



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

Brian J. Kelly, Chair ■ Joan Bennett, Vice Chair ■ Bill Dodd ■ Greg Pitts ■ Brad Wagenknecht
Juliana Inman, Alternate ■ Mark Luce, Alternate ■ Gregory Rodeno, Alternate

Administrative Office

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REGULAR MEETING AGENDA

Monday, December 1, 2014, 4:00 PM

Location: City of Napa - City Hall Council Chambers
955 School Street, Napa, CA 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 with any requests to remove or rearrange items by members or staff.

4. **PUBLIC COMMENTS**

In this time period anyone may address the Commission up to three minutes on any subject over which the agency has jurisdiction. No comments will be allowed involving any matter already part of the agenda other than to request discussion on a specific consent item. 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 6, 2014 and November 17, 2014](#)
- b) [Current and Future Proposals](#)
- c) [Designation of Chair and Vice Chair for Calendar Year 2015](#)
- d) [Notice of Expiring Commissioner Terms in 2015](#)
- e) [Appointments to the 2015-2016 Budget Committee](#)

6. **PUBLIC HEARING ITEMS**

Any member of the public may address the Commission with respect to a scheduled public hearing item. Comments will be limited to no more than three minutes per speaker unless additional time is permitted by the Chair.

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, 2014](#)

The Commission will receive and file a financial audit prepared by Gallina, LLP for the 2013-2014 fiscal year.

b) [Easum Drive No. 2 Reorganization and California Environmental Quality Act \(CEQA\) Findings](#)

The Commission will consider a landowner petition to annex three unincorporated parcels located at 1036, 1038 and 1042 Easum Drive totaling 3.14 acres to the City of Napa for the purpose of eliminating an entire unincorporated island and allowing the landowner of 1042 Easum Drive to expand upon existing bed and breakfast operations under the City's land use authority. The City serves as lead agency under CEQA and the Commission, as responsible agency under CEQA, will review and consider the City's initial study addressing any environmental impacts associated with the proposed annexation. The recommended action is for the Commission to adopt a resolution approving the proposal with standard terms and conditions and to find that the annexation will not introduce any new significant environmental impacts that were not already analyzed and mitigated for by the City.

c) [Mallard Court No. 1 Reorganization and California Environmental Quality Act \(CEQA\) Findings](#)

The Commission will consider a landowner petition at 52 Mallard Court to annex one unincorporated parcel totaling 0.2 acres to the City of Napa to allow the landowner to connect the existing residential structures to the City's public water system. The Commission serves as lead agency under CEQA. The proposed annexation is categorically exempt from CEQA under CEQA Guidelines Section 15319(a). The recommended action is for the Commission to adopt a resolution approving the proposal with standard terms and conditions.

d) [Airport Boulevard No. 5 Annexation to the Napa Sanitation District and California Environmental Quality Act \(CEQA\) Findings](#)

The Commission will consider a landowner petition to annex one unincorporated parcel totaling 32.5 acres and zoned for industrial land use to the Napa Sanitation District to facilitate the development of the subject parcel as contemplated in the applicant's tentatively approved "Napa Commerce Center" project. The subject parcel is located immediately southeast of the intersection of Airport Boulevard and Devlin Road. The County of Napa serves as lead agency under CEQA and the Commission, as responsible agency under CEQA, will review and consider the County's initial study and mitigated negative declaration determining there were less than significant environmental impacts associated with the proposed annexation. The recommended action is for the Commission to adopt a resolution approving the proposal as modified by staff with standard terms and conditions and to find that the annexation will have less than significant environmental impacts.

- e) **Selection of On-Call California Environmental Quality Act (CEQA) Consultant**
The Commission will consider selecting Ascent Environmental, Inc. to provide on-call consulting services to assist staff in addressing the requirements of CEQA and authorize the Chair to execute a contract.
- f) **Request for Proposals for Legal Services**
The Commission will consider authorizing the Interim Executive Officer to circulate a Request for Proposals (RFP) for legal services and return to the Commission with a recommended firm and contract.
- g) **Amend the Commission's Outside Service Agreements Policy to Address Trucked Water**
The Commission will be considering amending its Outside Service Agreements policy to add a new section "IV B. Trucked Water" addressing trucked water.
- h) **Authorization to Apply for a LAFCO Credit Card and Adopt Credit Card Policy**
The Commission will consider authorizing the Executive Officer to apply for a LAFCO credit card and adopt a credit card policy.
- i) **Management Services Agreement and Budget Amendment for Interim Executive Officer Services and Authorization of Interim Executive Officer and the LAFCO Commission Chair to Approve Personnel and Other Office Transactions**
The Commission will consider the approval of a contract with Peter Banning to provide interim executive officer services and consider reallocating appropriations in the amount of \$65,000 from the Salaries and Wages Account (Account No. 51100) to the Consulting Services Account (Account No. 52310).
- j) **Recruiting Consulting Services for the Executive Officer Position and Recruiting Process**
The Commission will consider the approval of a contract with Regional Government Services (RGS) for purposes of recruiting a new Executive Officer and consider reallocating appropriations in the amount of \$16,500 from the Unreserved Fund Balance to the Consulting Services Account (Account No. 52310) for the recruitment services.
- k) **Workshop Update and Next Steps**
Staff will verbally update the Commission (no staff report attached) on the progress crafting a Commission workshop and ask the Commission for direction and dates – bring your calendars!

8. EXECUTIVE OFFICER REPORT

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: February 2, 2015 to be held at the City of American Canyon City Hall Chambers, 4381 Broadway Street, Suite 201, American Canyon, CA 94503

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.
