



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 (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: June 5, 2017

SUBJECT: Approval of Meeting Minutes:
April 3, 2017 Regular Meeting and May 1, 2017 Special Meeting
(Strategic Planning Workshop Continuation)

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the April 3, 2017 Regular Meeting and the May 1, 2017 Special Meeting.

Staff recommends approval.

ATTACHMENTS

- 1) Regular meeting minutes: April 3, 2017
- 2) Special meeting minutes: May 1, 2017

Juliana Inman, Commissioner
Councilmember, City of Napa

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Vice Chair
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 APRIL 3, 2017**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the regular meeting of April 3, 2017 to order at 2:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Juliana Inman, Vice-Chair	Kenneth Leary	Jennifer Gore, Commission Counsel
Brad Wagenknecht	Gregory Rodeno	Kathy Mabry, Secretary
Brian Kelly		
Paul Dohring		

2. PLEDGE OF ALLEGIANCE

Former LAFCO Commissioner, Joan Bennett, 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 Dohring and second by Commissioner Wagenknecht, 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. RECOGNITION OF SERVICE: Joan Bennett

Chair Dillon presented Joan Bennett with a plaque of appreciation recognizing her dedicated service to the Commission from 2009 to 2016. Ms. Bennett addressed the Commission and spoke fondly of her term on LAFCO and the important work the Commission does, and expressed her pleasure in working with the staff and the Commission.

6. CONSENT ITEMS

- a) **Approval of Meeting Minutes:** February 6, 2017 Special Meeting and March 6, 2017 Special Meeting
- b) **Current and Future Proposals**
- c) **Abandonment of Redwood Road No. 5 Annexation**
- d) **Temporary Change to Chair and Vice Chair Rotation**
- e) **Proposed Amendment to California Environmental Quality Act Consultant Contract**

Upon motion by Commissioner Dohring and second by Commissioner Kelly, the consent items were approved.

VOTE:

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

7. PUBLIC HEARING ITEMS

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

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the Town of Yountville. The final report examines the availability and adequacy of municipal services provided by Yountville relative to the Commission's mandates to facilitate orderly growth and development. The recommended action is for the Commission to adopt a resolution confirming the determinative statements in the report and expanding Yountville's sphere of influence to include a 13.4-acre study area.

Staff reviewed the initial study and negative declaration and independently determined that the initial study and negative declaration adequately analyze the potential environmental impacts associated with the recommended expansion of Yountville's sphere of influence.

Executive Officer, Brendon Freeman, provided an overview of the agenda item, noting supplemental items were provided today for the Commission.

Mr. Freeman expressed gratitude to the Town of Yountville's staff for providing all requested information in a timely manner and offering many helpful comments throughout the development of the report.

In addition, he thanked the Town Councilmembers and County of Napa staff who attended recent LAFCO meetings and provided additional helpful comments.

At its December 5, 2016 meeting, the Commission received a preliminary draft MSR and SOI Update. Following significant discussion, the Commission directed staff to further develop the report and return with a revised draft report incorporating several changes.

At its February 6, 2017 meeting, the Commission received a revised draft report that incorporated a number of changes in response to verbal and written comments. The staff report included responses to the written comments submitted by Yountville and the County. During the February 6th meeting, the Commission directed staff to include maps in the final report to depict the SOI study area in relation to the County's General Plan land use designations; the County's zoning assignments, and lands subject to Measures J and P.

Chair Dillon opened the public hearing, as well as expressed appreciation for the cooperation between the Board of Supervisors and Town of Yountville staffs for working together on mutual concerns relating to the SOI update.

Public comments were received from the following: Domaine Chandon representatives Kirsty Shelton-Gerosa and Susan Caudry, Napa County Executive Officer, Leanne Link, Yountville Town Manager, Steve Rogers, Yountville Town Mayor, John Dunbar; and Cio Perez, Napa County Farm Bureau.

Chair Dillon closed the public hearing.

Upon motion by Commissioner Dohring and second by Commissioner Inman, the Commission unanimously approved the Municipal Service Review and Sphere of Influence Update for the Town of Yountville, with the addition of approximately 10 acres to the study area, shown in Exhibit Three; revising the resolution to clarify the Commission's action on the sphere, and confirming the determinative statements (**Resolution No. 2017-01**):

VOTE:

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

7. PUBLIC HEARING ITEMS – continued:

b) Proposed Budget for Fiscal Year 2017-2018

The Commission considered adopting a resolution to approve a proposed budget for 2017-2018. Proposed operating expenses total \$498,713 and represent a 6.7% decrease over the current fiscal year. Proposed operating revenues total \$452,947 with the remaining shortfall (\$45,766) to be covered by drawing from agency reserves.

Staff provided a review of the Budget Committee’s report (Rodeno and Wagenknecht).

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Dohring and second by Commissioner Wagenknecht, the Commission unanimously approved the budget (**Resolution No. 2017-02**) as follows:

- 1) Adopt the proposed budget for FY 2017-2018;
- 2) Direct the Budget Committee to circulate the adopted proposed budget to the funding agencies as well as make available to the general public for review and comment and;
- 3) Direct the Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2017:

VOTE:

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

8. DISCUSSION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the Napa County Mosquito Abatement District

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Napa County Mosquito Abatement District. The draft report includes written determinations making statements on the level and range of agency services and includes a recommendation to update the current sphere of influence with no changes. 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.

A copy of the draft report was made available to the public for review on March 10, 2017, and comments on the draft report are welcome through April 21, 2017.

Staff provided a review and thanked the District’s General Manager, Wes Maffei for his cooperation in the preparation of the report.

Wes Maffei spoke to the Commission, expressing appreciation for the work on this report.

Staff anticipates presenting a final report, with or without revisions, to the Commission for consideration at its June 5, 2017 meeting.

The Commission directed the District to provide reports from its Board for each jurisdiction in all of the municipalities.

The Commission also directed staff to make a correction to the District’s CALPERS discount rate in the final report.

9. ACTION ITEMS

a) Authorize Commission Chair to Execute Consultant Contract for Municipal Service Reviews and Sphere of Influence Updates and Budget Adjustment

Staff recommended the Commission authorize the Executive Officer to negotiate a contract with E Mulberg & Associates, and authorize the Chair to sign the contract, for municipal service reviews and sphere of influence updates for the South County Region as well as additional on-call services as needed. Staff also recommended the Commission approve a budget adjustment to transfer \$24,700 from Administration Services (Account No. 52100) to Consulting Services (Account No. 52310).

The Commission’s RFP Committee recently selected E Mulberg & Associates based on a number of factors that are summarized in the staff report to provide a South County Region MSR and SOI report.

Staff is working with Commission Counsel and Elliot Mulberg to finalize a professional services agreement, and anticipates a final agreement will be ready for signature by the Chair later this month. Staff recommends the Commission authorize the Chair to sign the contract once it is complete, with the assistance of Counsel.

Additionally, a budget transfer of \$24,700 is needed to allocate funding within the appropriate expense account.

Upon motion by Commissioner Dohring and second by Commissioner Inman, the Commission unanimously approved the two staff recommendations as noted in the staff report:

VOTE:

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

10. EXECUTIVE OFFICER REPORT

Staff provided a review of the following activities: 2016-2017 Work Program; Special Meeting on May 1st (Strategic Planning Workshop continuation); Meetings with Newly Elected Officials; and the CALAFCO Staff Workshop.

11. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chair Dillon thanked Commissioner Dohring for his short-term service on the Commission.

12. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 2:55 PM. The next LAFCO meeting (**Strategic Planning Workshop Continuation**) is scheduled for Monday, May 1, 2017 at 1:00 P.M. at the Napa Valley Transportation Authority Board Chambers, located at 625 Burnell Street, Napa, CA.

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 MAY 1, 2017**

STRATEGIC PLANNING WORKSHOP CONTINUATION

Location: Napa Valley Transportation Authority
625 Burnell Street, Napa, CA

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the special meeting of May 1, 2017 to order at 1:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Kenneth Leary	Brendon Freeman, Executive Officer
Brian Kelly, Vice Chair	Ryan Gregory	Jennifer Gore, Commission Counsel
Diane Dillon	Gregory Rodeno	Kathy Mabry, Secretary
Juliana Inman		
Paul Dohring		

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Ryan Gregory.

