



Local Agency Formation Commission of Napa County

Subdivision of the State of California

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

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

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REGULAR MEETING AGENDA

Monday, June 3, 2013

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd Floor
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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 as defined by LAFCO.

1. WELCOME AND CALL TO ORDER BY CHAIR; 4:00 P.M.

All audience members are asked to silence their telephones for the duration of the meeting. It is also requested any member of the audience wishing to address the Commission during the public comment period turn in a speaker card to the Commission Clerk before or at this time.

a) Commission Roll Call

The Commission Clerk will take attendance for present Commissioners.

b) Pledge of Allegiance

The Chair or his designee will lead agency representatives and audience members in the Pledge of Allegiance.

c) Oath of Office for Commissioners with New Terms

The Commission Counsel will administer new oaths of offices for Commissioners Inman, Luce, and Pitts.

2. 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.

3. PUBLIC COMMENTS

In this time period anyone may comment to the Commission regarding any subject over which the agency has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals will be limited to three minutes. No action will be taken by the Commission as a result of any item presented at this time.

4. RECOGNITION OF SERVICE: Lewis Chilton

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) Third Quarter Budget Report for 2012-2013 (Action)

The Commission will review a third quarter budget report for 2012-2013. The report compares budgeted versus actual transactions through the first three quarters. The report projects the Commission is on pace to improve its year-end financial position by eliminating its budgeted funding gap of (\$8,811) and finish with an overall operating surplus of \$13,652. The report is being presented to the Commission to formally accept and file.

b) Amendments to Support Services Agreement with the County of Napa (Action)

The Commission will consider approving amendments to its support services agreement with the County of Napa involving the provision of information technology services. The proposed amendments are highlighted by establishing the Commission's 2013-2014 annual charge for information technology services in the amount of \$22,374 and represents an approximate 1.7% increase over the current fiscal year.

c) Approval of Meeting Minutes (Action)

The Commission will consider approving minutes prepared by staff for the April 1, 2013 meeting.

d) Current and Future Proposals (Information)

The Commission will receive a report summarizing current and future proposals.

6. PUBLIC HEARING ITEMS

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

a) **Consideration of a Final Budget for Fiscal Year 2013-2014**

The Commission will consider adopting a final budget setting operational expenses and revenues for 2013-2014. The recommended final budget is nearly identical to the proposed budget adopted in April and subsequently circulated for public review. Operating expenses total \$448,800 and represents a 3.8% increase over the current fiscal year. Operating revenues total \$432,850 with the majority coming from local funding agencies; the latter of which would increase by 2.4%. The anticipated shortfall – (\$15,949) – would be covered by agency reserves.

b) **Amendments to Adopted Fee Schedule**

The Commission will consider approving amendments to its adopted fee schedule prepared by the Policy Committee. The proposed amendments include increasing the composite hourly staff rate from \$118 to \$123 along with making changes to the policy statements accompanying the fee schedule to improve implementation.

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) **Amendments to Policy on Conducting of Meetings and Business**

The Commission will consider proposed amendments to existing policies concerning the conducting of meetings and business. The majority of the proposed amendments reflects and expands on current practices and address per diem allowances and reimbursement procedures. Amendments are also proposed to address setting agenda items.

b) **Approval of Meeting Calendar for Second Half of 2013**

The Commission will consider approving a meeting calendar for the final six months of 2013. It is recommended the Commission schedule four regular meetings for August 5th, October 7th, November 4th, and December 2nd. One special meeting is also recommended for November 11th for the Commission to hold its biennial workshop.

c) **California Association of Local Agency Formation Commissions: Annual Conference Items**

The Commission will consider appointing voting delegates to represent the agency at CALAFCO's Annual Conference scheduled for August 28-30th at Resort at Squaw Creek in Lake Tahoe. The Commission will also consider making board and achievement award nominations.

8. DISCUSSION ITEMS

A member of the public may receive permission to provide comments on any item calendared for discussion at the discretion of the Chair. General direction to staff for future action may be provided by Commissioners.

a) **Spanish Flat Water District Sphere of Influence Update**

The Commission will receive a draft report on its scheduled sphere of influence update on the Spanish Flat Water District. The draft report draws on current legislative directives and adopted local policies in identifying and evaluating the merits of adding two study areas – “A” and “B” – to the sphere to facilitate either future annexations or outside service extensions. The draft report concludes it would be appropriate for the Commission to add Study Area A to the sphere as part of this scheduled update.

b) **Profile Report on Mutual Water Companies in Napa County**

The Commission will receive a profile report on mutual water companies operating in Napa County. The profile report has been prepared in response to the recent enactment of Assembly Bill 54 and identifies each mutual water company's service area along with basic service information.

c) **Legislative Report**

The Commission will receive a status report on the first year of the 2013-2014 session of the California Legislature as it relates to items directly or indirectly effecting Local Agency Formation Commissions. The report also updates the Commission on the agency's ongoing efforts to seek amendments to the section of law involving outside municipal service extensions.

9. EXECUTIVE OFFICER REPORT

The Commission will receive a verbal report from the Executive Officer regarding current staff activities.

10. CLOSED SESSION: None Scheduled

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: See Agenda Item 7b