



**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:** December 7, 2015

**SUBJECT:** Approval of Meeting Minutes: October 5, 2015

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the October 5, 2015 regular meeting.

Staff recommends approval.

**ATTACHMENT**

- 1) Regular Meeting Minutes: October 5, 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 OCTOBER 5, 2015**

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

Chair Inman called the meeting of Monday, October 5, 2015 to order at 4:01 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
Greg Pitts	Gregory Rodeno	Kathy Mabry, Secretary
Brian Kelly ( <i>arrived at 4:05</i> )		
Brad Wagenknecht ( <i>Excused</i> )		

**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 adopted the agenda as submitted:

**VOTE:**

**AYES:** PITTS, DILLON, CALDWELL AND INMAN  
**NOES:** NONE  
**ABSENT:** KELLY AND WAGENKNECHT  
**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: September 22, 2015 Special Meeting**

**b) Current and Future Proposals**

Upon motion by Commissioner Pitts and second by Commissioner Caldwell, the consent items were approved:

**VOTE:**

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

**6. PUBLIC HEARING ITEMS**

**a) Final Sphere of Influence Update for Napa Sanitation District**

The Commission reviewed a final sphere of influence update for Napa Sanitation District. The report draws on information collected and analyzed in the Commission's Central County Region Municipal Service Review.

Staff recommended that the Commission affirm the existing sphere of influence with no changes.

Brendon Freeman, Executive Officer provided an overview of the report and displayed a Power Point presentation identifying each of the District's study areas.

Staff noted the tentative final report had generated numerous verbal comments specific to the recommended sphere amendments and their potential to facilitate urban growth in agriculturally-designated areas. That report was continued to today's meeting in response to several verbal comments requiring follow-up from staff.

Chair Inman opened the public hearing.

Public comment was received from Sandy Elles, Napa County Farm Bureau. Ms. Elles stated her agency supports staff's recommendation to affirm the revised sphere of influence with no changes.

Chair Inman closed the public hearing.

Commissioner Pitts recused himself from voting on this agenda item.

Upon motion by Commissioner Kelly and second by Commissioner Caldwell, the Commission affirmed the existing sphere of influence with no changes to Napa Sanitation District, and adopted the resolution (**Resolution #2015-14**):

**VOTE:**

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

**b) Final Sphere of Influence Update for Silverado Community Services District**

The Commission reviewed a final sphere of influence update for Silverado Community Services District. The report draws on information collected and analyzed in the Commission's Central County Region Municipal Service Review.

Staff recommended that the Commission affirm the existing sphere of influence with no changes.

Brendon Freeman, Executive Officer provided an overview of the report and displayed a Power Point presentation identifying the District's existing sphere of influence.

No written comments were received regarding this update.

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

Chair Inman closed the public hearing.

Upon motion by Commissioner Dillon and second by Commissioner Kelly, the Commission affirmed the existing sphere of influence with no changes to Silverado Community Services District, and adopted the resolution (**Resolution #2015-13**):

**VOTE:**

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

**7. ACTION ITEMS**

**a) Proposed Amendments to Policy on Municipal Service Reviews and Budget Policy**

The Commission considered a staff recommendation to approve proposed amendments to its *Policy on Municipal Service Reviews* and the *Budget Policy*.

Staff provided the Commission with an overview.

At the August 3<sup>rd</sup> meeting, the Commission considered approving proposed amendments to its *Policy on Municipal Service Reviews*; however, the item was continued due to the need for clarification regarding the implementation of the recently adopted Work Program as well as the scheduling and data collection procedures for future municipal service reviews.

Additionally, the Commission requested that the *Budget Policy* be amended to reflect the staff recommendation for the Work Program to be reviewed annually as part of the budget process.

The proposed amendments to the *Policy on Municipal Service Reviews* and the *Budget Policy* address these policy shortcomings and are being presented today for Commission consideration.

Upon motion by Commissioner Pitts and second by Commissioner Kelly, the proposed amendments to the *Policy on Municipal Service Reviews* and the *Budget Policy* were approved:

**VOTE:**

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

**b) Updated Work Program and Authorization for RFP Subcommittee to Select Preferred Consultant(s) and for Executive Officer to Sign Contract(s)**

The Commission considered a staff recommendation to authorize the MSR/SOI RFP Subcommittee to select a preferred consultant, as well as to authorize the Executive Officer to sign a contract with the preferred consultants.

Staff provided an overview stating that the staff report includes the updated Work Program.

At its August 3<sup>rd</sup> meeting, the Commission formed a Subcommittee consisting of Commissioners Dillon and Pitts to assist staff with the review of proposals received in response to the RFP.

To date, the Commission has received three proposals from private consultants. The subcommittee has scheduled a meeting for October 13<sup>th</sup> to review the proposals and identify the next steps.

The Commission also discussed the possibility of preparing abbreviated MSR/SOI updates for smaller agencies which could help expedite the agency's Work Program. Staff agreed to meet with some smaller agencies and districts in regards to possibly receiving an abbreviated MSR/SOI update.

Upon motion by Commissioner Caldwell and second by Commissioner Kelly, the Commission approved the updated Work Program. In addition, the Commission authorized the Subcommittee to select a private consultant to prepare MSR/SOI updates, and authorized the Executive Officer to sign the consultant contract:

**VOTE:**

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

**8. EXECUTIVE OFFICER REPORT**

The Executive Officer announced that Governor Jerry Brown signed AB402 (Bill Dodd bill), an act to amend Section 56133 of the Government Code, relating to outside service agreements.

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

There was no discussion of this item.

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

The meeting was adjourned at 4:41 PM. The next regular LAFCO meeting is scheduled for **Monday, December 7, 2015 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