



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF FEBRUARY 5, 2007

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

Chair Gingles called the meeting to order at 4:01 p.m.

Roll was called with Regular Commissioners Coffey, Dodd, Kelly and Chair Gingles present.

Alternate Commissioners Luce and Inman were also present at roll call.

Regular Commissioner Wagenknecht was excused.

Staff present at roll call included Keene Simonds, Executive Officer, Jacqueline Gong, Commission Counsel, Tracy Geraghty, Analyst, and Kathy Mabry, Commission Secretary.

2. **PLEDGE OF ALLEGIANCE**

At Chair Gingles's request, Commissioner Dodd led the salute to the flag.

3. **APPROVAL OF MINUTES: Minutes of December 4, 2006 Meeting**

The Commission was presented with minutes for approval. Upon motion by Commissioner Dodd and second by Commissioner Coffey, the minutes from the December 4, 2006 meeting were approved. (Chair Gingles abstained because he was not on the Commission in December 2006).

4. **PUBLIC COMMENT**

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

5. **CONSENT CALENDAR**

a) *Hussey Ranch District Annexation to the Napa Sanitation District*

A summary of the proposal, as well as a revised draft resolution was submitted to the Commission by staff. Upon motion by Commissioner Dodd and second by Commissioner Kelly, the resolution was approved (LAFCO Resolution #07-01).

b) **Amendments to Adopted Fee Schedule**

At the request of the Executive Officer, this item was removed from the agenda. Staff anticipates coming back with this item at the March 2007 meeting. No action taken.

c) **Second Quarter Budget Report: Fiscal Year 2006-2007**

The Commission received a second quarter budget report for the 2006-2007 fiscal year, which provided an overview of second quarter expenses. No discussion held and no action taken.

Upon motion by Commissioner Dodd and second by Commissioner Kelly, the consent calendar items #5a and 5c were approved.

6. PUBLIC HEARING ITEMS

a) *Laurel Street City Annexation to the City of Napa*

A summary of the proposal was presented by staff. Chair Gingles opened the public hearing. Public comment was received by Dan Jonas, representing the property owners at 3075 Laurel Street. Mr. Jonas noted that it was not his clients' intention to force annexation on the other affected property located at 3095 Laurel Street, but they understood LAFCO law encourages the elimination of unincorporated islands. Public hearing closed. Upon motion by Commissioner Luce and second by Commissioner Dodd, the resolution was approved (LAFCO Resolution #07-02).

b) Amendment to Adopted Conflict of Interest Code

Staff provided an overview of the staff report and draft resolution prepared as part of the proposed update to the Commission's adopted Conflict of Interest Code. Chair Gingles opened the public hearing. No comments received. Public hearing closed. Upon motion by Commissioner Dodd and second by Commissioner Luce, the resolution was approved (LAFCO Resolution #07-03).

7. COMMISSION ACTION ITEMS

a) Draft Proposed Budget for 2007-2008

Staff provided an overview of the staff report and supporting documents associated with the LAFCO Budget Committee's draft proposed budget for the 2007-2008 fiscal year. Chair Gingles requested clarification in the number of staff. The Executive Officer reported that LAFCO staff consists of 2 full-time employees and 1 part-time employee. Commissioner Coffey asked for clarification of the cost for legal expenses. The Executive Officer responded that the proposed legal expenses are not expected to go up for the next fiscal year. Upon motion by Commissioner Dodd and second by Chair Gingles, the staff recommendations were approved.

b) Comprehensive Study of Fire Protection Services

Staff provided an overview of the final written determinations that had been prepared as part of the service review portion of the Commission's countywide study of fire protection services. Staff noted that the determinations make statements regarding the service levels and capacities regarding the fire protection services for the American Canyon Fire Protection District, County of Napa, and the Cities of Calistoga, Napa, and St. Helena. Upon motion by Commissioner Kelly and second by Commissioner Dodd, the resolution was approved (LAFCO Resolution #07-04).

c) Comprehensive Study of the Napa County Resource Conservation District

Staff provided an overview of two reports and accompanying resolutions prepared as part of its service review and sphere of influence update for the Napa County Resource Conservation District. Upon motion by Commissioner Dodd and second by Commissioner Luce, both resolutions were approved (LAFCO Resolution #07-05 (MSR) and LAFCO Resolution #07-06 (SOI). In adopting the resolutions, the Commission also directed staff to work with the Napa County Resource Conservation District and other affected agencies to determine if the extension of the District's sphere is warranted to promote and enhance regional conservation services.

