commission gave staff direction to return in December with an action item that will recommend the Commission establish a new ad hoc committee (RFP Subcommittee) and appoint two Commissioners to serve with the Executive Officer.

No action was taken on this agenda item.

9. EXECUTIVE OFFICER REPORT

2017 Expiring Commissioner Term and Chair Rotation

Staff informed the Commission that the term for Vice Chair Greg Pitts will expire on May 1, 2017, and the City Selection Committee will appoint a new member from the Calistoga City Council. This member will be designated as City Member II on the Commission roster.

Based on the Commission's *Policy on Appointment of Chair and Vice Chair*, the new member from Calistoga (City Member II) is scheduled to immediately become Commission Chair. Given the learning curve associated with LAFCO proceedings, it might not be appropriate for a new member to immediately assume the role of Commission Chair. There is a provision in the referenced policy to swap the Chair and Vice Chair for next year as a possibility. Paragraph Five of the policy allows for a temporary change in the Chair rotation as part of an action item placed on an agenda.

Staff will work with the Clerk of the BOS regarding the City Selection Committee appointment.

The Commission requested this matter be considered as an agenda item at the February 2017 meeting.

Strategic Planning

The Commission held a strategic planning workshop on February 1, 2016. Some members of the Commission have expressed an interest in scheduling a follow up workshop.

Staff recommends the next strategic planning workshop include a review and possible further development of the Commission's policies and procedures in collaboration with local agencies.

The Commission discussed its collective interest in scheduling a new strategic planning workshop and considered March 6th as a possible workshop date.

The Commission directed staff bring this item back in December to establish a new ad hoc committee and content for the next strategic planning workshop.

December 5th Meeting

Due to the high number of substantial items expected to be included on the Commission's December 5, 2016 agenda, the Commission was invited to discuss and consider providing direction to staff with respect to changing the start time of the December 5th meeting.

It is anticipated the December 5th meeting agenda will include municipal service reviews and sphere of influence updates for the City of Calistoga, the City of St. Helena, the Town of Yountville and the Napa River Reclamation District No. 2109, a sphere of influence update for the Congress Valley Water District, as well as one annexation proposal and one request for an outside service agreement. The meeting is expected to require approximately three hours.

Following discussion, the Commission unanimously agreed to change the start time of the December 5th meeting to 1:00 PM due to the heavy agenda.

10. COMMISSIONER COMMENTS

Staff reminded the Commission of the upcoming annual CALAFCO Conference in Santa Barbara October 26-28. It was noted that Chair Dillon and Commissioners Wagenknecht, Inman and Rodeno will also be attending along with the Executive Officer.

11. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 2:55 PM. The next LAFCO meeting is scheduled for Monday, **December 5, 2016 at 1:00 PM** (will be a Special Meeting due to the meeting start time).

Diane Dillon, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
SPECIAL MEETING MINUTES OF DECEMBER 5, 2016**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the special meeting of December 5, 2016 to order at 1:00 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Joan Bennett (<i>Voting for Pitts</i>)	Brendon Freeman, Executive Officer
Juliana Inman	Keith Caldwell	Jennifer Gore, Commission Counsel
Brad Wagenknecht	Gregory Rodeno	Kathy Mabry, Secretary
Brian Kelly		
Greg Pitts, Vice-Chair (<i>Excused</i>)		

2. PLEDGE OF ALLEGIANCE

Yountville Councilmember, Marjorie Mohler 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. Upon motion by Commissioner Wagenknecht and second by Commissioner Inman, the Commission unanimously adopted the agenda as submitted.

4. PUBLIC COMMENTS

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

5. CONSENT ITEMS

At the request of Chair Dillon, the following items were pulled from the agenda to allow for further clarification:

- a) Approval of Meeting Minutes: October 3, 2016 Regular Meeting**
- d) Notice of Expiring Commissioner Terms in 2017**

Upon motion by Commissioner Kelly and second by Commissioner Bennett, the Commission agreed to continue consent items **a** and **d** until the next meeting:

VOTE:

AYES: KELLY, BENNETT, WAGENKNECHT, INMAN AND DILLON

NOES: NONE

ABSENT: PITTS

ABSTAIN: NONE

5. **CONSENT ITEMS – continued:**
- b) **Current and Future Proposals**
 - c) **First Quarter Budget Report for 2016-2017**
 - e) **Establishing a Matching Retirement Savings Contribution for the Executive Officer in 2017 (Resolution #2016-12)**
 - 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**
(Note: This item was initially pulled from the agenda, however, after approving a non-substantive change to the letter (Attachment One), the Commission unanimously agreed to authorize the Executive Officer to amend the letter and transmit it to the County, each local city/town, and each local special district describing the new JPA filing requirements).
Upon motion by Commissioner Wagenknecht and second by Commissioner Inman, the Commission unanimously approved consent items **b, c, e, f and g:**

VOTE:

AYES: WAGENKNECHT, INMAN, BENNETT, DILLON AND KELLY

NOES: NONE

ABSENT: PITTS

ABSTAIN: NONE

6. **PUBLIC HEARING ITEMS**
- a) **Authorization for the City of Napa to Provide New Water Service to the County Jail Property**

The Commission considered 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, as the landowner, requested a waiver of the Commission’s outside service agreement application fee. Approval includes a condition requiring the City to propose annexation of the subject parcel within one year of its inclusion within the City’s RUL. The Executive Officer provided a verbal report on this item.

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Inman and second by Commissioner Bennett, the Commission unanimously approved the County of Napa’s request for a fee waiver and adopted the resolution authorizing the City of Napa to provide new water service to the County Jail property located at 2300 Napa-Vallejo Highway with the condition specified in the report (**Resolution #2016-13**):

VOTE:

AYES: INMAN, BENNETT, DILLON, KELLY AND WAGENKNECHT

NOES: NONE

ABSENT: PITTS

ABSTAIN: NONE

6. PUBLIC HEARING ITEMS – continued:

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

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the City of Calistoga. This item was continued from the Commission’s October 3, 2016 regular meeting. The final report examined 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 was for the Commission to adopt a resolution confirming the determinative statements in the report and affirming the existing sphere of influence with no changes.

Staff noted revisions will be made to this report and a revised resolution will be prepared due to late comments received from the City of Calistoga. Staff also noted that the report was prepared by Swale Consulting, Inc.

Kateri Harrison provided an overview for the Commission.

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Inman and second by Commissioner Bennett, the final report was approved affirming the existing sphere of influence for the City of Calistoga with no changes at this time, and adopting the resolution as amended (**Resolution #2016-14**):

VOTE:

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

c) Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109. The final report examined 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 was 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.

The Executive Officer provided a verbal report on this item.

Chair Dillon opened the public hearing.

Comments were received from Kerri Dorman, Yountville new Town Councilmember and former Grand Jury member commending LAFCO staff and Commission on their work done on the Grand Jury report.

Comments were also received from Steve Lederer, Napa County Flood Control District, regarding a recent effort with the County to procure an RFP Consultant for a study in this district, noting that two proposals from applicants were received, and one will be chosen soon to prepare a study.

Chair Dillon closed the public hearing.

6. PUBLIC HEARING ITEMS – continued:

Upon motion by Commissioner Bennett and second by Commissioner Wagenknecht, the Commission unanimously approved the final report for the Napa River Reclamation District and adopted the resolution confirming the determinative statements contained therein, expanding the Napa River Reclamation District No. 2109’s SOI to include the District’s administrative office, and finding these actions are exempt from CEQA (**Resolution #2016-15**):

VOTE:

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

d) Sphere of Influence Update for the Congress Valley Water District

The Commission reviewed a Sphere of Influence Update for the Congress Valley Water District (CVWD).

The recommended action was for the Commission to continue the item to the February meeting.

Staff provided an overview, stating the CVWD’s existing water supply agreement will expire on July 1, 2017 and the District would voluntarily dissolve, including turning over all assets and services to the City of Napa. The CVWD and the City of Napa are currently negotiating an amended agreement that is expected to extend the sunset date of the water supply agreement, and a proposal should go to the Napa City Council in late April or May.

Chair Dillon opened the public hearing.

A supplemental letter from CVWD Manager, John Stewart was provided to the Commission. Comments were received from John Stewart, Scott Sedgley, City of Napa, and Barry Murphy, a local resident regarding the water issues currently occurring at the Carneros Inn.

Chair Dillon closed the public hearing.

Upon motion by Commissioner Kelly and second by Commissioner Inman, the Commission directed staff to continue this matter to the February 6, 2017 meeting:

VOTE:

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

7. DISCUSSION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the Town of Yountville

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Town of Yountville. The draft report examined the availability and adequacy of municipal services provided by Yountville relative to the Commission’s mandates to facilitate orderly growth and development.

7. DISCUSSION ITEMS – continued:

The draft report contemplated alternative options for potential changes to Yountville’s sphere of influence. 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.

Staff provided an overview of this item, and recommended an option to add the lone study area to the SOI.

Kateri Harrison, Swale Consultant provided a presentation of this report.

Steve Rogers, Yountville Town Manager spoke to the Commission regarding dissatisfaction with the draft report.

John Dunbar, Yountville Mayor, spoke to the Commission, commending LAFCO staff, and agreeing with Steve Rogers’ points about the draft report.

Molly Rattigan, Napa County Deputy Executive Officer spoke to the Commission.

Counsel Gore suggested a new draft of the report be prepared and circulated again to the affected agencies.

Upon motion by Commissioner Kelly and second by Commissioner Inman, the Commission directed staff to return with a revised draft report at the February 6, 2017 meeting:

VOTE:

AYES: **KELLY, INMAN, BENNETT, DILLON AND WAGENKNECHT**

NOES: **NONE**

ABSENT: **PITTS**

ABSTAIN: **NONE**

8. ACTION ITEMS

a) Audit Report for Fiscal Year Ending June 30, 2016

The Commission received and filed a financial audit prepared by for the 2015-2016 fiscal year. The report was presented to the Commission to receive and file.

Napa County Auditor-Controller, Tracy Schulze provided the Commission with a detailed overview of the written audit report, prepared this year by Brown Armstrong, CPA. Ms. Schulze commended Secretary Mabry for the great work relating to a successful and clean audit again this year.

Upon motion by Commissioner Kelly and second by Commissioner Wagenknecht, the Commission unanimously agreed to accept and file the 2015-2016 audit report:

VOTE:

AYES: **KELLY, WAGENKNECHT, BENNETT, DILLON AND INMAN**

NOES: **NONE**

ABSENT: **PITTS**

ABSTAIN: **NONE**

8. ACTION ITEMS – continued:

b) Proposed County Jail Annexation to the Napa Sanitation District

The Commission considered 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 has also requested a waiver of the Commission’s proposal processing fees based on the community-serving elements of the County Jail project.

Staff provided an overview of this report.

Upon motion by Commissioner Inman and second by Commissioner Bennett, the Commission approved the proposed annexation to NSD with standard terms and conditions, as well as the County of Napa’s fee waiver request (**Resolution #2016-16**):

VOTE:

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

c) Appointments to the 2017-2018 Budget Committee

The Commission considered appointing 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. The Budget Committee is also responsible for reviewing and updating the Commission’s adopted fee schedule and work program as needed.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission appointed Commissioners Rodeno and Wagenknecht to serve on the Budget Committee for fiscal year 2017-2018:

VOTE:

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

d) Strategic Planning Committee

The Commission considered appointing two members to serve with the Executive Officer on an ad hoc subcommittee to prepare for a strategic planning workshop.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission appointed Commissioners Dillon and Inman to serve on the 2017 committee:

VOTE:

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

8. ACTION ITEMS – continued:

e) Request for Proposals Committee

The Commission received a report that summarizes previous actions taken by the 2015 Request for Proposals (RFP) Committee. The Commission considered appointing 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 recommended the Commission authorize the Executive Officer to distribute a Request for Proposals for Study Services. The RFP would allow the Commission to enter into one or more contracts that could be extended annually for up to a total of three years. It also includes the ability for the Commission to enter into an on-call contract for MSR and SOI update services in addition to reports for the City of American Canyon, American Canyon Fire Protection District and County Service Area #3.

Staff provided an overview of this item.

Steve Rogers, Yountville Town Manager, spoke to the Commission about his concerns with the process used to select consultants to prepare these studies and offered to be on the ad hoc committee, if need be.

Bruce Ketron, local resident, spoke to the Commission about the perception of the public regarding studies and use of consultants.

Upon motion by Commissioner Inman and second by Commissioner Kelly, the Commission appointed Commissioners Dillon and Kelly and Town Manager Steve Rogers to serve on the RFP ad hoc committee along with the Executive Officer, and delegated authority to the Committee to release a Request for Proposals (RFP). The Committee is expected to meet in January to review proposals from consultants in response to the new RFP, and bring back a recommendation to the Commission at a future meeting:

VOTE:

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

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a brief report on the agency’s work program, and other current staff activities.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chair Dillon commented on the departure of three Commissioners who are leaving LAFCO, Commissioners Greg Pitts, Joan Bennett and Keith Caldwell and thanked them for their service.

11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 3:21 PM. The next regular LAFCO meeting is scheduled for Monday, February 6, 2017 at 2:00 PM at Napa County BOS Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Diane Dillon, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by: _____

Kathy Mabry, Commission Secretary