



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 5a

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: April 4, 2016

SUBJECT: Approval of Meeting Minutes: February 1, 2016

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the February 1, 2016 Special Meeting.

Staff recommends approval.

ATTACHMENT

- 1) Special Meeting Minutes: February 1, 2016

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

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

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

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian 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
SPECIAL MEETING MINUTES OF FEBRUARY 1, 2016**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Inman called the special meeting of February 1, 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
Juliana Inman, Chair	Joan Bennett	Brendon Freeman, Executive Officer
Diane Dillon, Vice-Chair	Keith Caldwell	Jennifer Gore, Commission Counsel
Brian Kelly	Gregory Rodeno	Kathy Mabry, Secretary
Brad Wagenknecht		
Greg Pitts - <i>Excused</i>		

2. PLEDGE OF ALLEGIANCE

Chair Inman led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Inman asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Bennett (*voting for Commissioner Pitts*) and second by Commissioner Kelly, the Commission unanimously adopted the agenda as submitted:

VOTE:

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

4. PUBLIC COMMENTS

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

5. CONSENT ITEMS

- a) Approval of December 7, 2015 Regular Meeting Minutes
- b) Current and Future Proposals
- c) Second Quarter Budget Report for 2015-2016

Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the consent items were approved.

VOTE:

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

6. PUBLIC HEARING ITEMS

There were no public hearing items.

7. ACTION ITEMS

There were no action items.

8. DISCUSSION ITEMS

a) Strategic Planning Workshop

The Commission conducted a strategic planning workshop to discuss the Commission's view of its role and effectiveness in Napa County's network of local governments.

The focus of the workshop was to discuss the Commission's mission and vision as well as identify strategic initiatives and new opportunities.

The Commission was invited to provide direction to staff with respect to identifying expectations and objectives for the next two or more years as desired by members.

Brendon Freeman introduced the workshop facilitator, Ms. Liz Yager, who currently serves as the Program Manager of the Energy and Sustainability Division in Sonoma County.

Ms. Yager thanked Brendon for the introduction, and the Commission for the opportunity to work with them and facilitate the workshop.

Ms. Yager provided a review of the Commission's core mandates, mission, and existing resources while also highlighting accomplishments from 2015; a year in which the agency experienced several significant transitions.

The workshop explored program management principles, the process of management, Napa LAFCO's initiatives and responsibilities, and "S.M.A.R.T." objectives that result in attainable and valuable outcomes.

The Commission discussed the following possible new opportunities relative to existing priorities and resources:

- *Adding special studies*
- *Water system consolidation (Senate Bill 88)*
- *Comprehensive policy review*
- *Island annexations*
- *Encouraging shared resources and shared services*
- *Outside services (G.C. Section 56133)*
- *Precedent-setting project appetite*
- *LAFCO's role in climate change*
- *Water supply issues*

During the workshop, the Commission expressed significant interest in pursuing new strategies to address the issue of unincorporated islands and the service inefficiencies they perpetuate.

Towards this end, staff agreed to pursue discussions with City of Napa and County staff to develop collaborative island annexation strategies.

Additionally, the Commission expressed interest in becoming better informed about staff activities and completion timelines. Staff agreed to meet this interest by way of preparing Work Program progress reports for each regular meeting to provide the Commission with opportunities to address changes in priorities and resources.

Staff will provide a summary of the Commission's Strategic Planning Workshop in the form of a staff report for the April 4, 2016 meeting.

There was no formal action taken.

At this time, the Commission agreed to amend the agenda to hear item #8b later and present item #11 now.

11.* CLOSED SESSION

Public Employee Performance Evaluation – Executive Officer (Government Code Section 54957(b)(1))

There was no reportable action.

8. b) Napa County Resource Conservation District Draft Municipal Service Review and Sphere of Influence Update

The Commission reviewed a draft municipal service review and sphere of influence update for the Napa County Resource Conservation District (NCRCD). The draft examines the availability and adequacy of municipal services provided by NCRCD relative to the Commission’s mandates to facilitate orderly growth and development. The draft also contemplates reaffirming the existing sphere with no changes. The Commission was invited to discuss the draft 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 the April 4, 2016 meeting.

Brendon Freeman, Executive Officer provided an overview of the draft report.

Chair Inman opened the public hearing.

Commissioner Rodeno noted a possible conflict of interest that he has with the district; however Chair Inman and Counsel did not believe it was necessary for him to be recused.

NCRCD District Manager, Francis Knapczyk spoke to the Commission providing the status of the district’s funding, current boundaries and noting no substantive changes within the district since its last municipal service review.

Chair Inman closed the public hearing.

Staff anticipates presenting the final report including improved map and audit at the April 4, 2016 meeting.

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a brief report on current staff activities, including a proposed budget increase in the secretary position time from 20 hours per week to 30 hours per week.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

The Executive Officer noted the workshop information will be reviewed and presented at the next Commission meeting and will include SMART goal process and timelines.

11.* As noted above, Closed Session was presented after item #8a.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The special meeting was adjourned at 4:33 PM. The next regular LAFCO meeting is scheduled for **Monday, April 4, 2016, at 5:00 PM** at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd Floor, Napa, CA 94559.

Juliana Inman, Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by: _____
Kathy Mabry, Commission Secretary