



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 6a

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: April 3, 2017

SUBJECT: Approval of Meeting Minutes:
February 6, 2017 Special Meeting and
March 6, 2017 Special Meeting (Strategic Planning Workshop)

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the February 6, 2017 Special Meeting and March 6, 2017 Special Meeting (Strategic Planning Workshop).

Staff recommends approval.

ATTACHMENTS

- 1) Special meeting minutes: February 6, 2017
- 2) Special meeting minutes: March 6, 2017 (Strategic Planning Workshop)

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
SPECIAL MEETING MINUTES OF FEBRUARY 6, 2017**

Yountville Town Hall – Council Chambers
6550 Yount Street, Yountville, CA 94599

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the special meeting of February 6, 2017 to order at 2:00 P.M.

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

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Kenneth Leary	Brendon Freeman, Executive Officer
Juliana Inman, Vice-Chair	Ryan Gregory	Jennifer Gore, Commission Counsel
Brian Kelly	Gregory Rodeno	Kathy Mabry, Secretary
Paul Dohring		
Brad Wagenknecht		
<i>(arrived at 2:04)</i>		

2. PLEDGE OF ALLEGIANCE

Ginny Simms led the Pledge of Allegiance.

3. OATH OF OFFICE FOR COMMISSIONERS WITH NEW TERMS

Commission Counsel administered oaths of office for three new Commissioners: Regular Commissioner Paul Dohring, and Alternate Commissioners Ryan Gregory and Kenneth Leary.

4. APPROVAL OF AGENDA

Chair Dillon asked if there were any requests to rearrange the agenda. There were no requests. The Commission unanimously adopted the agenda as submitted.

5. PUBLIC COMMENTS

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

No public comments were received.

6. RECOGNITION OF SERVICE

Chair Dillon presented Keith Caldwell and Greg Pitts with plaques recognizing their service to the LAFCO Commission. Mr. Caldwell and Mr. Pitts individually addressed the Commission and fondly spoke of their time on LAFCO, and expressed gratitude to the Commission and staff for the plaque of appreciation.

7. CONSENT ITEMS

a) Approval of Meeting Minutes: October 3, 2016 Regular Meeting and December 5, 2016 Special Meeting

b) Current and Future Proposals

c) Second Quarter Budget Report for 2016-2017

d) Notice of Expiring Commissioner Terms in 2017

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

VOTE:

AYES: WAGENKNECHT, INMAN, DILLON, DOHRING AND KELLY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

8. PUBLIC HEARING ITEMS

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

The Commission reviewed a Sphere of Influence Update (SOI) for the Congress Valley Water District (CVWD). The recommended action was for the Commission to provide direction to staff with respect to returning with a new Municipal Service Review (MSR) for the CVWD prior to approving the Sphere of Influence Update.

This item was continued from the Commission's December 5, 2016 regular meeting, at which time the Commission requested new information regarding current water demands, land use restrictions, and Napa County General Plan policies. Staff has provided this new information in the staff report.

CVWD has an existing water supply agreement specifies that the District will dissolve on July 1, 2017 and turn over all assets and service responsibilities to the City of Napa; however, dissolution of CVWD is problematic due to outside service provision limitations under G.C. Section 56133. CVWD and the City of Napa are currently negotiating an amended agreement that is expected to extend the sunset date for five years.

Chair Dillon opened the public hearing.

Public comments were received from the following: Yeoryios Apallas, Cio Perez, Eve Kahn, John Stewart, Roland Cavanaugh, Gregg Flynn, Gary Margadant, Bernadette Brooks, Barry Murphy, Ginny Simms, Phil Brun, City of Napa Water Dept., and Geoff Ellsworth.

Chair Dillon closed the public hearing.

Upon motion by Commissioner Kelly and second by Commissioner Inman, the Commission continued this item, however, it recommended staff move forward with the MSR study and asked to be advised on the SOI at upcoming Commission meetings. No formal action was taken.

VOTE:

AYES: KELLY, INMAN, WAGENKNECHT, DILLON AND DOHRING

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

9. DISCUSSION ITEMS

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

The Commission reviewed a revised draft Municipal Service Review and Sphere of Influence Update for the Town of Yountville prepared by a consultant (SWALE). A preliminary draft report was presented in December.

The revised draft report examines the availability and adequacy of municipal services provided by Yountville relative to the Commission’s mandates to facilitate orderly growth and development. In addition, the report contemplates alternative options for potential changes to Yountville’s sphere of influence. The report incorporates many changes in response to comments and concerns shared by Yountville and the County of Napa.

The Commission was invited to discuss the revised 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 comments were received from the following: Town Manager Steve Rogers, Mayor John Dunbar, Cio Perez and Eric Knight.

Commission discussion was held and direction was provided to staff/consultant, although no formal action was taken by the Commission as part of this item.

Upon motion by Commissioner Kelly and second by Commissioner Inman, the Commission continued this item and recommended staff provide maps that are clearly labeled in the final report which is expected to be presented at the April meeting.

VOTE:

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

b) Temporary Change to the Chair and Vice Chair Rotation

The Commission considered providing direction to staff to return with an action item to make a temporary change to the Chair and Vice Chair rotational system as part of the April 3, 2017 regular meeting.

Since the Chair Policy allows for temporary changes to Chair rotation as part of an action item, staff identified an option to reverse the scheduled Chair and Vice Chair offices for the next two years. This would result in County Member II (Brad Wagenknecht) and the Public Member (Brian Kelly) serving as Chair and Vice Chair, respectively, from May 1, 2017 to April 30, 2018. This allows the new City Member II an opportunity to gain experience as a Commissioner prior to assuming the office of Chair.

Upon motion by Commissioner Inman and second by Commissioner Dohring, the Commission agreed to appoint Brad Wagenknecht and Brian Kelly to serve as Chair and Vice Chair, respectively, from May 1, 2017 to April 30, 2018.

VOTE:

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

9. DISCUSSION ITEMS – continued:

c) Review Policy on Inclusion of Agricultural and Open Space Land Within Special District Spheres of Influence

The Commission discussed its *General Policy Determinations* policy relating to inclusion of land designated agricultural or open space within special district spheres of influence. The Commission considered providing direction to staff to return with an action item to amend the policy at a future meeting.

The Commission unanimously agreed to discuss its *General Policy Determinations* policy at the Strategic Planning Workshop planned for March 6, 2017, and directed staff to return with examples on how this policy could affect consequences or may have made a difference with past decisions. In addition, the Commission designated Commissioners Kelly and Rodeno to form a subcommittee to review this policy.

No formal action was taken by the Commission as part of this item.

Additionally, a public request was made to have policies more visible on the agency's website. Staff will move the policies from under another tab to the main page of the website.

d) Policy on Sphere of Influence Definitions: Area of Interest

The Commission discussed its policy definitions as they relate to spheres of influence. The Commission considered providing direction to staff to return with an action item to amend the policy to define "Area of Interest" and how this new term would be applied at a future meeting.

Discussion was held by the Commission on the concept of adopting policy language that would define "Area of Interest" and describe how the new term would be applied in Napa County. Staff noted that an "Area of Interest" could be used as a policy tool for the Commission to use to signal further discussion for SOI's.

The Commission designated the Policy Subcommittee to meet and work with the Executive Officer on this policy matter and report back at the Strategic Planning Workshop in March.

No formal action was taken by the Commission as part of this item.

10. EXECUTIVE OFFICER REPORT

The Executive Officer provided a report on the progress/status of planning and regulatory activities identified in the Work Program.

Staff confirmed that the Strategic Planning Workshop will be held on Monday, March 6th and William Chiat of Alta Mesa Group will be the Facilitator.

11. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:01 P.M. The next LAFCO meeting is scheduled for Monday, March 6, 2017 at 9:30 A.M. (Strategic Planning Workshop) in the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, 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 MARCH 6, 2017**

STRATEGIC PLANNING WORKSHOP

**City Hall of Napa – Committee Room
955 School Street, Napa, California 94559**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Dillon called the special meeting of March 6, 2017 to order at 9:30 A.M.

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

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

2. PLEDGE OF ALLEGIANCE

Chair Dillon led the Pledge of Allegiance.

3. PUBLIC COMMENTS

Chair Dillon invited members of the audience to provide public comment. No public comments were received. Several members of the public and various agencies were present at the workshop.

4. COMMISSION WORKSHOP

The Commission held a workshop with facilitation services provided by William Chiat from the Alta Mesa Group. The topics were as follows, along with informative Power Point slides:

- Welcome and Introduction to Workshop
- Purpose Conversation
- Challenges and Opportunities
- Priorities and Tools
- Lunch and Networking
- Priority Goals
- Achievement of the Goals

Following general discussion of the above topics, the Commission unanimously agreed to convene and hold a second workshop in May 2017 in order to further discuss and vet out these goals & objectives in more detail.

Public speakers included: Leon Garcia, John Dunbar, Brent Cooper, John Stewart, Dylan Feik and Steve Rogers.

5. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 1:30 P.M. The next regular LAFCO meeting is scheduled for Monday, April 3, 2017 at 2:00 P.M. in the Napa County BOS Chambers, 1195 Third Street, 3rd floor, Napa, CA.

Diane Dillon, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by: _____
Kathy Mabry, Commission Secretary