



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
SPECIAL MEETING MINUTES OF JUNE 6, 2016**

**Location: Napa Valley Transportation Authority  
625 Burnell Street, Napa, CA 94559**

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

Chair Dillon called the special meeting of June 6, 2016 to order at **4:30 PM**. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Joan Bennett	Brendon Freeman, Executive Officer
Greg Pitts, Vice-Chair	Keith Caldwell	Jennifer Gore, Commission Counsel
Juliana Inman	Gregory Rodeno	Kathy Mabry, Secretary
Brad Wagenknecht		
Brian Kelly		

**2. PLEDGE OF ALLEGIANCE**

Chair Dillon led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Chair Dillon asked if there were any requests to rearrange the agenda. There were no requests.

**4. PUBLIC COMMENTS**

Chair Dillon invited members of the audience to provide public comment. There were no public comments received.

**5. CONSENT ITEMS**

- a) **Approval of Meeting Minutes:** April 4, 2016 Special Meeting
- b) **Current and Future Proposals**
- c) **Third Quarter Budget Report**
- d) **Approval of Contract with Brown Armstrong for Auditing Services**

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the consent items were approved.

**VOTE:**

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

**6. DISCUSSION ITEMS**

**a) County Water Discussion**

Representatives of the County of Napa provided a presentation for the Commission on the status of water supplies and the drought following El Nino, Sustainable Groundwater Management Act (SGMA) Implementation Update, and Napa County's Comprehensive Groundwater Monitoring Program.

Brendon Freeman, Executive Officer provided an overview of this item and introduced the speakers to the Commission and audience.

**6. a) County Water Discussion - continued:**

Phil Miller, Deputy Director of Napa County Public Works-Flood Control & Water Resources Department presented a Power Point presentation with maps providing a big picture of Napa County's water supply, El Nino, the status of the drought, as well as the impacts of the recent 'Jerusalem' fire in northern Napa County/Lake County which slightly affected water quality in that area, but not the supply.

Patrick Lowe, Natural Resources Conservation Manager, Napa County Public Works, provided a discussion on ground water issues and well monitoring, irrigation demand, land use planning, sustainability and the State of CA's role in various agency conservation goals.

Patrick noted on-going community workshops are being provided and much more information is on their website.

Public Comment was provided by Mt. Veeder resident, Gary Margadant who informed the Commission on the topic of spotty ground water in the Mt. Veeder area, expressing concern that the water quality is not being monitored in that area, only in the basin.

The Commission was invited to discuss and consider possible direction to LAFCO staff with respect to providing future updates.

Chair Dillon and the Executive Officer thanked Phil and Patrick for their respective presentations to the Commission today. No action was taken.

**b) Draft Municipal Service Review and Sphere of Influence Update for the Circle Oaks County Water District**

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Circle Oaks County Water District (COCWD). The draft report examines the availability and adequacy of municipal services provided by COCWD relative to the Commission's mandates to facilitate orderly growth and development. The draft report also contemplates alternative options for potential changes to COCWD's sphere of influence.

The Commission was invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final Municipal Service Review and Sphere of Influence Update for formal action as part of a public hearing at a future meeting.

The Executive Officer provided an overview of the draft report and introduced Uma Hinman, Consultant for SWALE Inc., who worked on this study and who will present the draft report which has been reviewed by staff and the COCWD.

Ms. Hinman provided an overview of the district, its history and study areas involved.

COCWD's SOI was adopted in 1985 and reaffirmed in June 2007 with no changes. There have been no changes to the sphere since its adoption in 1985.

Discussion was held regarding the district's financial structure and reserves.

The Commission requested that additional details be put into the final report regarding the district's financial information.

Staff and SWALE will work to provide more financial information into the final report which will be presented as part of a public hearing at a future meeting. Deadline for public comments is June 20, 2016.

**6. c) Draft Municipal Service Review and Sphere of Influence Update for the Los Carneros Water District**

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Los Carneros Water District (LCWD). The draft report examines the availability and adequacy of municipal services provided by LCWD relative to the Commission's mandates to facilitate orderly growth and development. The draft report also contemplates alternative options for potential changes to LCWD's sphere of influence.

The Commission was invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final Municipal Service Review and Sphere of Influence Update for formal action as part of a public hearing at a future meeting.

The Executive Officer provided an overview of the draft report and introduced Uma Hinman, Consultant for SWALE Inc., who worked on this study and who will present the draft report which has been reviewed by staff and the LCWD.

Ms. Hinman provided an overview of the district, its history and study areas involved.

LCWD's SOI was adopted in 1984 and reaffirmed in June 2007 with no changes. There have been no changes to the sphere since its adoption in 1984.

Chair Dillon opened the public hearing.

Public comment was received from LCWD General Manager John Stewart. Mr. Stewart stated the district is in agreement with leaving the sphere unchanged at this time.

Chair Dillon closed the public hearing.

The Commission requested that details regarding the district's financial sustainability be put into the final report.

Staff and SWALE will work to provide more financial information and clarify existing information in the final report which will be presented as part of a public hearing at a future meeting. Deadline for public comments is June 20, 2016.

**d) Legislative Report**

The Commission received an update on Senate Bill 1318 and considered providing direction to the Executive Officer with respect to providing a position letter for the bill and/or receiving regular updates on the status of the bill. A letter from CALAFCO was also provided. Regular updates will be forthcoming at future meetings.

**7. PUBLIC HEARING ITEMS**

**a) Final Budget for Fiscal Year 2016-2017**

The Commission considered adopting a resolution to approve a final budget for 2016-2017. The adopted proposed budget was previously made available for public review and comment, and no comments were received. The final budget includes operating expenses totaling \$505,688 and operating revenues totaling \$482,444 with the remaining shortfall (\$23,244) to be covered by drawing from agency reserves. This item also involved a recommendation for the Commission to approve proposed amendments to the Commission's *Budget Policy and Fee Schedule*.

Staff provided the Commission with an overview of the proposed budget, noting the FY 2016-17 budget committee consists of Commissioners Wagenknecht and Pitts along with the Executive Officer.

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

Chair Dillon closed the public hearing.

The Commission requested staff to prepare an analysis of what it costs for staff to prepare studies vs outsourcing studies.

**7. a) Final Budget for Fiscal Year 2016-2017 – continued:**

Upon motion by Commissioner Wagenknecht and second by Commissioner Pitts, the final budget for 2016-2017 was approved by the Commission (**Resolution #2016-03**):

**VOTE:**

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

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the amendment to the *Budget Policy and Fee Schedule* was also approved by the Commission:

**VOTE:**

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

**b) Municipal Service Review and Sphere of Influence Update Checklist for the Napa County Flood Control and Water Conservation District**

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update checklist for the Napa County Flood Control and Water Conservation District (NCFCWCD). A draft checklist was previously made available for public review and comment, and no comments were received. The final checklist examines the availability and adequacy of municipal services provided by NCFCWCD relative to the Commission's mandates to facilitate orderly growth and development.

The Commission considered adopting a resolution confirming the determinative statements in the report and affirming the existing sphere of influence.

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

Chair Dillon closed the public hearing.

Upon motion by Commissioner Wagenknecht and second by Commissioner Inman, the Commission unanimously approved staff's recommendation to approve the final Municipal Service Review and Sphere of Influence Update for the Napa County Flood Control and Water Conservation District (**Resolution #2016-04**):

**VOTE:**

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

**8. ACTION ITEMS**

**a) Work Program**

The Commission was presented with an updated Work Program which includes administrative, planning, and regulatory activities. Agency activities with changes to their target completion dates, new activities, in-progress and completed activities, as well as potential future activities were highlighted in the proposed Work Program and described thoroughly in the staff report.

**8. a) Work Program – continued:**

Following discussion, the Commission adopted the proposed Work Program:

**VOTE:**

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

**b) Consider Possible Revisions to Policy on Scheduling of Commission Meetings**

The Commission received a report regarding a logistical issue associated with the agency’s regularly scheduled meetings. The Commission considered approving a proposed amendment to the *Policy on Scheduling of Commission Meetings* to address the issue identified.

Staff identified to the Commission that the Napa County Administration Building is closed to the public after 5:00 PM. Often, LAFCO meetings held in the Board of Supervisors Chambers are still in progress after 5:00 PM, therefore members of the public are unable to access the meeting if they arrive after 5:00 PM. For this reason, staff identified three alternative options to address this logistical issue: 1) change meeting start time; 2) change meeting location; or 3) hire an assistant to allow public access to the County building.

Following discussion, the Commission agreed that best option would be to change the start time of regular meetings from 4:00 PM to **2:00 PM** on the first Monday of even-numbered months.

The Commission directed staff to send Outlook Meeting Requests with the new meeting time for the remainder of 2016 and unanimously approved the amendment to the *Policy on Scheduling of Commission Meetings*:

**VOTE:**

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

**9. EXECUTIVE OFFICER REPORT**

The Executive Officer provided an overview of the written report, and reminded the Commission of a **Special Meeting** scheduled for **July 18<sup>th</sup> at 4:00 PM at the Yountville Council Chambers**. In addition, the Commission was encouraged to register for the 2016 CALAFCO Conference, October 26–28<sup>th</sup> which will be held in Santa Barbara.

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

There was no discussion of this item.

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

The meeting was adjourned at 6:12 PM.

A special LAFCO meeting is scheduled for **Monday, July 18, 2016 at 4:00 PM at the Town of Yountville Council Chambers**, located at 6550 Yount Street, Yountville, CA 94599.

The next regular LAFCO meeting is scheduled for **Monday, August 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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Diane Dillon, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry  
Commission Secretary