



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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

Agenda Item 5d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: February 4, 2019

SUBJECT: Work Program Progress Report

BACKGROUND

This item is for information purposes only. Local policy directs the Commission to annually adopt a Work Program for purposes of providing a comprehensive overview of agency activities over the course of the fiscal year. This includes scheduling planning, regulatory, and administrative activities. The Commission's financial and staff resources are predominantly allocated to planning and regulatory activities, which include municipal service reviews (MSRs), sphere of influence (SOI) updates, boundary change proposals, and outside service requests.

On June 4, 2018, the Commission adopted the 2018-2019 Work Program, included as Attachment One.

This report provides an update on progress made in terms of accomplishing the activities scheduled in the Work Program. This report also serves to inform the Commission of any changes in circumstances or priorities. A Work Program progress chart (Version Five) is included as Attachment Two.

SUMMARY

The following is a brief summary of progress made on the planning and regulatory activities scheduled in the 2018-2019 Work Program. Any substantive changes from previous versions of the Work Program are highlighted in the attached progress chart and summarized in this report.

MSRs and SOI Updates

- South County Region MSR and SOI Updates
A final report was approved on December 3, 2018. This activity is complete.

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Vice Chair
County of Napa Supervisor, 1st District

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- City of St. Helena MSR and SOI Update
This activity remains on hold until the City of St. Helena requests the process be re-initiated in step with the City's General Plan Update. It is anticipated this activity will resume in the next four months with staff assuming the lead in place of a consultant as previously contemplated.¹
- Napa County Regional Park and Open Space District MSR and SOI Update
District staff recently informed LAFCO staff that a Draft Master Plan Update will be released to the public in February 2019. The Master Plan Update will substantially inform the MSR and SOI Update and therefore staff anticipates an abbreviated-format draft report will be presented for discussion on June 3, 2019. Formal action on a final report is anticipated on August 5, 2019.
- Countywide Water and Wastewater MSR
Policy Consulting Associates and Berkson Associates ("PCA & Berkson") are currently gathering information from the 14 subject agencies. Toward this end, PCA & Berkson and the LAFCO Executive Officer convened a kick-off meeting with subject agency representatives on December 14, 2018. A list of attendees from the meeting is included as Attachment Three. Additionally, PCA & Berkson has developed a project-specific website that will provide opportunities for ongoing interaction with the subject agencies and members of the public. The website is available online at <https://sites.google.com/pcateam.com/napamsr/home>. It is anticipated a comprehensive-format draft report will be presented for discussion on December 3, 2019, with a final report to follow on February 3, 2020.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future proposals is included on today's agenda as item 5b. One annexation proposal is on today's agenda as item 6a.
- La Grande Avenue Outside Water Agreement
The landowner of an unincorporated parcel located at 1087 La Grande Avenue recently submitted well water reports to the City of Napa and the County of Napa. The property is located outside the City's jurisdictional boundary and SOI. The well reports confirm the presence of contaminants that pose a threat to public health and safety, and the County recommends connecting the existing residence to the City's public water infrastructure. The City is expected to consider taking formal action in March 2019 to request the Commission's authorization to extend public water service to the residence consistent with Government Code Section 56133.

¹ The Commission's adopted budget for 2018-2019 includes \$25,000 for a consultant to complete this activity. However, with the recent hiring of an Analyst II, it would be appropriate for staff to assume the lead and complete this activity in-house. The \$25,000 budgeted during the current fiscal year will be carried over in the 2019-2020 budget as a \$25,000 draw down on agency reserves and thus there will be no redundancy in terms of financial impacts to the six local funding agencies.

- Carneros Resort Outside Water Agreement
On March 20, 2018, the City of Napa took formal action to initiate proceedings to utilize Government Code Section 56133.5. This statute provides a mechanism for the City to request the Commission's authorization to provide public water service outside the City's jurisdictional boundary and SOI under specific circumstances. It is anticipated a formal request to extend public water service to the Carneros Resort will be submitted in the next four months.

ATTACHMENTS

- 1) 2018-2019 Work Program (Version 1; Adopted June 4, 2018)
- 2) 2018-2019 Work Program Progress Chart (Version 5; Presented February 4, 2019)
- 3) List of Attendees at Countywide Water and Wastewater MSR Kick-Off Meeting (December 14, 2018)

Napa LAFCO 2018-2019 Work Program

Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead
City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Consultant
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	EO
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	12/18	EO
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	12/19	Consultant
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Secretary
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (TBD)	1	10/19	10/19	Staff/Commission
2019 CALAFCO Staff Workshop (TBD)	2	4/19	4/19	Staff
Report on Local Agency General Plan Updates	2	7/18	2/19	EO
Report on Local Housing Issues Countywide	2	4/19	6/19	EO
Expiring Commissioner Terms in 2019	2	12/18	5/19	EO
2019 Chair and Vice Chair Designation	2	4/19	5/19	EO