8. COMMISSION DISCUSSION ITEMS

a) American Canyon Fire Protection District – Sphere of Influence Update

Staff provided an overview of a preliminary report that had been prepared as part of the scheduled sphere of influence update for the American Canyon Fire Protection District. Staff discussed the factors used in developing four draft study categories, each of which representing distinct land use and governmental boundary criterion. Upon a lengthy discussion by Commission, which included comments provided by American Canyon Fire Chief Keith Caldwell, staff stated it would come back at a future meeting after conferring with local agencies with final study categories as well as the criteria that will be used in the evaluation.

b) Independent Audit for Fiscal Year Ending June 30, 2006

Staff provided the Commission with the audit report on LAFCO from Bartig, Basler & Ray for the fiscal year ending on June 30, 2006. Staff reported that the independent auditor found no errors and was in full compliance, and complimented LAFCO Secretary Mabry and the County Auditor-Controller's staff for their work. Commissioner Kelly commended staff on the audit and management of the LAFCO budget. No action taken.

c) Report from the CALAFCO Legislative Committee

The Commission received an oral report from the Executive Officer regarding the current and planned activities of the CALAFCO Legislative Committee. One of the items CALAFCO is currently looking at is to add power to LAFCO's enabling them to form a district, a power they currently do not have. The Executive Officer will report back at March and April 2007 meetings with summaries of the legislations and find out if the Commission would like to take an adoptive position. No action taken.

9. EXECUTIVE OFFICER REPORT

The Commission received an oral report from the Executive Officer regarding staff activities, communication, and active and pending proposals and studies.

a) Staff Activities

- Review of California Government Code §56133 – Staff reported it will come back in March 2007 with LAFCO staff's perspective on the outside service provisions in Napa County.
- Studies – Staff reported that work has begun on a service review of the Napa County Flood Control District and the Town of Yountville.

b) Staff Activities – continued:

- Directory of Local Agencies – Commission Secretary provided each Commissioner and staff with the 2007 edition of this directory. Copies of the directory will also be mailed to each agency within LAFCO's jurisdiction.

c) Communication

- County of Napa General Plan Update – Staff reports it has been in contact with County planning staff on the update, and there are interesting issues for LAFCO. Once a draft is out, staff may request that County planning staff give an overview presentation for the Commission to hear what the County foresees in significant uses to their land use policies.

d) Active and Pending Proposals and Studies – No discussion held and no action was taken.

- *McCormick Lane No. 2 District Annexation to the Napa Sanitation District* (active)
- *Wilkins Avenue City Annexation to the City of Napa* (active)
- *Foster Road/Golden Gate Drive City Annexation to the City of Napa* (pending)
- Comprehensive Study of the Napa County Flood Control & Water Conservation District (active)
- Comprehensive Study of the Town of Yountville (pending)

10. INFORMATION ITEMS

a) Search for Alternate Public Member

The Commission received an update from staff regarding the application filing period for the vacant alternate public member position, which has an unexpired term ending May 2008. The final application filing date is February 19th and to date, three applications have been received. A public hearing is scheduled for the Commission to consider an appointment at its March 5, 2007 meeting.

11. CLOSED SESSION

None.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

Commissioner Kelly suggested LAFCO hold a future study session/strategic meeting to find out where LAFCO is headed with annexations and studies due before year's end, to give perspective on how it affects LAFCO planning over the next 10 years and how projects affect the County as a whole. Chair Gingles recommended meeting one hour earlier than the regular meeting to discuss these items.

13. ADJOURNMENT

The meeting was adjourned at 5:09 p.m. The next regular LAFCO meeting was scheduled for Monday, March 5, 2007.

Jack Gingles
Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary