



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

■ Juliana Inman, Chair ■ Diane Dillon, Vice Chair ■ Brian J. Kelly ■ Greg Pitts ■ Brad Wagenknecht
■ Keith Caldwell, Alternate ■ Joan Bennett, Alternate ■ Gregory Rodeno, Alternate

Administrative Office

1030 Seminary Street, B
Napa, California 94559
Telephone: 707-259-8645
www.napa.lafco.ca.gov

REGULAR MEETING AGENDA

Monday, December 7, 2015, 4:00 PM

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd Floor
Napa, California 94559

1. CALL TO ORDER BY CHAIR; ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

The Chair will consider a motion to approve the agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members or staff.

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 scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals will be limited to three minutes. 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 and subject to single motion approval. With the concurrence of the Chair, a Commissioner may request discussion of an item on the consent calendar.

- a) **Approval of Meeting Minutes:** October 5, 2015 Regular Meeting
- b) **Current and Future Proposals**
- c) **First Quarter Budget Report for 2015-2016**
- d) **Notice of Expiring Commissioner Terms in 2016**
- e) **Proposed Amendment to *Policy on Records Retention and Destruction***
- f) **Proposed Amendment to *Policy on Commission Meetings***
- g) **New Legislation for 2016**
- h) **Establishing a Matching Retirement Savings Contribution for the Executive Officer in 2016**
- i) **Update on Consultant Selection Process for Preparation of Municipal Service Reviews and Sphere of Influence Updates**

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.

None.

7. ACTION ITEMS

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

a) **Audit Report for Fiscal Year Ending June 30, 2015**

The Commission will receive and file a financial audit prepared by Gallina, LLP for the 2014-2015 fiscal year. The report is being presented to the Commission to receive and file.

b) **Accounting Change for LAFCO Personnel Expenditures**

The Commission will receive a report from the County Auditor-Controller and consider approving an accounting change from Salaries and Benefits to Administration Services, including approval of a budget adjustment to reflect the change (no additional appropriation is required). The Commission will also consider directing the Auditor-Controller to correct the current year financial records to reflect the proper accounting of the contracted personnel expenditures.

c) **Appointments to the 2016-2017 Budget Committee**

The Commission will appoint two members to serve with the Executive Officer on the 2016-2017 Budget Committee. The Budget Committee is responsible for preparing a draft and final budget for review and adoption by the Commission at its April and June regular meetings, respectively.

d) **Expiring Commissioner Term: Alternate Public Member**

The city and county members of the Commission will consider directing staff to initiate an open recruitment for the alternate public member position currently held by Gregory Rodeno.

e) **Proposed Amendment to Policy on Conducting Commission Meetings and Business**

The Commission will consider approving a proposed amendment to its *Policy on Conducting Commission Meetings and Business* to address issues identified regarding Commissioner stipends.

f) **Proposed Big Ranch Road No. 6 Annexation to Napa Sanitation District**

The Commission will consider a landowner petition to annex approximately 1.6 acres of incorporated territory to the Napa Sanitation District. The subject territory comprises two entire parcels located at 2101 and 2129 Big Ranch Road along with the adjacent portion of public right-of-way in the City of Napa. The purpose of the proposed annexation is to allow the two existing single-family residences to connect to the District's public sewer infrastructure. The proposal is exempt from CEQA under Public Resources Code Section 15319(b). The recommended action is for the Commission to adopt a resolution approving the proposal with standard terms and conditions.

g) **Proposed Browns Valley Road No. 12 Annexation to Napa Sanitation District**

The Commission will consider a landowner petition to annex a 0.1 acre incorporated parcel to the Napa Sanitation District. The subject parcel is located at 3217 Browns Valley Road in the City of Napa. The Commission previously approved a temporary outside service agreement for the District to provide public sewer service to the existing single-family residence. The purpose of the proposed annexation is to allow the residence to permanently connect to the District's sewer infrastructure. The proposal is exempt from CEQA under Public Resources Code Section 15319(a). The recommended action is for the Commission to adopt a resolution approving the proposal with standard terms and conditions.

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.

None.

9. EXECUTIVE OFFICER REPORT

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: Monday, February 1, 2016, at 4:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd Floor, Napa, CA 94559.

MEETING INFORMATION

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Commission. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Commission no less than 72 hours prior to the meeting date by contacting (707) 259-8645.

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.
