



**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**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** February 1, 2016

**SUBJECT:** Approval of Meeting Minutes: December 7, 2015

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the December 7, 2015 regular meeting.

Staff recommends approval.

**ATTACHMENT**

- 1) Regular Meeting Minutes: December 7, 2015

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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, 3<sup>rd</sup> District

Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1<sup>st</sup> District

Keith Caldwell, Alternate Commissioner  
County of Napa Supervisor, 5<sup>th</sup> 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  
MEETING MINUTES OF DECEMBER 7, 2015**

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

Chair Inman called the regular meeting of December 7, 2015 to order at 4:00 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
Greg Pitts		
Brad Wagenknecht		

**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 Pitts and second by Commissioner Dillon, the Commission unanimously adopted the agenda as submitted:

**VOTE:**

**AYES: PITTS, DILLON, INMAN, KELLY AND WAGENKNECHT**  
**NOES: NONE**  
**ABSENT: NONE**  
**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 Meeting Minutes: October 5, 2015 Regular Meeting**
- b) **Current and Future Proposals**
- c) **First Quarter Budget Report for 2015-2016**
- d) **Notice of Expiring Commissioner Terms in 2016**
- e) **Proposed Amendment to *Policy on Records Retention and Destruction***
- f) **Proposed Amendment to *Policy on Commission Meetings***
- g) **New Legislation for 2016**
- h) **Establishing a Matching Retirement Savings Contribution for the Executive Officer in 2016**
- i) **Update on Consultant Selection Process for Preparation of Municipal Service Reviews and Sphere of Influence Updates**

Upon motion by Commissioner Dillon and second by Commissioner Kelly, a request was made to remove agenda item **5f** (*Policy on Commission Meetings*) from Consent Items.

Commissioner Dillon questioned Section B.3 of the policy and stated she believes it is already State law that special meetings be posted on the agency's website. Counsel confirmed this to be correct. Commissioner Dillon then requested Section B.3 to be removed from the policy.

**5. CONSENT ITEMS – continued:**

Upon motion by Commissioner Kelly and second by Commissioner Wagenknecht, the Commission approved the revised Consent Item calendar, along with agenda item 5f which includes a modification to delete section B.3 of the policy titled *Policy on Commission Meetings*.

**VOTE:**

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

**6. PUBLIC HEARING ITEMS**

None.

**7. ACTION ITEMS**

**a) Audit Report for Fiscal Year Ending June 30, 2015**

The Commission received a financial audit prepared by Gallina, LLP for the 2014-2015 fiscal year. The report was presented to the Commission to receive and file.

Napa County Auditor-Controller, Tracy Schulze provided the Commission with a detailed overview of the written audit report. Ms. Schulze, as well as the Commission, commended staff and Secretary Mabry for the great work relating to a successful and clean audit again this year.

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the Commission unanimously received and filed the 2014-2015 audit report.

**VOTE:**

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

**b) Accounting Change for LAFCO Personnel Expenditures**

The Commission received a report from the Napa County Auditor-Controller to consider an accounting reclassification from Salaries and Benefits to Administration Services. The accounting change would include approval of a budget adjustment to reflect the change; however, no additional appropriation is required. The Auditor-Controller would also correct the current year financial records to reflect the proper line item accounting of LAFCO's personnel expenditures.

Napa County Auditor-Controller, Tracy Schulze, provided the Commission with a verbal overview of the report and specified the accounting change is being done at this time due to new pension accounting rules and reporting regulations.

Upon motion by Commissioner Dillon and second by Commissioner Pitts, the Commission unanimously approved the accounting change from Salaries and Benefits to Administration Services, and directed the Auditor-Controller to correct the current year financial records to reflect the proper accounting of these expenditures.

**VOTE:**

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

**7. ACTION ITEMS – continued:**

**c) Appointments to the 2016-2017 Budget Committee**

The Commission considered appointing two members to serve with the Executive Officer on the 2016-2017 Budget Committee. The Budget Committee is responsible for preparing a draft and final budget for review and adoption by the Commission at its April and June regular meetings, respectively. The Budget Committee is also responsible for reviewing and updating the Commission’s adopted fee schedule and work program as needed.

Upon motion by Commissioner Dillon and second by Commissioner Inman, the Commission appointed Commissioners Pitts and Wagenknecht to serve on the Budget Committee for fiscal year 2016-2017.

**VOTE:**

<b>AYES:</b>	<b><u>DILLON, INMAN, KELLY, PITTS 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>

**d) Expiring Commissioner Term: Alternate Public Member**

The city and county members of the Commission considered directing staff to initiate an open recruitment for the Alternate Public Member position currently held by Gregory Rodeno.

Commissioner Rodeno’s term expires on Monday, May 2, 2016. He is eligible to seek a new appointment to serve an additional term as Alternate Public Member under Commission policy. However, because Commissioner Rodeno has served more than one full term as Alternate Public Member, he is not eligible for an expedited reappointment; the Commission must open the recruitment and appointment process to the general public.

The incumbent Gregory Rodeno informed the Commission that he plans to reapply for the Alternate Public Member position for another four year term.

Upon motion by Commissioner Wagenknecht and second by Commissioner Kelly, the Commission directed the Executive Officer to initiate an open recruitment for the Alternate Public Member position including posting a notice of vacancy, and scheduling a future hearing date consistent with the procedures identified in Section 1(a) of the *Policy on the Appointment of a Public Member and Alternate Public Member*.

The Commission also directed staff to note in the notice of vacancy that the incumbent will seek reappointment.

**VOTE:**

<b>AYES:</b>	<b><u>WAGENKNECHT, KELLY, DILLON, INMAN AND PITTS</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>

**e) Proposed Amendment to Policy on Conducting Commission Meetings and Business**

The Commission considered approving a proposed amendment to its *Policy on Conducting Commission Meetings and Business* to address issues identified regarding Commissioner stipends. Staff has returned with a proposed amendment that is substantially similar to the version presented at the June 1<sup>st</sup> meeting. The Commission previously directed staff to add a new category of LAFCO-related activities that result in Commissioners receiving a stipend for their participation. The amended policy includes a new section C(1)(e) that would provide up to 4 stipends per year per Commissioner for attending other trainings, classes, or other activities that are mandated or related to LAFCO business.

**7. ACTION ITEMS – continued:**

The amendments also reflect that all expenses for LAFCO-related activities shall be approved by the Executive Officer and shall be consistent with LAFCO’s approved annual budget.

Chair Inman briefly reviewed the history of this follow-up item.

Commissioner Dillon mentioned that Napa County’s Travel Policy should be attached to the policy as referenced within, plus a copy should be provided to the Commission for its reference.

Staff agreed and indicated it will comply with these two requests as soon as possible.

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the proposed amendment to the policy was unanimously approved by the Commission.

**VOTE:**

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

**f) Proposed Big Ranch Road No. 6 Annexation to Napa Sanitation District**

The Commission considered a landowner petition to annex approximately 1.6 acres of incorporated territory to the Napa Sanitation District. The subject territory comprises two entire parcels located at 2101 and 2129 Big Ranch Road along with the adjacent portion of public right-of-way in the City of Napa. The purpose of the proposed annexation is to allow the two existing single-family residences to connect to the District’s public sewer infrastructure.

Staff provided an overview of this proposal to the Commission.

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the Commission unanimously approved the annexation and adopted a resolution (**Resolution #2015-16**).

**VOTE:**

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

**g) Proposed Browns Valley Road No. 12 Annexation to Napa Sanitation District**

The Commission considered a landowner petition to annex a 0.1 acre incorporated parcel to the Napa Sanitation District. The subject parcel is located at 3217 Browns Valley Road in the City of Napa. The purpose of the proposed annexation is to allow the residence to permanently connect to the District’s sewer infrastructure. The affected territory has already received Commission approval for an outside service agreement to allow the affected territory to transition from a failing private septic system to public sewer services provided by NSD for the existing single-family residence.

Staff provided an overview of this proposal to the Commission, and noted the Property Owners were present and would like to address the Commission.

Property Owner Debbie Grenn spoke before the Commission stating this matter has become a financial hardship for them and requested that the Commission waive the annexation fees since they have previously paid the required fees to LAFCO for an outside service agreement.

The Commission agreed that the annexation fee should be waived in this case based on the hardship involved. The Commission’s policy does allow for property owners to request a fee waiver or reduction based on a hardship.

**7. ACTION ITEMS – continued:**

Upon motion by Commissioner Pitts and second by Commissioner Kelly, the Commission unanimously approved the annexation with the condition that the annexation fee be waived, and adopted a resolution (**Resolution #2015-17**).

**VOTE:**

<b>AYES:</b>	<b><u>PITTS, KELLY, DILLON, INMAN 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>

**8. DISCUSSION ITEMS**

None.

**9. EXECUTIVE OFFICER REPORT**

The Executive Officer provided a written report on the notable Commission activities and changes that have occurred in 2015, as well as future activities for calendar year 2016.

The Commission has had the busiest year in Napa LAFCO history with multiple changes, transitions and total number of meetings in 2015.

Commissioner Kelly appreciates the reports from the EO which provide updates regarding what staff is working on and would like to see them continue.

**10. COMMISSIONER COMMENTS**

- There was a brief discussion regarding the Commission paying for staff's membership in a community organization, such as Rotary. Most of the Commission felt it was not an appropriate use of the agency's fund; therefore the matter will not be brought forward as a future agenda item.
- There was also discussion regarding Island Annexations and the City of Napa's agreement to waive the fees. There was a request from the Commission to agendaize this for a future meeting.
- The Commission agreed to perform the Executive Officer's 6-month review in February, and staff agreed to provide the evaluation forms to the Commission in early January.

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 4:45 PM. The next regular LAFCO meeting is scheduled for Monday, February 1, 2016, at 4:00 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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Juliana Inman, Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry  
Commission Secretary