



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

Agenda Item 5e (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: November 18, 2019

SUBJECT: Work Program Progress Report

BACKGROUND

Local policy directs the Commission to annually adopt a Work Program for purposes of providing a comprehensive overview of agency activities over the course of the fiscal year. The Commission's financial and staff resources are predominantly allocated to studies and applications, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests.

On June 3, 2019, the Commission adopted the 2019-2020 Work Program. Staff presents an informational progress report at each subsequent meeting to inform the Commission of pertinent updates.

SUMMARY

This item is for information purposes only and provides an update on progress made on the scheduled activities in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities.

A Work Program progress chart is included as Attachment One. The following is a brief update on scheduled studies and applications.

MSRs and SOI Updates

- Napa County Regional Park and Open Space District MSR and SOI Update
A final report prepared by staff was adopted by the Commission on August 5, 2019. This activity is complete.

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

- Countywide Water and Wastewater MSR
This MSR involves a comprehensive evaluation of all local government agencies that provide public water and/or wastewater service in Napa County. Several of the subject agencies recently communicated a desire for additional time to review an administrative draft and convene stakeholder meetings prior to the release of a public draft report. With this in mind, it is now anticipated the draft report will be circulated in March 2020 and presented for Commission discussion on April 6, 2020. Staff recommends a public workshop be scheduled in May 2020 to further discuss the draft report and collect stakeholder comments. If the Commission is agreeable, a final report would be presented for possible adoption on June 1, 2020.
- City of St. Helena MSR and SOI Update
This activity is on hold. Staff will resume work upon request by the City. Staff anticipates a request to resume work will be received in the next eight months.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. Given delays with the MSR, the target completion date is uncertain.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. Given delays with the MSR, the target completion date is uncertain.
- Spanish Flat Water District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. Given delays with the MSR, the target completion date is uncertain.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future proposals is included on today's agenda as item 5b. One proposal involving annexation is on today's agenda as item 6a.
- Outside Service Agreements
There are no current or anticipated outside service agreement requests at this time.

ATTACHMENTS

- 1) Work Program Progress Chart
- 2) Correspondence Regarding Schedule for Countywide Water and Wastewater MSR

NAPA LAFCO WORK PROGRAM FY 2019-2020				
		Timeline	Lead	Comments
STUDIES	Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	1/19 - 8/19	Staff	COMPLETE: final report adopted on 8/5/19
	Countywide Water and Wastewater MSR (Comprehensive)	12/18 - 6/20	Consultant	Public draft report will be circulated in March 2020
	City of St. Helena MSR/SOI (Comprehensive)	TBD	Staff	On temporary hold per City's request
	Lake Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Napa Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Spanish Flat Water District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
APPLICATIONS	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	One proposal on today's agenda as item 6a
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	None at this time
	Completion Proceedings for Approved Annexations (3-6/yr)	Ongoing	Staff	Terms and conditions, Certificate of Completion, GIS mapping, State Board of Equalization filing
PUBLIC OUTREACH	Conduct LAFCO Outreach; Agencies & Community Groups (6-10/mo)	Ongoing	Staff	Strategic Plan: Focus of Napa LAFCO, active communication, see EO Report
	Comments on Local Agency Projects (1-3/yr)	Ongoing	Staff	General Plan Updates, EIRs, Strategic Plans, etc.
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	EO response to report on water quality on 6/26/19
	Annual Countywide Update on Housing and General Plans	June 2020	Staff	Follows the annual April 1 deadline for jurisdictions to file Annual Progress Report with HCD
	Conduct Informational Workshops & Meetings	Ongoing	Staff	Recommend a workshop on Water & Wastewater MSR in May 2020
	Public Records Requests (0-1/yr)	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, financial info, policies, public notices, maps, staff and Commissioner info, etc.
	Social Media: Meetings Notices and Announcements (10-15/yr)	Ongoing	Staff	Meeting info, public notices, press releases, etc.
COMMISSION	Expiring Commissioner Terms in 2020	May 2020	Staff	Terms for Commissioners Wagenknecht and Kahn expire on 5/4/20; more info coming on 12/2/19
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon become Chair and Vice Chair, respectively, on 5/1/20
	Statement of Economic Interest	April 2020	Secretary	Required by law upon entering office, leaving office, and annually
	Ethics Training	Ongoing	Secretary	Required by law every two years
	Develop 2020-2021 Budget	June 2020	Budget Committee	Commission will appoint two subcommittee members today
	State Legislation Monitoring and Position Letters (2-4/yr)	Ongoing	Legislative Committee	Current two-year legislative session ends November 2020; see item 5f on today's agenda for year recap
	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	See item 7c on today's agenda for several proposed policy amendments
ADMINISTRATION	2018-2019 Audit	December 2019	Staff	See item 7a on today's agenda for the final audit for FY 2018-19 prepared by Brown Armstrong
	Year-End Contracts Close-Out	June 2020	Secretary	Close out and re-encumber contracts
	Provide Strategic Plan Updates	Ongoing	Staff	Present to Commission as needed (approx. 2/yr)
	Verify Median Household Income Data to Identify DUCs	June 2020	Staff	Staff will review Census Bureau American Community Survey data (currently no DUCs)
	Develop Work Program	June 2020	Staff	Review with Budget Committee in conjunction with budget, present in June for adoption, present progress report at each meeting
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of agency records
	Geographic Information System Mapping Updates (3-6/yr)	Ongoing	Staff	GIS boundary layer edits for annexations
OTHER	Report to Legislature on Gov Code 56133.5 Pilot Program	December 2019	Staff	See item 7b on today's agenda for a draft report to the Legislature
	2019 CALAFCO Annual Conference (Sacramento)	10/30/19 - 11/1/19	Staff & Commission	COMPLETE: see item 5g on today's agenda for a summary of the CALAFCO Conference
	2020 CALAFCO Staff Workshop (Newport Beach)	3/25/20 - 3/27/20	Staff	To be held at the Hyatt Newport Beach John Wayne Airport (for staff only)
	Bay Area LAFCO EO Meetings (1-2/yr)	TBD	EO	Regional roundtable discussions; none scheduled
	CALAFCO Coastal Region Clerks Meetings (1-2/yr)	TBD	Secretary	Most recently met on 10/11/19 in Santa Cruz
November 18, 2019 Progress Report				

From: [Joe Tagliaboschi](#)
To: [Phil Brun](#); [Freeman, Brendon](#)
Cc: [Joy Eldredge](#); [Patrick Costello](#); [Tucker, Jeffery \(Jeff\)](#); [Damron, Andrew](#); [Felix Hernandez](#); [Steve Rogers](#); [Erica Ahmann Smithies](#); mkirn@ci.calistoga.ca.us; [Miller, Phillip](#); [Lederer, Steven](#)
Subject: RE: LAFCO Water/Wastewater MSR
Date: Friday, November 8, 2019 8:13:32 AM

I agree this will be a lot of info which we need time to digest and respond on. That's a rather quick turnaround for something this important. If you could give us some time that would be great
Thanks ion advance
Joe

Joe Tagliaboschi
Town Of Yountville
Public Works Director,
6550 Yount St
Yountville, CA 94599
707.944.8851



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From: Phil Brun [mailto:pbrun@cityofnapa.org]
Sent: Thursday, November 07, 2019 5:16 PM
To: Freeman, Brendon (bfreeman@napa.lafco.ca.gov) <bfreeman@napa.lafco.ca.gov>
Cc: Joy Eldredge <jeldredge@cityofnapa.org>; Patrick Costello <PCostello@cityofnapa.org>; Tucker, Jeffery (Jeff) <jtucker@napasan.com>; Andrew Damron <adamron@napasan.com>; Felix Hernandez <fhernandez@cityofamericancanyon.org>; Steve Rogers <SRogers@yville.com>; Joe Tagliaboschi <jtagliaboschi@yville.com>; Erica Ahmann Smithies <ESmithies@cityofsthelena.org>; mkirn@ci.calistoga.ca.us; Miller, Phillip <Phillip.Miller@countyofnapa.org>; Lederer, Steven <Steven.Lederer@countyofnapa.org>
Subject: [EXTERNAL] LAFCO Water/Wastewater MSR

Brendon,

At the October 7th LAFCO meeting, there was an update to the Board regarding the schedule for the Water/Wastewater MSR. It was noted that the draft would be circulated in late December and a public draft agenda item for the February 2020 LAFCO meeting.

Given the complexity of the study and the potential need for multi-agency discussions regarding the draft circulated for stakeholder review, I respectfully request that additional time be given to the stakeholders to review the draft work product before a public draft is circulated. This will generate a more complete public draft that stakeholders are aligned with and have discussed with each other. I would suggest January and February be used for this stakeholder review process.

I appreciate your consideration of this request. I have cc'd other stakeholders so they can weigh in with their support if they agree.

PHIL

Phil Brun Jr., PE

Utilities Director

Utilities Department, City of Napa
P.O. Box 660, Napa, CA 94559

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Email pbrun@cityofnapa.org

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From: [Felix Hernandez III](#)
To: [Phil Brun](#); [Freeman, Brendon](#)
Cc: [Joy Eldredge](#); [Patrick Costello](#); [Tucker, Jeffery \(Jeff\)](#); [Damron, Andrew](#); [Steve Rogers](#); ["Joe Tagliaboschi"](#); [Erica Ahmann Smithies](#); mkirn@ci.calistoga.ca.us; [Miller, Phillip](#); [Lederer, Steven](#)
Subject: RE: LAFCO Water/Wastewater MSR
Date: Friday, November 8, 2019 11:35:01 AM

I concur with Phil's position and support the suggestion that January and February be used for stakeholder review process.

Regards,

Felix Hernandez III, CPII

Deputy Public Works Director

City of American Canyon WRF | 151 Mezzetta Ct. | American Canyon, CA 94503

707 647 4525 (O) | 707 638 0492 (F) | 707 980 3304 (C)

fhernandez@cityofamericancanyon.org | www.cityofamericancanyon.org

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To: Freeman, Brendon (bfreeman@napa.lafco.ca.gov) <bfreeman@napa.lafco.ca.gov>
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To: [Phil Brun](#); [Freeman, Brendon](#)
Cc: [Joy Eldredge](#); [Patrick Costello](#); [Tucker, Jeffery \(Jeff\)](#); [Felix Hernandez](#); [Steve Rogers](#); ["Joe Tagliaboschi"](#); [Erica Ahmann Smithies](#); mkirn@ci.calistoga.ca.us; [Miller, Phillip](#); [Lederer, Steven](#)
Subject: RE: LAFCO Water/Wastewater MSR
Date: Monday, November 11, 2019 7:09:34 AM

Hi Brendon –

Since the recommendations of the report are unknown at this time, it is difficult to determine the time necessary to review, coordinate with elected boards/councils, and collaborate with stake holders. Since our kickoff meeting 11 months ago, the study has been compartmentalized with no time allocated to coordination with other agencies. Allowing time for review and coordination in early 2020 would benefit this study.

--

Andrew Damron, PE
NapaSan
Technical Services Director
District Engineer
adamron@napasan.com
Ph. 707.258.6007

From: Phil Brun <pbrun@cityofnapa.org>
Sent: Thursday, November 7, 2019 5:16 PM
To: Freeman, Brendon <bfreeman@napa.lafco.ca.gov>
Cc: Joy Eldredge <jeldredge@cityofnapa.org>; Patrick Costello <PCostello@cityofnapa.org>; Tucker, Jeffery (Jeff) <jtucker@napasan.com>; Damron, Andrew <adamron@napasan.com>; Felix Hernandez <fhernandez@cityofamericancanyon.org>; Steve Rogers <SRogers@yville.com>; 'Joe Tagliaboschi' <jtagliaboschi@yville.com>; Erica Ahmann Smithies <ESmithies@cityofsthelena.org>; mkirn@ci.calistoga.ca.us; Miller, Phillip <Phillip.Miller@countyofnapa.org>; Lederer, Steven <Steven.Lederer@countyofnapa.org>
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