3. PUBLIC COMMENTS

Chair Wagenknecht invited members of the audience to provide public comment.

No public comments were received.

Members of the public and local agencies were present at the workshop.

4. WORKSHOP CONTINUATION AGENDA:

- 1. Summary of March 6, 2017 Special Meeting**
- 2. Identify Priority Goals and Discuss Implementation Strategies**
- 3. Policy Committee Update**
- 4. Initial Discussion of Executive Officer's Two-Year Performance Evaluation**

1. Summary of March 6, 2017 Special Meeting:

On March 6, 2017 the Commission held a Strategic Planning Workshop facilitated by Bill Chiat of Alta Mesa Group. During the workshop, the Commission discussed its purpose, challenges, opportunities, priorities, goals and available resources.

The Commission also identified numerous potential goals and strategies to pursue in the foreseeable future. The workshop was continued to a special meeting to allow the Commission to refine its desired outcomes and implementation strategies.

At today's meeting, staff summarized the goals and priorities identified at the March 6th workshop and categorized these according to better governance, housing, agricultural preservation, and financial. Several of the goals and priorities are relevant to more than one category.

Commissioners were asked to rank priorities (1 the lowest and 5 the highest priority) and were given a sheet to tally their votes. The sheets were then calculated by the Commission Secretary to tally the votes for each category. The results were given to the Executive Officer/Chair for discussion with the Commission.

4. WORKSHOP CONTINUATION AGENDA – continued:

2. Identify Priority Goals and Discuss Implementation Strategies:

- ✓ Proactively Annex Islands – bring back for discussion and possible future action
- ✓ Encourage more comprehensive shared services & facilities, i.e. Corporation yards, wastewater collection systems, law enforcement vehicle procurement, etc.
- ✓ Check-In after MRS process re: recommendations
- ✓ Ask Bill Chiat to work with a newly established ad hoc committee consisting of Chair Wagenknecht, Commissioner Kelly, and Executive Officer Freeman to return with a strategic plan for formal adoption
- ✓ Elevate agricultural protection in policies and procedures. Town of Yountville Manager Steve Rogers, Town of Yountville Councilmember Margie Mohler & resident John Stewart commented on challenges and opportunities with consolidation
- ✓ Measures J and P need to be emphasized and prioritized in policies
- ✓ Housing – request for staff to return with annual updates on local city/town progress in terms of providing housing
- ✓ Engage in General Plan Updates – request for staff to return with status updates on local city/town General Plan activities.

3. Policy Committee Update:

At its February 6, 2017 meeting, the Commission established an ad hoc committee to review the agency’s written policies and propose amendments as appropriate. Commissioners Kelly and Rodeno were appointed to the Committee. At today’s meeting, the Committee presented DRAFT changes to the Commission’s adopted policies. Topics discussed during the Policy Committee Update and direction provided by the Commission included the following:

- ✓ DUC’s
- ✓ General Policy Determinations – prioritize and emphasize agricultural preservation throughout policy; consider including definitions for terms such as “agriculture”, “urban”, and “development”
- ✓ New Legislative Policy – consider future establishment of an ad hoc committee to recommend a legislative platform and streamline the process of taking formal positions on proposed new legislation
- ✓ Committee will re-convene to conduct a thorough review of policies.

4. Initial Discussion of Executive Officer’s Two-Year Performance Evaluation:

The Commission discussed the Executive Officer’s two-year performance evaluation, and agreed to use the existing evaluation form. In mid-May, the Executive Officer will send each Commissioner a letter of self-evaluation and a performance review form.

Each Commissioner will then send a completed form to Commission Counsel, Jennifer Gore, who will tabulate and summarize the forms and present this information to the Commission and the Executive Officer during the performance review scheduled for June 5, 2017.

5. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 4:05 PM. The next regular LAFCO meeting is scheduled for Monday, June 5, 2017 at 2:00 PM at the Town of Yountville Council Chambers, located at 6550 Yount Street, Yountville, CA 94599.

Brad Wagenknecht, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer
Prepared by: _____
 Kathy Mabry, Commission Secretary