



## Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

■ Margie Mohler, Chair ■ Brad Wagenknecht, Vice Chair ■ Diane Dillon ■ Scott Sedgley ■ Gregory Rodeno  
■ Ryan Gregory, Alternate ■ Kenneth Leary, Alternate ■ Erik Lawrence, Alternate

### Administrative Office

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## REGULAR MEETING AGENDA

Monday, December 3, 2018, 2:00 PM

**County of Napa Administration Building**

1195 Third Street, Board Chambers, 3<sup>rd</sup> 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**

The public is encouraged to address the Commission concerning any matter not on the Agenda. Public comments are limited to three minutes. The Commission is prohibited from discussing or taking any action on any item not appearing on the posted Agenda.

**5. CONSENT ITEMS**

- a) [Approval of Meeting Minutes: October 1, 2018, Regular Meeting](#)
- b) [Current and Future Proposals](#)
- c) [First Quarter Budget Report](#)
- d) [Legislative Report](#)
- e) [Work Program Progress Report](#)
- f) [Report on the 2018 CALAFCO Conference](#)
- g) [Expiring Commissioner Terms](#)
- h) [Meeting Calendar for 2019](#)

**6. PUBLIC HEARING ITEMS**

- a) [Final South County Region Municipal Service Review and Sphere of Influence Updates and Associated CEQA Findings \(15 Minutes\)](#)

The Commission will receive and consider taking formal action on the final South County Region Municipal Service Review (MSR) and Sphere of Influence (SOI) Updates. The final report includes written determinations making statements on the level and range of services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 4. The recommended action is for the Commission to adopt a resolution that (1) confirms the determinative statements in the final report, (2) affirms each affected agency's sphere of influence with no changes, and (3) finds the MSR and SOI Update are exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Sections 15306 and 15061(b)(3), respectively.

b) **Proposed Alston Park Sphere of Influence Amendment and Annexation to the Napa Sanitation District and Associated CEQA Findings (15 Minutes)**

The Commission will consider a proposal submitted by resolution of application from the City of Napa to concurrently amend the Napa Sanitation District's (NSD) sphere of influence and annex approximately 158.2 acres of territory to NSD. The City of Napa has also submitted a request for the Commission to waive its proposal processing fees. The affected territory, with the exception of a 20-foot corridor of unincorporated territory to ensure consistency with California Government Code Section 56742, comprises two entire parcels located within the City of Napa's jurisdictional boundary on the western side of Dry Creek Road. Current land uses within the affected territory include Alston Park and the Alston Park Water Tank Site. The County Assessor identifies the affected territory as 035-120-032 and 035-120-034. The purpose of the proposal is to facilitate the extension of NSD's public sewer infrastructure to serve a planned permanent public restroom at Alston Park. The City of Napa serves as lead agency under the California Environmental Quality Act (CEQA). The Commission serves as responsible agency under CEQA and determines the proposal is statutorily exempt under Public Resources Code Section 21080.21 and categorically exempt under CEQA Guidelines Section 15303. The recommended action is for the Commission to take the following two actions: (1) adopt a resolution approving the NSD sphere of influence amendment with standard terms and conditions and approving the fee waiver request; and (2) adopt a resolution approving the annexation to NSD with standard terms and conditions and approving the fee waiver request.

**7. ACTION ITEMS**

a) **Audit Report for Fiscal Year Ending June 30, 2018 (10 Minutes)**

The Commission will receive and file a financial audit prepared by Brown Armstrong for the 2017-2018 fiscal year.

b) **Appointments to the 2019-2020 Budget Committee (5 Minutes)**

The recommended action is for the Commission to appoint two members to advise the Executive Officer on the 2019-2020 Budget Committee. The Budget Committee is an ad hoc subcommittee responsible for preparing a draft and final budget for review and adoption by the Commission at its April and June regular meetings, respectively.

c) **Establishing a Matching Retirement Savings Contribution for the Executive Officer in 2019 (5 Minutes)**

The Commission will consider designating a matching \$1,000 contribution to a 401(a) retirement savings account for the Executive Officer. The recommended action is for the Commission to adopt a resolution consenting to participation in the County of Napa 401(a) Retirement Savings Plan and establishing the LAFCO match for the 2019 calendar year.

**8. INFORMATION ITEMS**

a) **Update on Policy on Spheres of Influence (10 Minutes)**

The Commission will receive an update on the draft Policy on Spheres of Influence prepared by the Policy Committee. The draft Policy on Spheres of Influence was previously discussed by the Commission and was subsequently circulated for public review and comment. All comments received on the draft policy are included for information purposes.

**9. EXECUTIVE OFFICER REPORT (5 Minutes)**

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

**11. ADJOURNMENT TO NEXT SCHEDULED MEETING**

Monday, February 4, 2019, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3<sup>rd</sup> floor, Napa, CA 94559.

## MEETING INFORMATION

**AGENDA ITEMS:** The Commission may reschedule items on the agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order.

**CONDUCT OF HEARINGS:** A contested matter is usually heard as follows: (1) discussion of the staff report and the environmental document; (2) testimony of proponent; (3) testimony of opponent; (4) public testimony; (5) rebuttal by proponent; (6) provision of additional clarification by staff as required; (7) close of the public hearing; (8) Commission discussion and Commission vote.

**ADDRESSING THE COMMISSION:** The Local Agency Formation Commission of Napa County welcomes and encourages participation in its meetings. Any person who wishes to address the Commission should submit a speaker's request form at the beginning of the meeting; move to the front of the chambers when an item is called; and, when recognized by the Chair, state their name, address, and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

**PUBLIC COMMENT TIME LIMITS:** The Commission will hear public comment prior to the consideration of any item. (1) A principal proponent will be allowed up to a 5-minute statement; (2) other proponents will be allowed up to 3-minute statement; (3) opponents are allowed up to 3-minute statement with the exception of spokespersons for any group who shall be permitted up to 5-minutes; (4) the principal proponent shall have up to a 3-minute rebuttal; (5) staff will provide clarification, as required.

**VOTING:** A quorum consists of three members of the Commission. No action or recommendation of the Commission is valid unless a majority of the quorum of the Commission concurs therein.

**OFF AGENDA ITEMS:** Matters under the jurisdiction of the Commission and not on the posted agenda may be addressed by the public under "Public Comments" on the Agenda. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. The Commission cannot take action on any unscheduled items.

**SPECIAL NEEDS:** Meeting facilities are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 48 hours in advance through the Commission Clerk at (707) 259-8645.

**POLITICAL REFORM ACT:** Pursuant to Government Code Sections 56700.1 and 81000 et seq., any person or combination of persons who directly or indirectly contributes \$1,000 or more or expends \$1,000 or more in support of or in opposition to a change of organization or reorganization that will be, or has been, submitted to LAFCO must comply, to the same extent as provided for local initiative measures, with reporting and disclosure requirements of the California Political Reform Act of 1974. Additional information can be obtained by contacting the Fair Political Practices Commission.

Pursuant to Government Code Section 84308, if you wish to participate in the proceedings indicated on this agenda, you or your agent is prohibited from making a campaign contribution of \$250 or more to any Commissioner or Alternate Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until three months after a final decision is rendered by LAFCO. If you or your agent has made a contribution of \$250 or more to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify themselves from the decision in the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings.

**MEETING MATERIALS:** Any writings or documents provided to a majority of the members of the Commission regarding any item on this agenda after the posting of the agenda and not otherwise exempt from disclosure will be made available for public review at 1030 Seminary Street, Suite B, Napa, CA 94559, during normal business hours. If the supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the same address and at the Commission meeting itself. Staff reports are available online at <http://www.napa.lafco.ca.gov> or upon request to the Commission Clerk at (707) 259-8645.

**VIDEO BROADCASTS:** The meeting is videotaped in its entirety and will be available to view at <http://www.napa.lafco.ca.gov>. Meetings are broadcast on Napa TV on the second and fourth Tuesdays of each month at 8pm and second and fourth Wednesdays at 1pm. (<http://www.napavalleytv.org/Schedules.html#channel28>).

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