



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 5a

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: September 22, 2015

SUBJECT: Approval of Meeting Minutes: August 3, 2015

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the August 3, 2015 regular meeting.

Staff recommends approval.

ATTACHMENT:

- 1) Meeting Minutes: August 3, 2015

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF AUGUST 3, 2015**

1. CALL TO ORDER; ROLL CALL

Chair Inman called the regular meeting of Monday, August 3, 2015 to order at 4:01 PM.
At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Juliana Inman, Chair	Joan Bennett	Brendon Freeman, Executive Officer
Diane Dillon, Vice-Chair	Keith Caldwell	Jennifer Gore, Commission Counsel
Brian Kelly	Gregory Rodeno	Kathy Mabry, Secretary
Greg Pitts		
Brad Wagenknecht		

2. PLEDGE OF ALLEGIANCE

City of Napa Councilmember, Scott Sedgley, led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Inman asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Pitts and second by Commissioner Dillon, the Commission unanimously adopted the agenda as submitted:

VOTE:

AYES: PITTS, DILLON, INMAN, KELLY AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Inman invited members of the audience to provide public comment.
John Stewart, President of Los Carneros Water District provided a status report on the district's recycled water pipeline, noting the Napa Sanitation District project is now 50% complete.

5. CONSENT ITEMS

- a) **Approval of Meeting Minutes: June 29, 2015 Special Meeting**
- b) **Current and Future Proposals**
- c) **Fourth Quarter Budget Report for 2014-2015**

Upon motion by Commissioner Kelly and second by Commissioner Wagenknecht, the consent items were approved.

VOTE:

AYES: KELLY, WAGENKNECHT, DILLON, INMAN AND PITTS
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

6. ACTION ITEMS

a) Confirm Appointment of Executive Officer

LAFCO Counsel Jennifer Gore presented the staff report to the Commission.

The Commission confirmed the appointment of the Interim Executive Officer, Brendon Freeman, as its new Executive Officer effective July 4, 2015, and confirmed his salary.

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the appointment was unanimously approved by the Commission (**Resolution #2015-09**):

VOTE:

AYES: KELLY, PITTS, DILLON, INMAN AND WAGENKNECHT

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b) Study Schedule Update and Work Program

The Commission considered a staff recommendation to (1) approve proposed amendments to its Policy on Municipal Service Reviews, (2) replace the agency's existing Study Schedule with a new Work Program, (3) approve a budget transfer in the amount of \$71,600 from Salaries and Wages (account #51100) to Consulting Services (account #52310), and (4) authorize the Executive Officer to distribute a Request for Proposals for Study Services.

Following discussion, staff recommended the following four actions included as part of Alternative Three of the staff report:

1. Approve proposed amendments to its Policy on Municipal Service Reviews:

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the Commission unanimously agreed to continue this item. Staff was directed to bring back the policy amendments in final format, and to insert the Study Schedule's Work Program into the agency's policy.

VOTE:

AYES: KELLY, PITTS, DILLON, INMAN AND WAGENKNECHT

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

2. Replace the agency's existing Study Schedule with a new Work Program:

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the Commission adopted the Work Program (Attachment Seven of staff report) as a replacement for the existing Study Schedule.

VOTE:

AYES: KELLY, PITTS, DILLON, INMAN AND WAGENKNECHT

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- 6. ACTION ITEMS - continued: b) Study Schedule Update and Work Program**
3. Approve a budget transfer in the amount of \$71,600 from Salaries and Wages (Account #51100) to Consulting Services (Account #52310):

Upon motion by Commissioner Kelly and second by Commissioner Pitts, the Commission approved the budget transfer to hire private consultants to assist in completing some of the necessary studies, and authorized staff to prepare a budget amendment as detailed above:

VOTE:

AYES: **KELLY, PITTS, DILLON, INMAN AND WAGENKNECHT**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

- 4.** Authorize the Executive Officer to distribute a Request for Proposals for Study Services: Upon motion by Commissioner Kelly and second by Commissioner Pitts, the Commission formed a Sub-Committee (Ad hoc) for the Request for Proposal (RFP) process and appointed Commissioners Dillon and Pitts for this task. The RFP Sub-committee will work to distribute the RFP's and review submitted proposals along with the Executive Officer:

VOTE:

AYES: **KELLY, PITTS, DILLON, INMAN AND WAGENKNECHT**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

7. PUBLIC HEARING ITEMS

a) Final Sphere of Influence Update for Napa Sanitation District

The Commission reviewed a final sphere of influence update for Napa Sanitation District (NSD). The report draws on information collected and analyzed in the Commission's Central County Region Municipal Service Review. Staff recommended that the sphere of influence (SOI) for Napa Sanitation District be amended to include Cuttings Wharf and Dry Creek Road Study Areas. Staff provided an overview of the report.

Chair Inman opened the public hearing.

Public comments were provided by Sandy Elles (Napa County Farm Bureau), Scott Sedgley (City of Napa Councilmember), Molly Rattigan (County of Napa Analyst), Gary Margadant (Resident, Mt. Veeder), Andrew Damron (NSD) and Hugh Linn (President, RSA Engineering) with respect to the two areas recommended for inclusion into the NSD's SOI.

Chair Inman closed the public hearing.

Following Commission discussion, it was decided that clarification is needed for issues brought forward today and directed staff to come back with comprehensive reports from Napa County Environmental Services, as well as other affected agencies.

Upon motion by Commissioner Wagenknecht and second by Commissioner Kelly, this item was continued until the next regular meeting (Commissioner Pitts recused himself during this item).

VOTE:

AYES: **WAGENKNECHT, KELLY, DILLON AND INMAN**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **PITTS**

8. DISCUSSION ITEMS

a) Provide Direction to Staff on Draft Sphere of Influence Update for Silverado Community Services District

The Commission reviewed a draft sphere of influence update for Silverado Community Services District. The draft contemplates reaffirming the existing sphere with no changes. The Commission is invited to discuss the draft and provide feedback to staff in anticipation of receiving a final sphere of influence update for formal action at the October 5, 2015 meeting.

No action was taken. Staff was directed to send a Notice for Public Review for a 30-day comment period.

9. EXECUTIVE OFFICER REPORT

- Executive Officer Brendon Freeman reported to the Commission that he has met with City of Napa and Napa County staff, as well as Napa Redevelopment Partners on the Napa Pipe project. A Special LAFCO Meeting is planned for late September to consider the Sphere of influence amendment, annexation and outside service agreement.
- The Commission was reminded that the CALAFCO Annual Conference is coming up September 2-4, 2015 in Sacramento.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chair Inman announced to the Commission that she did not reapply for the Coastal seat on the CALAFCO Board, so this is her last month on CALAFCO.

**11. CLOSED SESSION: Public Employee Performance Evaluation (Gov. Code § 54957)
Title: Executive Officer**

There was no reportable action.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:50 PM. The next regular LAFCO meeting is scheduled for Monday, October 5, 2015 at 4:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd Floor, Napa, CA 94559.

Juliana Inman, Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary