



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF DECEMBER 4, 2006

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

Chair Dodd called the meeting to order at 4:00 p.m. Roll was called with Regular Commissioners Block, Dodd, Kay, and Wagenknecht present. Alternate Commissioners Coffey, Kelly, and Luce were also present at roll call. (Regular Commissioner Alexander arrived at 4:18 p.m.)

Staff present at roll call included Keene Simonds, Executive Officer, Jacqueline Gong, Commission Counsel, Tracy Geraghty, Analyst, and Kathy Mabry, Commission Secretary.

2. **PLEDGE OF ALLEGIANCE**

At Chair Dodd's request, City of Napa Fire Chief Tim Borman led the pledge of allegiance.

3. **RECOGNITION OF SERVICE : Commissioner Guy Kay; Commissioner Kevin Block; and Commissioner Dr. Andrew Alexander**

Chair Dodd presented Commissioners Block, Kay and Alexander (presented upon his arrival) with plaques from the Commission honoring their respective service to LAFCO. Each Commissioner expressed their appreciation for the opportunity to serve on LAFCO and offered best wishes to the agency.

4. **APPROVAL OF MINUTES: Minutes of August 7, 2006 and October 2, 2006 Meetings**

The Commission was presented with minutes for approval. Upon motion by Commissioner Wagenknecht and second by Commissioner Block, the minutes from the August 7, 2006 and October 2, 2006 meetings were approved.

5. **PUBLIC COMMENT**

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

6. **CONSENT CALENDAR**

a) First Quarter Budget Report: Fiscal Year 2006-2007

The Commission reviewed a first quarter budget report for the 2006-2007 fiscal year.

Upon motion by Commissioner Block and second by Commissioner Wagenknecht, the consent calendar was approved.

7. PUBLIC HEARING

a) Amendment to Adopted Conflict of Interest Code

At the request of the Executive Officer, and due to a noticing oversight, the Commission removed the item from its agenda. The Executive Officer noted that staff would bring the item back to the Commission for its consideration at its February 2007 meeting.

8. COMMISSION ACTION ITEMS

a) California Environmental Quality Act (CEQA): Implementation Guidelines

Staff provided an overview of the staff report and draft resolution prepared as part of the proposed update to the Commission's adopted CEQA Guidelines. Staff reported that the guidelines were submitted to the Commission previously for a first-reading at its October 2, 2006 meeting and then circulated for review to local agencies. Staff noted that a question was raised by the City of American Canyon with respect to Section 3.1 of the guidelines and addressed as part of the staff report. Upon motion by Commissioner Block and second by Commissioner Wagenknecht, the draft resolution was approved (LAFCO Resolution No. 06-21).

b) Pending Vacancy on LAFCO: Regular Public Member

Staff summarized the Commission's options for filing the unexpired term of vacating Commissioner Kay. Staff noted that the Commission's adopted policies provide three options to fill the pending vacancy: 1) appointment of one of three candidates that had applied for the position in April 2006; 2) appointment of the current alternate public member; and 3) direct staff to initiate a new search for candidates. Upon discussion and motion by Commissioner Wagenknecht and second by Commissioner Alexander, alternate public member Brian Kelly was appointed to assume the regular public member position, with a term that ends in May 2010. The Commission also directed staff to contact the two alternate public member applicants from April 2006 to apply for the now vacant alternate public member position. (Commissioner Kay recused himself and did not participate in the discussion or vote.)

c) Regular Commission Meeting Calendar: Policy Review and Adoption of Calendar for the First-Half of 2007

Staff provided an overview of the Commission's current policy regarding the calendaring of its regular meetings. Staff noted that in considering a calendar for the first-half of 2007, Commission could consider making changes to its policy to begin meeting on a monthly basis. The option to move from bimonthly to monthly meetings was discussed at length. Upon motion from Commissioner Wagenknecht and a second from Commissioner Kay, the Commission agreed to: 1) amend their adopted policy to hold monthly meetings; and 2) adopt a calendar for the first-half of 2007 with meeting dates of February 5, March 5, April 2, May 7 and June 4 (*note*: there will be no meeting in January 2007 due to a holiday).

d) Appointment of Budget Committee: Fiscal Year 2007-2008

Staff reported that the Commission's *Policy on the Preparation of the LAFCO Budget* requires it to appoint two members to serve as the budget committee and assist in the preparation of the next fiscal year budget. Upon motion by Chair Dodd and second by Commissioner Alexander, the Commission appointed Commissioners Wagenknecht and Kelly to serve as the 2007-2008 Budget Committee.

9. COMMISSION DISCUSSION

a) *Comprehensive Study of Fire Protection Services*

Staff provided an overview of the two reports included in the Commission's agenda packet as part of the item. Staff noted that the first report represented the final municipal service review of fire protection services in Napa County, while the second report included draft written determinations. Staff stated that the draft determinations address the nine service factors the Commission is required to consider as part of its service review mandate and will be circulated to the local agencies for review and comment. Final determinations expected to be presented at the Commission's February 2007 meeting for consideration. Commissioner Alexander commented that the report provides a good and interesting review of fire protection services. No action was taken.

b) *Comprehensive Study of the Napa County Resource Conservation District*

Staff provided an overview of the final municipal service review report that had been prepared for the Napa County Resource Conservation District. Staff also discussed a supplemental report prepared by staff that included draft written determinations that address the nine service factors the Commission is required to consider as part of its service review mandate for the District. Final determinations expected to be presented at the Commission's February 2007 meeting for consideration. No discussion or action was taken.

10. EXECUTIVE OFFICER REPORT

The Commission received an oral report from the Executive Officer regarding staff activities, communication, and active and pending proposals and studies:

a) Staff Activities

- Introduction of New Staff:
- CALAFCO Legislative Committee:
- Audit for 2005-2006 fiscal year:

b) Communication

- Lake Berryessa Estates Homeowners Association:
- Los Carneros Water District:

c) Active and Pending Proposals and Studies

- *Laurel Street City Annexation to the City of Napa* (pending)
- Napa County Regional Park and Open Space District

The Executive Officer summarized the current and planned activities of staff and introduced Tracy Geraghty as the new LAFCO Analyst. The Commission discussed with staff the background of the pending *Laurel Street City Annexation to the City of Napa*. Commissioner Kay noted that he was pleased that the residents of Berryessa Estates were organizing and beginning to participate in the operation and governance of the Lake Berryessa Resort Improvement District.

11. INFORMATION ITEMS

a) Selection of Regular City Members to LAFCO: Update

Staff reported that the City Selection Committee is tentatively scheduled to meet on January 16, 2007 to appoint two regular city members to LAFCO to fill the unexpired terms of vacating Commissioners Alexander and Block. No action was taken.

b) Designation of Chair and Vice-Chair for 2007

Staff reported that the Commission's policy calls for an automatic rotation of Chair and Vice-Chair. Based on the policies and rotation schedule, the City Selection Committee's appointee to fill Commissioner Alexander's unexpired term will serve as Chair for LAFCO in 2007 while Commissioner Wagenknecht will serve as Vice-Chair.

12. CLOSED SESSION

a) Public Employee Performance Evaluation Title: Executive Officer

There was no reportable action reported by Jackie Gong, Commission Counsel.

13. COMMISSIONER COMMENTS

There were none.

14. ADJOURNMENT

The Chair adjourned the meeting at 5:11 p.m.

Bill Dodd
Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary