



**Local Agency Formation Commission of Napa County  
Subdivision of the State of California**

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Bill Dodd, Chair  
Lewis Chilton, Vice Chair  
Joan Bennett, Commissioner  
Brian J. Kelly, Commissioner  
Brad Wagenknecht, Commissioner  
Juliana Inman, Alternate Commissioner  
Mark Luce, Alternate Commissioner  
Gregory Rodeno, Alternate Commissioner

**REGULAR MEETING AGENDA**

Monday, June 6, 2011

County of Napa Administration Building  
1195 Third Street, Board Chambers  
Napa, California 94559

**1. CALL TO ORDER BY CHAIR; ROLL CALL: 4:00 P.M.**

**a) Oath of Office For New Terms (Commission Counsel)**

- Joan Bennett, Regular City Member
- Juliana Inman, Alternate City Member

**2. PLEDGE OF ALLEGIANCE**

**3. AGENDA REVIEW**

Requests by Commissioners to re-arrange agenda items will be considered by the Chair at this time.

**4. PUBLIC COMMENTS**

In this time period, anyone may comment to the Commission regarding any subject over which the agency has jurisdiction. No comments will be allowed involving any subject matter that is scheduled for hearing, action, or discussion as part of the current agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

**5. CONSENT ITEMS**

All items calendared as consent are considered ministerial or non-substantive. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

**a) Third Quarter Budget Report for 2010-2011 (Action)**

The Commission will review a third quarter budget report for 2010-2011. The report compares budgeted versus actual revenues and expenses through the first nine months of the fiscal year. The report projects the Commission will close its budgeted operating shortfall from (\$42,460) to (\$4,900). The report is being presented for filing.

**b) Amendment to Fiscal Year 2010-2011 Budget and Authorization to Contribute Funds to CALAFCO (Action)**

The Commission will consider amending its current fiscal year budget to increase its special departmental expense account by \$2,000 and make a related contribution to CALAFCO to fund a mobile workshop as part of the 2011 Annual Conference at the Silverado Resort.

**c) Authorization to Approve Audit Expenditure (Action)**

The Commission will consider authorizing the Chair to enter into an agreement with Gallina LLP for the preparation of an independent audit for the 2010-2011 fiscal year at a cost of \$4,725.

**d) Amendment to Support Services Agreement with the County of Napa (Action)**

The Commission will consider approving a fifth amendment to its support services agreement with the County of Napa. The proposed amendment establishes the Commission's 2011-2012 annual charge for information technology services from the County in the amount of \$20,261.

**e) Approval of Meeting Minutes (Action)**

The Commission will consider approving minutes prepared by staff for the April 6, 2011 meeting.

**f) Current and Future Proposals (Information)**

The Commission will receive a report summarizing current and future proposals. The report is being presented for information. No new proposals have been submitted since the April 6, 2011 meeting.

**g) CALAFCO Quarterly Report (Information)**

The Commission will receive a report prepared by the California Association of Local Agency Formation Commissions summarizing the Board's actions at its most recent meeting held on April 29, 2011.

**6. PUBLIC HEARING ITEMS**

Any member of the public may address the Commission with respect to a scheduled public hearing item. Comments should be limited to no more than five minutes unless additional time is permitted by the Chair.

**a) Stanly Ranch Annexation to the Napa Sanitation District**

The Commission will consider an application from landowners to annex 472 acres of incorporated territory lying in the City of Napa to the Napa Sanitation District. The underlying purpose of the annexation is to facilitate public sewer to the St. Regis Napa Valley project. Staff recommends approval of the proposal with standard conditions along with adopting an addendum to a previously prepared final environmental impact report. The County of Napa Assessor's Office identifies the 16 subject lots as 047-230-049, 047-230-050, 047-230-051, 047-230-052, 047-230-053, 047-230-054, 047-240-017, 047-240-018, 047-240-019, 047-240-020, 047-240-021, 047-240-022, 047-240-023, 047-240-033, 047-240-034, and 047-240-035.

**b) Final Budget for Fiscal Year 2011-2012**

The Commission will consider adopting a final budget setting operating expenses and revenues for the 2011-2012 fiscal year. The final budget is substantively identical to a proposed version approved by the Commission in April and subsequently circulated for review. Budgeted expenses total \$422,522; an amount that represents a 2.2% increase over the current fiscal year. Budgeted revenues total \$395,441 with the remaining shortfall (\$27,081) to be covered by drawing down on agency reserves. Changes are limited to recalculating the five cities' respective contributions based on recently published general tax revenue and resident population data.

**c) Amendments to Adopted Fee Schedule**

The Commission will consider amendments to its adopted fee schedule to reflect an increase in the composite hourly staff rate from \$107 to \$113.

**7. ACTION ITEMS**

Items calendared for action do not require a public hearing before consideration by the Commission. Applicants may address the Commission. Any other member of the public may receive permission to provide comments on any item at the discretion of the Chair.

**a) Amendments to Policy on Outside Service Agreements**

The Commission will consider amendments to the agency's *Policy on Outside Service Agreements* to simplify and expedite the process for cities and special districts to request approval. The proposed amendments follow discussion from the April meeting.

**b) Update on Island Annexation Program**

The Commission will receive a report summarizing staff's activities to date in developing an island annexation program aimed at eliminating unincorporated pockets within the City of Napa. The report is being presented to the Commission for discussion and possible action with respect to providing additional staff direction.

**c) Approval of Meeting Calendar for Second Half of 2011**

The Commission will consider approving a meeting calendar for the final six months of 2011. Regular meetings are proposed for August 1<sup>st</sup>, October 3<sup>rd</sup>, and December 5<sup>th</sup>. A special meeting is also proposed for November 7<sup>th</sup> to hold the Commission's biennial workshop. The Commission will consider approving the proposed calendar along with providing direction to staff on topics for the biennial workshop.

**d) California Association of Local Agency Formation Commissions: Annual Conference Items**

The Commission will consider appointing voting delegates to represent the agency at CALAFCO's Annual Conference scheduled for August 31-September 2, 2011 at the Silverado Resort in Napa. The Commission will also consider making board and achievement award nominations.

**8. DISCUSSION ITEMS**

A member of the public may receive permission to provide comments on any item calendared for discussion at the discretion of the Chair. General direction to staff for future action may be provided by Commissioners.

**a) Report on California Forward**

The Commission will receive a report from staff summarizing the efforts of California Forward to restructure governance relationships and duties throughout the state. This includes potential changes to the function and task of LAFCOs. The report is being presented for discussion in anticipation of staff submitting a formal comment letter.

**b) Legislative Report**

The Commission will receive a report on the first year of the 2011-2012 session of the California Legislature as it relates to bills directly or indirectly effecting Local Agency Formation Commissions. The Commission will also receive an update on efforts to amend California Government Code Section 56133 to provide more flexibility to LAFCOs in authorizing new or extended services outside spheres of influence.

**9. EXECUTIVE OFFICER REPORT**

The Commission will receive a verbal report from the Executive Officer regarding current staff activities, communications, studies, and special projects. This includes, but is not limited to, the following topics:

- Report from the CALAFCO 2011 Staff Workshop at the Ventura Marriot, April 6-8, 2011
- Planning for the CALAFCO 2011 Annual Conference at the Silverado Resort, August 31-September 2, 2011
- Countywide Law Enforcement Municipal Services Review

**10. CLOSED SESSION**

None

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

**12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:**

See Agenda Item No. 7c

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Materials relating to an item on this agenda that have been submitted to the Commission after distribution of the agenda packet are available for public inspection at the LAFCO office during normal business hours. Commissioners are disqualified from voting on any proposals involving entitlements of use if they have received campaign contributions from an interested party. The law prohibits a Commissioner from voting on any entitlement when he/she has received a campaign contribution(s) of more than \$250 within 12 months of the decision, or during the proceedings for the decision, from any interested party involved in the entitlement. An interested party includes an applicant and any person with a financial interest actively supporting or opposing a proposal.

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