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Secretary
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	EO/Commission
Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
State Legislation Monitoring and Position Letters (2-4/yr)	2	N/A	N/A	Committee
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	EO/Secretary
Website Maintenance and Updates	2	N/A	N/A	EO/Secretary
Electronic Document Management System Maintenance	3	N/A	N/A	Secretary
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	EO
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Secretary
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO/Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	EO/Secretary

Adopted on June 4, 2018

Napa LAFCO 2018-2019 Work Program

Planning and Regulatory Activities

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City of St. Helena MSR/SOI (Comprehensive)	1	12/15	TBD	Staff
South County Region MSR and SOI Updates (Comprehensive)	1	4/17	12/18	Staff
Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	2	1/18	8/19	Staff
Countywide Water and Wastewater MSR (Comprehensive)	1	8/18	2/20	Consultant
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	Staff
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	Staff & Chair

Progress and Comments

On hold to align timing with City General Plan Update; staff will assume the lead
Completed; final report approved on 12/3/18

District Master Plan Update to be released in February, draft report expected on 6/3/19
Kick-off meeting on 12/14/18 and project-specific website created for the public's benefit
See items 5b and 6a on today's agenda
Two outside water service requests expected within next four months involving the City of Napa

Administrative Activities - Time Specific

Activity	Priority	Start	Completion	Lead
2017-2018 Audit	1	8/18	12/18	Staff
2019-2020 Budget	1	12/18	6/19	Committee
2019 CALAFCO Annual Conference (Sacramento)	1	10/19	11/19	Staff & Commission
2019 CALAFCO Staff Workshop (San Jose)	2	4/19	4/19	Staff
2019 Report on Local Housing and General Plan Updates	2	1/19	6/19	Staff
Expiring Commissioner Terms in 2019	2	12/18	5/19	Staff
2019 Chair and Vice Chair Designation	2	4/19	5/19	Staff

Completed; final audit approved on 12/3/18
Budget Committee is scheduled to meet on 2/22/19
10/30/19 - 11/1/19 at the Hyatt Regency Capitol Park in Sacramento
4/10/19 - 4/12/19 at the Holiday Inn in San Jose; EO has been recruited for two speaker panels
Staff will present a report at the 6/3/19 meeting
Commissioners Sedgley and Leary have terms scheduled to expire on 5/6/19 (City Selection Committee)
Commissioners Rodeno and Sedgley scheduled to become Chair and Vice Chair, respectively, on 5/1/19

Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Public Records Requests (0-1/yr)	1	N/A	N/A	Staff
Respond to Grand Jury Reports (0-1/yr)	1	N/A	N/A	Staff & Commission
Policy Review and Revisions (2-4/yr)	2	N/A	N/A	Committee
State Legislation Monitoring and Position Letters (2-4/yr)	2	N/A	N/A	Committee
Completion Proceedings for Approved Annexations (3-6/yr)	2	N/A	N/A	Staff
Website Maintenance and Updates	2	N/A	N/A	Staff
Electronic Document Management System Maintenance	3	N/A	N/A	Staff
Geographic Information System Mapping Updates (3-6/yr)	3	N/A	N/A	Staff
Bay Area LAFCO EO Meetings (1-2/yr)	3	N/A	N/A	Staff
Bay Area LAFCO Clerks Meetings (2-4/yr)	3	N/A	N/A	Staff
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	Staff & Consultant
Facebook Meetings Notices and Announcements (10-15/yr)	3	N/A	N/A	Staff

None at this time
None at this time; EO presented "LAFCO 101" to Grand Jury on 1/29/19
Workshop scheduled for 3/11/19 to discuss draft Policy on Spheres of Influence
Legislative Committee meeting to be scheduled in February or March
Staff continues to monitor approved annexations to ensure terms/conditions are satisfied on time
Added the 2017-18 Audit Report and new Analyst info
Staff continues to scan old paper files into EDMS on an ongoing basis
Staff continues to manually edit GIS layers to reflect completed annexations
Next meeting to be determined
Next meeting to be determined
Ascent prepared (and staff submitted) a comment letter on St. Helena General Plan Update DEIR on Jan 2
Staff continues to post on an ongoing basis

Presented on February 4, 2019 (Version Five)

Kick-Off Meeting with Subject Agencies
Countywide Water and Wastewater Municipal Service Review

December 14, 2018 at 9:00 A.M.

Napa Valley Transportation Authority Board Room
625 Burnell Street
Napa, CA 94559

Attendees:

- Brendon Freeman, LAFCO Executive Officer
- Jennifer Stephenson, Policy Consulting Associates
- Richard Berkson, Berkson Associates
- Phil Miller, County of Napa / Berryessa Districts / Flood District
- John McDowell, County of Napa
- Steve Hartwig, City of American Canyon
- Joy Eldredge, City of Napa
- Patrick Castello, City of Napa
- Phil Brun, City of Napa
- Felix Hernandez, City of St. Helena
- Don Moore, Town of Yountville
- Joe Tagliaboschi, Town of Yountville
- Andrew Damron, Napa Sanitation District
- Laura Deyermond, Los Carneros Water District
- Penny Wilson, Napa River Reclamation District No. 2109