



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 ■ Greg Pitts
Juliana Inman, Alternate ■ Mark Luce, Alternate ■ Gregory Rodeno, Alternate

Administrative Office

1030 Seminary Street, B
Napa, California 94559
Telephone: 707-259-8645
www.napa.lafco.ca.gov

REGULAR MEETING AGENDA

Monday, December 2, 2013

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd Floor
Napa, California 94559

1. **CALL TO ORDER BY CHAIR; ROLL CALL: 4:00 P.M.**
2. **PLEDGE OF ALLEGIANCE**
3. **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.
4. **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.
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) **First Quarter Budget Report for 2013-2014 (Action)**

The Commission will review a first quarter budget report for 2013-2014. The report compares budgeted versus actual transactions through one-fourth of the fiscal year. The report projects the Commission is on pace to finish with an overall operating shortfall of (\$41,468).
 - b) **Approval of Meeting Calendar for First Half of 2014 (Action)**

The Commission will consider approving a meeting calendar for the first six months for 2014. It is recommended the Commission approve regular meetings for February 3rd, April 7th, and June 2nd. This recommendation would be consistent with the Commission's recent practice of holding regular meetings every other month. No special meetings are proposed at this time.
 - c) **Approval of Meeting Minutes (Action)**

The Commission will consider approving minutes prepared by staff for the October 7, 2013 meeting.
 - d) **Designation of Chair and Vice Chair for Calendar Year 2014 (Information)**

The Commission will receive a report regarding the designation of Chair and Vice Chair for the 2014 calendar year.
 - e) **Notice of Expiring Commissioner Terms in 2014 (Information)**

The Commission will receive a report identifying the member terms scheduled to expire in 2014. Affected members are Dodd and Kelly.
 - f) **CALAFCO Quarterly Report (Information)**

The Commission will receive the most recent quarterly report prepared by the California Association of Local Agency Formation Commissions.
 - g) **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) **Municipal Service Review on Central County Region: Section on City of Napa**

The Commission will consider formally accepting a final report on its scheduled municipal service review on the central county region specific to the City of Napa. The section examines the availability and adequacy of municipal services provided by Napa relative to the Commission's mandates to facilitate orderly growth and development and will serve as the source document to inform a sphere of influence update. This includes making determinative statements on specific governance and service factors prescribed under law. Key substantive changes made to the report since its draft presentation in October include the addition of sections for roads and storm drainage services. The Commission will also consider adopting a resolution confirming the determinative statements in the report.

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) Financial Audit for Fiscal Year Ending June 30, 2013

The Commission will review a written report from an outside consultant auditing the agency's financial statements for the 2012-2013 fiscal year. The report is being presented to the Commission to receive and file.

b) Consideration of the Proposed Annexation of 3174 Valley Green Lane to the Napa Sanitation District

The Commission will consider taking action on a proposal from a landowner to annex approximately 2.2 acres of incorporated territory to Napa Sanitation District (NSD). The affected territory is located at 3174 Valley Green Lane in the City of Napa and the purpose of annexation is to establish permanent public sewer service to an existing single-family residence; a residence currently receiving public sewer from NSD through a temporary outside service extension previously approved by the Commission. Pursuant to the California Environmental Quality Act (CEQA), as Lead Agency, the Commission at its meeting of October 7, 2013 approved a negative declaration for the proposed annexation. Staff recommends the Commission adopt a resolution to approve the proposed annexation.

c) Appointments to the 2014-2015 Budget Committee

The Commission will consider appointing two members to serve with the Executive Officer on the 2014-2015 Budget Committee.

d) Notice of Expiring Term: Regular Public Member

The city and county members will provide direction to staff with respect to addressing the expiring term of the regular public member position currently held by Brian J. Kelly.

e) Proposed Amendment to the Policy on Conducting Commission Meetings and Business

The Commission will consider adopting an amendment to the Policy on Conducting Commission Meetings and Business to designate Rosenberg's Rules of Order as its rules of parliamentary procedure. (Copy provided).

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) Napa Pipe Update

The Commission will receive an update regarding pending activities and planned processes for the Napa Pipe development project.

b) City of Napa Sphere of Influence Update

The Commission will receive a draft report on its scheduled sphere of influence update on the City of Napa. The draft report draws on current legislative directives and adopted local policies in identifying and evaluating the merits of adding three study areas – "P," "S," and "T" – to the sphere to facilitate either future annexations or outside service extensions. The draft report concludes it would only be appropriate for the Commission to add Study Area P to Napa's sphere as part of this scheduled update.

9. EXECUTIVE OFFICER REPORT

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

10. CLOSED SESSION

Public Employee Appointment – Executive Officer (Government Code Section 54957(b)(1))

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: See Agenda Item No. 5b

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.
