



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
REGULAR* MEETING MINUTES OF JUNE 1, 2020**

Due to Coronavirus (COVID-19) and consistent with Governor Newsom's Executive Order N-29-20 promoting social distancing, the meeting was conducted **via teleconference. The meeting was accessible for members of the public to attend electronically via a link and phone number displayed on page 3 of the agenda under Notice of Meeting Procedures.*

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Leary called the special meeting of June 1, 2020 to order at 2:07 PM *via teleconference*. At the time of roll call, the following Commissioners and Staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Kenneth Leary, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Diane Dillon, Vice Chair	Eve Kahn	DeeAnne Gillick, Commission Counsel
Margie Mohler	Scott Sedgley	Dawn Mittleman Longoria, Analyst II
Gregory Rodeno		Kathy Mabry, Secretary
Brad Wagenknecht (left @ 3:27 PM)		

2. PLEDGE OF ALLEGIANCE

Chair Leary invited members of the audience to join him in reciting the Pledge of Allegiance.

3. APPROVAL OF AMENDED AGENDA

Chair Leary asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Rodeno and second by Commissioner Dillon, the Commission adopted the agenda as submitted.

VOTE:

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

4. PUBLIC COMMENTS

Prior to the meeting, the public was encouraged to submit comments to the Commission concerning any matter not on the agenda, with specific instructions noted under Coronavirus (COVID-19) – Notice of Meeting Procedure on page 3 of the agenda.

There were no public comments received prior to the meeting, via mail or email.

During the meeting, a public comment was received via telephone from Napa Resident, Riley Gilbert, who suggested LAFCO agendize the process of unincorporated islands for the City of Napa, and reach out to homeowners, as he believes most citizens are unfamiliar with how the process works.

5. CONSENT ITEMS

a) Approval of Meeting Minutes: May 4, 2020 Special Meeting

Upon motion by Commissioner Mohler and second by Commissioner Dillon, the consent items were approved by roll call vote:

VOTE:

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

6. INFORMATION ITEMS

The Commission received the following information items without a presentation from staff. Information items do not involve any action or vote by the Commission.

- a) **Current and Future Proposals**
- b) **Third Quarter Budget Report for 2019-2020**
- c) **Executive Officer Report**

There was no discussion on this item.

7. PUBLIC HEARING ITEM

Members of the public were able to address the Commission with respect to any public hearing item, per instructions provided on the Coronavirus (COVID-19) – Notice of Meeting Procedure on page 3 of the agenda.

a) Final Budget for Fiscal Year 2020-2021 and Proposed Amendment to the Schedule of Fees and Deposits

The Commission considered approving a final budget for fiscal year 2020-2021. Proposed operating expenses total \$540,893 and proposed operating revenues total \$519,084 with the remaining shortfall of \$21,809 to be covered by drawing from agency reserves.

The Commission also considered approving an amendment to the Schedule of Fees and Deposits. The recommended actions are for the Commission to adopt the final budget by resolution and adopt a proposed amendment to the Schedule of Fees and Deposits, effective July 1, 2020, by resolution.

Staff provided an overview of this agenda item.

Chair Leary opened the public hearing.

There were no public comments received via email before or during the meeting.

Chair Leary closed the public hearing.

Chair Leary and Vice-Chair Dillon thanked the Executive Office and the Budget Committee for their work on the agency’s budget, especially during these difficult times.

Commissioner Mohler asked the Executive Officer to explain the formula used for each agency’s portion contributed annually to the LAFCO budget. Mr. Freeman explained this process.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the final budget for the 2020-21 fiscal year and resolution were approved by roll call vote (**Resolution No. 2020-04**):

VOTE:

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

Upon motion by Commissioner Rodeno and second by Commissioner Mohler, the amendment to the Adopted Schedule of Fees and Deposits and resolution were approved by roll call vote (**Resolution No. 2020-05**):

VOTE:

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

8. ACTION ITEMS

Members of the public were invited to provide comments, per Coronavirus (COVID-19) – Notice of Meeting Procedure on page 3 of the agenda.

a) Silver Trail No. 10 Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered approving a proposal submitted by landowner petition for annexation of one unincorporated parcel totaling 0.5 acres in size to the Napa Sanitation District. The affected territory is identified by the County Assessor as 060-342-004. The purpose of annexation is to eliminate the existing private septic system serving the single-family residence and to facilitate connection to NSD’s public sewer infrastructure.

At its May 4, 2020 meeting, the Commission considered a request from the landowner for a waiver of application fees, however, that request was denied.

Staff noted a missing word in the draft resolution located in attachment one of staff report. On page 1, in the third “whereas” section, the word “proposal” should be added accordingly.

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

Chair Leary closed the public hearing.

Upon motion by Commissioner Rodeno and second by Commissioner Wagenknecht, the Commission approved the staff recommendation to adopt the amended resolution approving the annexation, by roll call vote (**Resolution No. 2020-06**):

VOTE:

AYES: RODENO, WAGENKNECHT, DILLON, LEARY AND MOHLER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b) Countywide Water and Wastewater Municipal Service Review Draft Report

The Commission discussed matters related to the draft Countywide Water and Wastewater Municipal Service Review (MSR). This included the public workshop scheduled for July 13, 2020, and possible future revisions to the MSR to incorporate information related to COVID-19 impacts on the subject agencies. The recommended action was for the Commission to provide formal direction to staff with respect to (1) the public workshop scheduled for July 13, 2020, and possible future revisions to the MSR, and (2) to consider revising the draft report to address COVID-19 impacts. Following discussion, the Commission agreed the MSR should acknowledge the impacts of COVID-19, as well as potential fires and earthquakes, by adding a paragraph or two to the report, but agreed this should be at no additional expense. Commissioners, Staff and the Consultant discussed the timeline for public review of the report, and a location and time for a July workshop.

The Commission seemed to be split on whether to hold the workshop in person or virtually via a Zoom meeting, however, the decision may be based on the status of the pandemic in July.

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

Chair Leary closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the following was approved by roll call vote:

- 1) Directed staff to circulate the public draft report now for review for 60 days until July 20, 2020;
- 2) Return with a presentation on the draft report as part of a Commission meeting; and
- 3) Schedule the public workshop for July 2020:

VOTE:

AYES: WAGENKNECHT, MOHLER, DILLON, LEARY AND RODENO

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

8. ACTION ITEMS – continued:

c) 2019-2020 Work Program Progress Report and Adoption of 2020-2021 Work Program

The Commission received a progress report on the 2019-2020 Work Program and considered adopting a 2020-2021 Work Program that includes administrative, planning, and regulatory activities for the upcoming fiscal year. The recommended action was for the Commission to adopt the resolution to adopt the 2020-21 Work Program.

Commissioner Mohler commented on the public comment received at the start of the meeting by Riley Gilbert to have some information regarding the process of annexing unincorporated islands on LAFCO's website for the public. Staff agreed and will post information on this topic on the agency's website.

Upon motion by Commissioner Mohler and second by Commissioner Dillon, the Commission adopted the proposed 2020-2021 Work Program by roll call vote (**Resolution No. 2020-07**):

VOTE:

AYES: MOHLER, DILLON, GREGORY, LEARY AND RODENO

NOES: NONE

ABSENT: WAGENKECHT

ABSTAIN: NONE

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting adjourned at 3:45 PM. The next meeting will be a public workshop scheduled for July 13, 2020, time to be determined, location is *tentatively* at the Napa Valley Transportation Authority, located at 625 Burnell Street, Napa, CA 94559.

The next regular LAFCO meeting is scheduled for **Monday, August 3, 2020 at 2:00 PM tentatively** at the Napa County Board of Supervisors Chambers, 1195 Third Street, Third floor, Napa, CA 94559. **However, it is anticipated the meeting will be held telephonically due to COVID-19 in compliance with Executive Order N-29-20.**

Kenneth Leary, LAFCO Chair

ATTEST:

Dawn Mittleman Longoria, Analyst II

Prepared by:

Kathy Mabry, Commission Secretary