



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF MAY 3, 2010

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

Chair Inman called the meeting to order at 4:02 p.m.

Roll was called with Regular Commissioners Dodd, Chilton, Kelly, Wagenknecht and Chair Inman present.

Alternate Commissioners Bennett, Luce and Rodeno were also present.

Staff present: Keene Simonds, Executive Officer; Susan McGuinan, Commission Counsel (*for regular Counsel Jackie Gong*); Brendon Freeman, Analyst; and Kathy Mabry, Secretary.

2. **PLEDGE OF ALLEGIANCE**

Alternate Commissioner Luce led the Pledge of Allegiance.

3. **OATH OF OFFICE FOR NEW TERMS**

Susan McGuinan, Commission Counsel swore into office Bill Dodd, County Member and Brian J. Kelly, Public Member for their new four-year terms.

4. **PUBLIC COMMENT**

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

5. **CONSENT ITEMS**

a) Third Quarter Budget Report for 2009-2010

The Commission received a third quarter budget report for the 2009-2010 fiscal year. The report compared adopted and actual expenses through the first nine months and projects the Commission will finish the fiscal year with a remaining balance within its three budget units totaling \$112,000.

b) Meeting Minutes for April 5, 2010

The Commission was presented with minutes from the April 5, 2010 meeting for approval. Commissioners Chilton and Kelly abstained from voting.

c) Current and Future Proposals

The Commission received a report summarizing current and future proposals.

Upon motion by Commissioner Dodd and second by Commissioner Chilton, the consent calendar items were approved.

6. PUBLIC HEARING ITEMS

a) Sphere of Influence Update on the City of American Canyon

The Commission received a final report on its scheduled sphere of influence update on the City of American Canyon. Staff noted the final report recommended adding three of the six study areas evaluated as part of the update, identified as A, D, and F. Staff added a joint-request had been received from the City and County to continue the public hearing to its next meeting to allow the agencies to complete negotiations on an agreement supporting the inclusion of the Town Center portion of Study Area E. During discussion, staff commented the final report did not recommend adding the Town Center portion given the Commission's policies concerning the exclusion of agricultural designated lands from city spheres. Staff added it would be appropriate to receive additional land use and service planning information from American Canyon regarding the Town Center portion before the Commission considers making a special policy exception. Chair Inman asked if the Commissioners had any initial comments or questions for staff. Commissioner Dodd expressed support for adding the Town Center portion to the sphere given it is consistent with American Canyon's rural urban limit line. Commissioner Dodd also expressed uncertainty over which policies staff was citing in support of the final report's recommendation to exclude the Town Center portion. Commissioners Chilton and Kelly agreed with Commissioner Dodd and asked staff to provide clarification at the next meeting regarding the specific policies referenced in the final report. Chair Inman opened the public hearing. American Canyon City Manager Rich Ramirez commented it was imperative to add the Town Center portion to the sphere to implement the City General Plan. American Canyon City Attorney William Ross expressed concern regarding the manner in which the final report had been agendized and reiterated the desire by the City and County to continue the public hearing. Attorney David Gilbreth representing landowner Ed Biggs commented the addition of all of Study Area E, including the Town Center and Special Study portions, is appropriate. Terry McGrath representing landowner Jamcan, LLC commented the final report did not take into account the big-picture and the benefit of adding the Town Center portion to the sphere to accommodate American Canyon's desire to develop a community identity while addressing the County's need to address its regional housing needs. Chair Inman asked if the Commission supported continuing the public hearing to the next regular meeting. Upon a motion and second by Commissioners Wagenknecht and Dodd, the Commission unanimously approved continuing the public hearing to its next regular meeting.

b) Napa County Mosquito Abatement District: Municipal Service Review and Sphere Update

Staff provided the Commission with a final report representing its scheduled municipal service review and sphere of influence update for the Napa County Mosquito Abatement District. The Commission also adopted resolutions confirming the determinative statements in the final report, including updating the district's sphere of influence with no changes.

Chair Inman opened the public hearing.

Napa County Mosquito Abatement District Director Steven Rosa addressed the Commission and thanked staff for their work.

Upon motion by Commissioner Wagenknecht and second by Dodd, the Commission approved the report and the resolution adopting the determinations (**Resolutions #10-10 and #10-11**).

6. PUBLIC HEARING ITEMS ~ continued:

c) Amendments to Adopted Fee Schedule

Staff provided the Commission with a report considering an amendment to its policy to reflect an increase in the composite hourly staff rate from \$103 to \$107. The Commission also considered adopting a resolution approving the amended fee schedule. The effective date of the amended fee schedule will be July 2, 2010.

Chair Inman opened the public hearing with no comments received.

Upon motion by Commissioner Kelly and second by Dodd, the Commission approved the amendment and the resolution (**Resolution #10-12**).

7. ACTION ITEMS

a) Establishment of an Ad Hoc Committee on Policies and Procedures: Continuation

The Commission continued its deliberation to establish an ad hoc committee to review and update the agency's policies and procedures along with taking related actions.

Following discussion, Commissioners Rodeno and Luce volunteered to serve on LAFCO's Ad Hoc Committee on Policies and Procedures to perform the following tasks:

- a) Review and update the Commission's objectives and priorities.
- b) Develop baseline standards with respect to review of proposals.
- c) Examine and amend Commission policies and procedures for consistency.
- d) Create a codified policies and procedures document.

Upon motion to accept by Commissioner Chilton and second by Dodd, the Commission appointed Commissioners Rodeno and Luce to the Ad Hoc Committee.

8. DISCUSSION ITEMS

a) Report on the CALAFCO Annual Workshop

Staff provided the Commission with a verbal report regarding the issues discussed at the recent CALAFCO Workshop, which was held on April 14-16 in Santa Rosa. Staff reported that Brendon Freeman, Analyst was involved in planning various sessions, and Secretary Kathy Mabry was a panelist at the Electronic Data Management System session presented by Incrementum. Executive Officer Keene Simonds reported on CALAFCO's status, some LAFCO's forming their own association, and an amendment which was proposed to CALAFCO. The Commission was provided with a copy the proposed amendment and discussed their position regarding the possible reorganization of CALAFCO.

9. EXECUTIVE OFFICER REPORT

The Commission was provided with a verbal report from the Executive Officer regarding the following item:

- Study Schedule - Staff reported it will come back next meeting with an amended schedule, and have the Commission review the allocation of resources over the next four years.

10. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

The meeting calendar for the second half of 2010 was briefly discussed, and will be considered at the Commission's June 7th meeting. Staff suggested going on a bi-monthly meeting schedule with tentative meeting dates scheduled for August 2nd, October 4th, maybe November 8th and December 6th (probably no July or September meetings due to holidays)

11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 5:10p.m. The next regular LAFCO meeting is scheduled for Monday, June 7, 2010 at 4:00 p.m.

Juliana Inman, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary