



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### MEETING MINUTES OF MAY 4, 2009

#### 1. CALL TO ORDER; ROLL CALL

Vice-Chair Inman called the meeting to order at 4:00 p.m.

Roll was called with Regular Commissioners Wagenknecht (arrived at 4:08pm), Luce (*voting for Dodd*), Rodeno (*voting for Kelly*), Chilton and Vice-Chair Inman present. Alternate Commissioner Bennett was also present.

Excused: Chair Kelly and Commissioner Dodd.

Staff present: Keene Simonds, Executive Officer; Jackie Gong, Commission Counsel; Brendon Freeman, Analyst; and Kathy Mabry, Commission Secretary.

#### 2. PLEDGE OF ALLEGIANCE

Vice-Chair Inman led the Pledge of Allegiance.

#### 3. SPECIAL ANNOUNCEMENTS

##### a) Recognition of Service

**Cindy Coffey**

**Jack Gingles**

Staff presented Recognition of Service plaques to former Commissioners Jack Gingles and Cindy Coffey (Alternate Commissioner Joan Bennett accepted plaque on her behalf).

##### b) Introduction of New Commissioners

**Joan Bennett**

**Lewis Chilton**

Staff introduced new Commissioners Joan Bennett (Alternate) from American Canyon and Lewis Chilton (Regular) from the Town of Yountville.

#### 4. PUBLIC COMMENT

Vice-Chair Inman invited members of the audience to provide public comment. John Stewart, President of the Los Carneros Water District spoke to the Commission regarding the status of the District and the recent approval of voters to fund an engineers report to bring reclaimed water to the community.

#### 5. CONSENT ITEMS

##### a) Approval of a Professional Services Agreement for Website Hosting and Maintenance Services

The Commission considered approving a professional services agreement with Planeteria to provide website hosting and maintenance services.

##### b) Approval of Minutes

The Commission considered approving summary minutes from its April 6, 2009 regular meeting. Upon motion by Commissioner Rodeno and second by Commissioner Luce, the consent calendar was approved (Commissioner Chilton abstained, as he was not at the April 6, 2009 meeting).

## **6. PUBLIC HEARING ITEMS**

### **a) Amendments to Adopted Fee Schedule**

Staff provided the Commission with a report regarding amendments to its adopted fee schedule. Proposed amendments include raising the composite hourly staff rate, increasing the number of fixed hours assigned to proposals, and establishing a surcharge to help recover costs for preparing municipal service reviews.

Vice-Chair opened and closed the public hearing with no comments received.

Upon motion by Commissioner Luce and second by Rodeno, the amendments were approved.

## **7. ACTION ITEMS**

### **a) Authorization to Negotiate a Professional Services Agreement for Electronic Document Management System Design and Implementation**

Staff provided the Commission with a report on the request for proposal process to hire a consultant to design and implement an electronic document management system. The report included a recommendation to authorize the Executive Officer to negotiate a professional services agreement with Incrementum to design and implement an electronic document management system in an amount not-to-exceed \$25,000.

Upon motion by Commissioner Wagenknecht and second by Chilton, the authorization was approved.

## **8. DISCUSSION ITEMS**

### **a) Southeast Napa County: Municipal Service Review**

Staff provided the Commission with a municipal service review report on the southeast county region. No action was taken. An error was noted by Commissioner Inman. On page 8, last paragraph of the report, should read: Montalcino, instead of Monticello. Staff will make correction.

### **b) Report from the 2009 CALAFCO Staff Workshop**

The Commission received a verbal report from Brendon Freeman, LAFCO Analyst, who attended the 2009 CALAFCO Staff Workshop, held April 29-30, 2009 in Shell Beach, California.

## **9. EXECUTIVE OFFICER REPORT**

Staff provided the Commission with a verbal report regarding current staff activities, communications, studies, and special projects.

- CALAFCO Items
- Website Design and Development

## **10. INFORMATION ITEMS**

### **a) Current and Future Proposals**

Staff provided a status report to the Commission regarding the status of five active proposals on file with LAFCO.

## **11. CLOSED SESSION**

There was no closed session.

**12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS**

There was no discussion of this item.

**13. ADJOURNMENT**

The meeting was adjourned at 4:49 p.m. The next regular LAFCO meeting is scheduled for Monday, June 1, 2009 at 4:00 p.m.

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Juliana Inman, Vice-Chair

ATTEST: Keene Simonds, Executive Officer

Prepared by:

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Kathy Mabry, Commission Secretary