



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF AUGUST 1, 2011

1. CALL TO ORDER; ROLL CALL

Chair Dodd called the regular meeting of August 1, 2011 to order at 4:01 P.M. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Bill Dodd, Chair	Juliana Inman	Keene Simonds, Executive Officer
Joan Bennett	Mark Luce	Brendon Freeman, Analyst
Brian J. Kelly	Gregory Rodeno	Kathy Mabry, Secretary
Brad Wagenknecht		
<u>Absent:</u>		<u>Absent:</u>
Lewis Chilton, Vice Chair		Jackie Gong, Commission Counsel

2. PLEDGE OF ALLEGIANCE

Chair Dodd led the Pledge of Allegiance.

a) Introduction Of Alternate Counsel

Chair Dodd introduced Laura Anderson, Napa County Counsel, as Commission Counsel for Jackie Gong. Chair Dodd noted that Ms. Anderson previously served as Commission Counsel back in 1999. Chair Dodd welcomed Laura Anderson to the meeting.

3. AGENDA REVIEW

There were no requests to rearrange the agenda.

4. PUBLIC COMMENTS

Chair Dodd invited members of the audience to provide public comment. No comments were received.

5. CONSENT ITEMS

a) Fourth Quarter Budget Report for 2010-2011

The Commission received a fourth quarter budget report for 2010-2011. The report compared budgeted versus actual revenues and expenses and notes the Commission nearly eliminated its budgeted shortfall of (\$44,459) by finishing the fiscal year with an operating balance of (\$2,515).

b) Approval of a Professional Services Agreement for Video and Audio Recording and Related Amendment to the Fiscal Year 2011-12 Budget

The Commission approved a professional services agreement with Napa Valley Television to provide video and audio recording services for all regular and special meetings in 2011-12. The Commission also approved a related amendment to its fiscal year budget to increase its communication expense account by \$2,470 to cover the expected annual costs.

c) Approval of Meeting Minutes

The Commission was presented with minutes from the June 6, 2011 meeting for approval.

d) Current and Future Proposals

The Commission received a report summarizing current and future proposals. Planning activity remains quiet in Napa County. Only one new proposal has been submitted since the June 6, 2011 meeting, and it involves a relatively straight forward NSD annexation.

e) CALAFCO Quarterly Report

The Commission received a report prepared by the California Association of Local Agency Formation Commissions summarizing the Board's actions at its most recent meeting held on June 24, 2011 in Sacramento.

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

6. PUBLIC HEARING ITEMS

a) Ratification of an Outside Service Agreement Approval for the Napa Sanitation District Involving 48 Garfield Lane in the City of Napa

The Commission considered ratifying an outside service agreement previously approved by the Chair authorizing the Napa Sanitation District to provide temporary public sewer service to 48 Garfield Lane in Napa to address a public health threat. Staff provided the Commission with an overview of the proposal and recommended the action of the Commission to ratify the Chair's emergency approval of an outside service agreement permitting NSD to immediately extend sewer outside its boundary to 48 Garfield Lane. The Commission approved ratification along with the waiving of the \$2,500 application fee.

Chair Dodd commended LAFCO staff on their work on this item. Chair Dodd opened the public hearing. No public comments were received. Chair Dodd closed the public hearing. Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the Commission unanimously approved Option One of the staff report (**Resolution #2011-07**).

b) Acknowledgment of Napa Valley Television

At this point in time, Chair Dodd acknowledged and welcomed Napa Valley Television, and their staff, who were present & filming the meeting. Chair Dodd stated that the taping and broadcasting on Channel 27 of LAFCO meetings is an effort for LAFCO to be more understood in its charge and the roles the agency plays in trying to protect agriculture and promote smart growth in Napa County (see Agenda Item #5b for more information).

7. ACTION ITEMS

a) Adoption of Policy on Records Retention and Destruction

The Commission reviewed a draft policy establishing standards with respect to managing, retaining and, if authorized, destroying agency records. The draft policy was presented to the Commission for adoption. Staff provided the Commission with a report based on the four guiding principles set by the Ad Hoc Committee.

Commissioner Kelly questioned the amount of paper and related space/rent, and asked if we have to keep all paper documents. Counsel Anderson stated that certain documents must be retained by law, and are highlighted in the proposed retention schedule. Specifically, Counsel Anderson noted all core LAFCO papers documenting agency formation and development will be kept indefinitely in the Electronic Data Management System (Laserfiche).

Chair Dodd commended the Ad Hoc Committee and staff for their work on this policy.

Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the Commission unanimously approved the new policy.

b) Report on California Forward

The Commission received a report from staff summarizing the initiative efforts undertaken by California Forward to restructure governance relationships and duties throughout the state. The report followed a discussion by the Commission at the June 2011 meeting and was accompanied by a draft comment letter presented for Chair signature.

Staff reported that California Forward's proposal effecting LAFCO's has changed for the better since June, and now proposes LAFCO's begin reviewing JPA's and work with County Offices of Education in evaluating school district boundaries, as well as other mandates.

Chair Dodd asked staff if there are efforts to address the same issues so that other LAFCO's do the same. Staff stated it varies and there is no general consensus yet amongst LAFCO's.

Commissioner Inman reported that at a recent CALAFCO meeting it was noted that if the duties proposed by California Forward are put on LAFCO's, there will be a lot more staff work involved and it will be costly, and poses unfunded mandate concerns. Commissioner Inman also noted that the proposed JPA's to be reviewed by LAFCO's need to be looked at closer.

Commissioner Bennett asked if the County Office of Education has had a chance to review the subject report. Staff replied that they had not yet reviewed it.

Commissioner Kelly asked if California Forward staff will be at the conference at the end of August, and staff confirmed that Fred Silva will be a speaker.

Upon motion by Commissioner Bennett, and second by Commissioner Wagenknecht, the Commission authorized the Chair to sign the comment letter as submitted and forward to California Forward.

8. DISCUSSION ITEMS

a) Update on Law Enforcement Municipal Service Review

The Commission received an update on its scheduled municipal service review on law enforcement services provided throughout Napa County. This included receiving draft agency profiles on the five principal law enforcement providers subject to the review: the County of Napa and the Cities of American Canyon, Calistoga, Napa, and St. Helena. Staff Analyst, Brendon provided a brief overview to the Commission of this report.

Executive Officer, Keene Simonds noted that all affected City Chiefs and Planners were given a copy of the report prior to this meeting, and none are present at the meeting, which speaks to Brendon's extensive work on this report. Commissioner Wagenknecht asked if LAFCO will be looking at consolidation of law enforcement services. Staff replied LAFCO's are required to consider consolidation while preparing the MSR's, and staff will weigh in on the issue, since it is within LAFCO's purview.

Chair Dodd noted that the City and County have had consolidation discussions in the past, and that contracting out is a big concern. Chair Dodd commended staff on this report.

Staff anticipates presenting a complete draft report on the municipal service review as early as the October meeting.

b) Legislative Report

Staff provided the Commission with a brief summary 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 also received 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 was provided with a verbal report from the Executive Officer regarding the following items:

- Commission's Biennial Workshop, scheduled for November 7, 2011, from 8:00 am to 12:00 pm at the Town of Yountville's Council Chambers. Staff will be developing a strategic plan.
- Planning continues for the CALAFCO 2011 Annual Conference at the Silverado Resort, August 31-September 2, 2011. Staff provided a summary of events, speakers, etc.
- Central Napa County Municipal Services Review - Upcoming reports involving City of Napa, Congress Valley, Los Carneros, Silverado, etc.

10. CLOSED SESSION

There was no closed session.

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 4:46 p.m.

A special meeting for the Commission's Biennial Workshop is scheduled for Monday, November 7th from 8:00 am to 12:00 pm at the Town of Yountville's Council Chambers.

The next regular LAFCO meeting is scheduled for Monday, October 3, 2011 at 4:00 p.m.

Bill Dodd, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary