



**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*

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**Agenda Item 5a (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Kathy Mabry, Commission Secretary

**MEETING DATE:** November 18, 2019

**SUBJECT:** Approval of Meeting Minutes: **October 7, 2019, Regular Meeting**

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the October 7, 2019, Regular Meeting.

Staff recommends approval.

**ATTACHMENT**

- 1) October 7, 2019, Regular Meeting

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Kenneth Leary, Vice Chair  
Councilmember, City of American Canyon

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Commissioner  
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

Gregory Rodeno, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MEETING MINUTES OF OCTOBER 7, 2019**

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

Vice Chair Leary called the regular meeting of October 7, 2019 to order at 2:04 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Gregory Rodeno, Chair (arrived at 2:07)	Kenneth Leary, Vice Chair	Brendon Freeman, Executive Officer
Margie Mohler	Ryan Gregory (arrived at 2:08)	DeeAnne Gillick, Commission Counsel
Brad Wagenknecht	Eve Kahn - <i>Excused</i>	Kathy Mabry, Commission Secretary
Diane Dillon		Dawn Mittleman Longoria, Analyst II
Scott Sedgley		

**2. PLEDGE OF ALLEGIANCE**

Vice Chair Leary led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Vice Chair Leary asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Mohler and second by Commissioner Dillon, the Commission unanimously adopted the agenda as submitted:

**VOTE:**

**AYES: MOHLER, DILLON, LEARY AND WAGENKNECHT**

**NOES: NONE**

**ABSENT: RODENO**

**ABSTAIN: NONE**

**4. PUBLIC COMMENTS**

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

**5. CONSENT ITEMS**

- a) **Approval of Meeting Minutes:** August 5, 2019 Regular Meeting
- b) **Current and Future Proposals**
- c) **Work Program Progress Report**
- d) **Executive Officer Report**

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the consent items were approved:

**VOTE:**

**AYES: WAGENKNECHT, MOHLER, DILLON AND LEARY**

**NOES: NONE**

**ABSENT: RODENO**

**ABSTAIN: NONE**

**6. PUBLIC HEARING ITEMS**

**a) Napa Pipe No. 2 Reorganization and Associated CEQA Findings**

The Commission considered approving a proposal submitted by landowner petition for annexation of unincorporated territory totaling approximately 45.9 acres in size to the City of Napa along with concurrent detachment from County Service Area No. 4.

The affected territory comprises two parcels identified by the County Assessor as 046-412-006 (located at 1025 Kaiser Road) and 046-400-029 (no situs address).

Staff provided an overview, informing the Commission that it belatedly noticed the map and geographic description are not finalized, however, they are presently under review by the County Surveyor. Therefore, staff recommended the draft resolution be revised to condition approval on the submittal of a final map and geographic description, which is expected soon.

Chair Rodeno opened the public hearing.

Public comments were received by David Morrison, Napa County Director, Planning, Building & Environmental Services who requested a continuance on this item until Monday, November 18, 2019, noting this proposal is heavily dependent upon a successful outcome of an affordable housing agreement between the City of Napa and Napa County (Senate Bill 235) which is currently awaiting the Governor's signature.

Vin Smith, City of Napa, Community Development Director also spoke, stating the City has been working closely with the County on this agreement and agrees with Mr. Morrison that a bit more time is needed, and November 18<sup>th</sup> would fall in line with the City's timeline to make this happen. Chair Rodeno closed the public hearing.

At this point, the Commission considered the idea of holding a Special Meeting on November 18, as well as cancelling the Commission's regular meeting of December 2, 2019.

With all Commissioners in verbal agreement, and approval to do so by Counsel, Commissioner Dillon made a motion and a second by Commissioner Leary, the Commission unanimously agreed to continue this matter to a special meeting on November 18, 2019 2:00 PM:

**VOTE:**

<b>AYES:</b>	<b><u>DILLON, LEARY, MOHLER, RODENO AND WAGENKNECHT</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>NONE</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**b) Authorization of an Outside Service Agreement Involving the City of Napa and the Carneros Inn Mutual Water Company and Associated CEQA Findings**

The Commission considered approving a request from the City of Napa to provide public water service to the Carneros Inn Mutual Water Company. The affected territory is approximately 27.7 acres in size and located in unincorporated Napa County outside the City's jurisdictional boundary and sphere of influence.

Staff provided an overview, and Commissioners asked a several questions for clarification.

Phil Brun, City of Napa, Utilities Director spoke to the Commission regarding the specific costs and benefits of a replacement water tank.

David Morrison, Napa County Director of Planning, spoke about costs of the water extension.

Commissioner Sedgley noted a concern about the sizing of the water pipe used for this project.

Chair Rodeno opened the public hearing.

Kevin Block, representing Carneros Resort, stated he supports the Outside Service Agreement.

Chair Rodeno closed the public hearing.

**6. PUBLIC HEARING ITEMS – continued:**

Upon motion by Commissioner Wagenknecht and second by Commissioner Dillon, the Commission unanimously approved the staff recommendation for an Outside Service Agreement (**Resolution No. 2019-10**):

**VOTE:**

**AYES:** WAGENKNECHT, DILLON, LEARY, MOHLER AND RODENO  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAIN:** NONE

**7. ACTION ITEMS**

**a) Devlin Road No. 4 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered approving a proposal submitted by landowner petition for annexation of two unincorporated parcels totaling 44.8 acres in size to the Napa Sanitation District NSD. The affected territory is located in the Napa Valley Business Park and identified by the County Assessor as 057-170-008 and 057-170-019, and is presented with 100% landowner approval. The purpose of this annexation is to facilitate development of a wine storage industrial facility.

Staff Analyst, Dawn Mittleman Longoria, provided an overview of this proposal. Staff pointed out and recommended the Commission modify the annexation boundary to include approximately 0.3 acres of additional territory representing the portion of public right-of-way immediately adjacent to the affected territory on Devlin Road. Inclusion of the right-of-way would be consistent with previous Commission actions to ensure the physical location of NSD’s public sewer infrastructure is within NSD’s jurisdiction.

Commissioner Dillon recused herself from this matter.

Chair Rodeno opened the public comment period.

No public comments were received.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the Commission approved the annexation with the amended boundary (**Resolution No. 2019-11**):

**VOTE:**

**AYES:** WAGENKNECHT, MOHLER, LEARY AND RODENO  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAIN:** DILLON

**b) Ratification of an Outside Sewer Service Agreement Involving the Napa Sanitation District and 3660 Linda Vista Avenue and Associated CEQA Findings**

The Commission considered ratifying an outside service agreement approved by the Executive Officer (after conferring with the Chair) authorizing the Napa Sanitation District to provide new public sewer service to an incorporated property located in the City of Napa at 3660 Linda Vista Avenue (APN 007-231-002) to address a public health threat.

Staff provided an overview of this item.

Chair Rodeno opened the public comment period.

No public comments were received.

**7. ACTION ITEMS – continued:**

Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the Commission unanimously approved the staff recommendation for an Outside Service Agreement (**Resolution No. 2019-12**):

**VOTE:**

**AYES:** **MOHLER, WAGENKNECHT, DILLON, LEARY AND RODENO**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**c) Consider Adjustment to the Executive Officer’s Compensation**

The Commission considered a proposed adjustment to the Executive Officer’s compensation based on the performance evaluation initiated during the Commission’s August 5, 2019, meeting. The proposed adjustment would be effective July 1, 2019.

The Commission also considered designating a matching \$1,000 contribution to a 401(a) retirement savings account for the Executive Officer in 2020.

The recommended action is for the Commission to adopt two separate resolutions approving (1) the adjustment to the Executive Officer’s compensation and (2) consenting to participation in the County of Napa 401(a) Retirement Savings Plan and establishing the LAFCO match for the 2020 calendar year.

Commission Counsel, Dee Anne Gillick, provided an overview of both items noted above.

Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the Commission adopted two separate resolutions approving (1) the adjustment to the Executive Officer’s compensation (**Resolution No. 2019-13**); and (2) consenting to participation in the County of Napa 401(a) Retirement Savings Plan and establishing the LAFCO match for the 2020 calendar year (**Resolution No. 2019-14**):

**VOTE:**

**AYES:** **MOHLER, WAGENKNECHT, DILLON, LEARY AND RODENO**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**8. DISCUSSION ITEM**

**a) Consultant Update on Countywide Water and Wastewater Municipal Service Review**

The Commission received a formal update from Policy Consulting Associates on the Countywide Water and Wastewater Municipal Service Review by Ms. Jennifer Stephenson, representing PCA. The update involved an overview of potential determinations and recommendations that may be included in the MSR with respect to governance structure options and service provision. It was noted that the draft MSR was originally expected to be circulated to the public in November 2019 and discussed at the Commission’s meeting on December 2, 2019. However, due to challenges related to information gathering for some of the subject agencies paired with a delay in the initiation of the multi-jurisdictional Drought Contingency Plan, it is now anticipated a draft MSR will be circulated to the public in January 2020 and presented at the Commission’s meeting on February 3, 2020. Toward this end, it was recommended the Commission consider scheduling a special meeting in March 2020 to discuss the draft MSR in detail and receive public comments. Staff will coordinate.

**9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

The annual CALAFCO Conference is scheduled for October 30 - November 1, 2019 in Sacramento. Commissioners are encourage to contact staff if they plan to be attending.

**10. ADJOURNMENT TO NEXT MEETING**

The meeting was adjourned at 3:34 PM.

The next LAFCO **special meeting** is scheduled for Monday, **November 18, 2019, 2:00 PM** at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3<sup>rd</sup> floor, Napa, CA 94559.

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Gregory Rodeno, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry, Commission Secretary