



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF APRIL 7, 2008

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

Chair Wagenknecht called the meeting to order at 4:02 p.m.

Roll was called with Regular Commissioners Dodd, Gingles, Inman, Kelly and Chair Wagenknecht present. Alternate Commissioners Luce and Rodeno were also present (*Commissioner Rodeno arrived at 4:03 pm during agenda item #4*).

Excused: Commissioner Coffey.

Staff present: Keene Simonds, Executive Officer; Jackie Gong, Commission Counsel; and Kathy Mabry, Commission Secretary.

2. **PLEDGE OF ALLEGIANCE**

Chair Wagenknecht led the audience, staff and Commission in the Pledge of Allegiance.

3. **APPROVAL OF MINUTES: Minutes of December 3, 2007 and February 4, 2008 Meetings**

The Commission was presented with minutes from the December 3, 2007 and February 4, 2008 meetings for approval. Upon motion by Commissioner Gingles and second by Commissioner Dodd, the minutes were approved.

4. **PUBLIC COMMENT**

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

5. **CONSENT CALENDAR**

a) Proposed Second Amendment to Support Services Agreement with County of Napa

The Commission approved a proposed second amendment to its support services agreement with the County of Napa, which establishes the Commission's 2008-2009 annual fee for information technology services in the amount of \$17,768.

b) Third Quarter Budget Report for Fiscal Year 2007-2008

The Commission received and filed a third quarter budget report for the 2007-2008 fiscal year.

Upon motion by Commissioner Dodd and second by Commissioner Kelly, the Commission consent calendar items were approved.

6. PUBLIC HEARING ITEMS

a) 1) Proposed Policy Amendments Concerning the Appointment of a Public Member and Alternate Public Member; and 2) Reappointment of Gregory Rodeno as Alternate Public Member to a New Four-Year Term

Staff provided the Commission with a verbal report regarding: 1) proposed policy amendments concerning the appointment of a public member and alternate public member, including a new provision allowing the Commission to reappoint incumbents to new four-year terms without recruiting other applicants under certain conditions; and 2) the reappointment of Gregory Rodeno to a new four-year term as alternate public member.

Chair Wagenknecht opened the public hearing. At the request of Commissioner Inman, staff clarified that the proposed policy amendments would simplify the reappointment process for public members and alternate public members that are in good standing and have served no more than all or a portion of one term, while ensuring open recruitments for both positions at least once every eight years.

Upon motion by Commissioner Gingles and second by Commissioner Dodd, the policy amendment to *Policies on the Appointment of a Public Member and Alternate Public Member* was approved. (Commissioner Kelly abstained).

Upon motion by Commissioner Dodd and second by Commissioner Gingles, Gregory Rodeno was reappointed as alternate public member to a new four-year term beginning May 5, 2008.

Chair Wagenknecht closed the public hearing with no comments received.

b) Proposed Budget for Fiscal Year 2008-2009

The Commission received a proposed budget report from the 2008-2009 Budget Committee.

Staff provided a verbal review of the proposed budget. Commissioner Inman asked staff if it is currently looking to hire an analyst. Staff replied that it is not currently recruiting, but hopes to have an analyst in place by the start of the next fiscal year. After discussion, Commissioners Kelly and Gingles agreed there is a need to hire an analyst. Chair Wagenknecht opened and closed the public hearing with no comments received.

Upon motion by Commissioner Kelly and second by Commissioner Gingles, the Commission:

- 1) Adopted Resolution # 08-01 approving the proposed budget for 2008-2009;
- 2) Directed the Executive Officer to circulate the adopted proposed budget for review and comment to each funding agency; and
- 3) Directed the Executive Officer to schedule a public hearing for the Commission to consider adopting a final budget at its June 2, 2008 meeting.

7. COMMISSION ACTION ITEMS

There were no subject items to discuss.

8. COMMISSION DISCUSSION ITEMS

a) City of Calistoga – Municipal Service Review

Staff provided an overview of the draft municipal service review report on the City of Calistoga. No action taken. The final report will be presented at the Commission's next regular meeting. (Commissioner Inman cited a spelling error on page 5: should be Brannan, not Brannon).

8. COMMISSION DISCUSSION ITEMS – continued:

b) City of St. Helena – Municipal Service Review

Staff provided an overview of the draft municipal service review report on the City of St. Helena. No action taken. The final report will be presented at the Commission's next regular meeting. Staff acknowledged that the City Manager of St. Helena was in the audience and may have comments. Bert Johansson, City Manager spoke before the Commission, noting that the St. Helena's city limits are greater than the sphere of influence (SOI). Commissioner Dodd asked what the process would be to connect the city limits to the SOI. Staff stated that when LAFCO does the SOI review, it can consider making changes at that time. Commission Inman asked Mr. Johansson if the City was planning to replace the sewer lines along St. Helena's Main Street. Mr. Johansson stated the City is looking at realigning, not replacing them.

c) Legislative Report

The Commission received a report on the legislative activities of the California Association of Local Agency Formation Commissions, which summarized the bills under consideration in the current legislative session relevant to the Commission. Staff reported that the next CALAFCO Legislative Meeting is May 23, 2008 in Ontario, CA.

d) Financial Audit for Fiscal Year Ending June 30, 2007

The Commission received a final audit report from Bartig, Basler & Ray for the fiscal year ending June 30, 2007. The report found no material weakness or instances of non-compliance with LAFCO's accounting principles. Staff commended Secretary Mabry for an excellent audit report. Chair Wagenknecht and Commissioner Kelly congratulated staff on a successful audit. Staff thanked the Commission for their compliments.

9. EXECUTIVE OFFICER REPORT

The Commission received a verbal report from the Executive Officer regarding the following items:

- Report from the 2008 CALAFCO Workshop - Executive Officer Simonds and Counsel Gong attended the annual staff workshop in San Jose, CA. Staff reported that Napa LAFCO was awarded to host the 2011 CALAFCO Conference.
- Report from Recent Bay Area LAFCO Meeting - Staff attended a recent meeting with several Bay Area LAFCO Executive Officers to discuss staffing levels, agency activities, representation at ABAG meetings for housing allocations, and various other things.
- California Government Code Section 56133 – This is an issue for all agencies in the County and the Commission will need to renew options in the near future.
- Initiate Analyst Recruitment - as stated in agenda item #6b, staff hopes to initiate, recruit and hire a LAFCO Analyst by the beginning of the next fiscal year.

10. INFORMATION ITEMS

a) 2008 Staff Work Plan

Staff provided the Commission with a verbal and written report outlining a staff work plan for the current year.

b) Current and Future Proposals

Staff provided the Commission with a verbal and written report summarizing the current status of active proposals on file with LAFCO. A copy of a letter requesting the formation of a new special district in the Lake Berryessa region was presented to the Commission.

11. CLOSED SESSION

There was no closed session.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

Commissioner Kelly stated he will not be at the next meeting and asked Alternate Commissioner Rodeno to be present.

13. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:01 p.m. The next regular LAFCO meeting is scheduled for May 5, 2008 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary