



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### MEETING MINUTES OF DECEMBER 6, 2010

#### 1. CALL TO ORDER; ROLL CALL

Chair Inman called the regular meeting of December 6, 2010 to order at 4:00 P.M. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Juliana Inman, Chair	Joan Bennett	Keene Simonds, Executive Officer
Lewis Chilton	Mark Luce	Jackie Gong, Commission Counsel
Bill Dodd, Vice Chair	Gregory Rodeno ( <i>Voting</i> )	Brendon Freeman, Analyst
Brad Wagenknecht		Kathy Mabry, Secretary

Brian J. Kelly-Excused

#### 2. PLEDGE OF ALLEGIANCE

Tony Norris, Vice-President of the Napa County Regional Park & Open Space District led the Pledge of Allegiance.

#### 3. AGENDA REVIEW

There were no requests to rearrange the agenda.

#### 4. PUBLIC COMMENT

Chair Inman invited members of the audience to provide public comment. Resident, Stu Williams from the Berryessa Highlands wanted to provide comment on the Lake Berryessa region, but was advised to wait until Item #8a was presented for discussion. No other comments were received.

#### 5. CONSENT ITEMS

##### a) First Quarter Budget Report for 2010-2011

The Commission received a first quarter budget report for 2010-2011. The report compared budgeted versus actual revenues and expenses through the first three months.

##### b) Approval of Regular Meeting Calendar for First Half of 2011

The Commission considered approving a regular meeting calendar for the first six months of 2011. The Commission approved meeting dates for February 7<sup>th</sup>, April 4<sup>th</sup>, and June 6<sup>th</sup>.

##### c) Meeting Minutes

The Commission approved the meeting minutes prepared for the October 4, 2010 meeting.

##### d) Expiring Commissioner Terms in 2011

The Commission received a report identifying the member terms scheduled to expire in 2011.

##### e) Designation of Chair and Vice Chair for 2011

The Commission received a report regarding the designation of the Chair and Vice Chair for the 2011 calendar year.

##### f) Current and Future Proposals

The Commission received a report summarizing current and future proposals. No new proposals have been submitted since the October 4, 2010 meeting.

5. **CONSENT ITEMS – continued:**

**g) Report on Website Visits**

The Commission received a report summarizing visitor traffic to the agency's new website since August 2010.

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

6. **PUBLIC HEARING ITEMS**

**a) Concurrent Municipal Service Review and Sphere of Influence Update on County Service Area No. 4**

The Commission received a final report from staff representing the agency's scheduled municipal service review and sphere of influence update for County Service Area No. 4. Staff provided a verbal summary and highlighted key policy and service related issues.

Chair Inman opened the public hearing. No public comments were received. Chair Inman closed the public hearing.

The Commission adopted resolutions confirming the determinative statements in the final report, including updating the sphere of influence with no changes.

Upon motion by Commissioner Rodeno and second by Commissioner Chilton, the District's municipal service review was approved (**Resolution No. 10-22**).

Upon motion by Commissioner Rodeno and second by Commissioner Chilton, the District's sphere of influence establishment was approved (**Resolution No. 10-23**).

**b) Concurrent Municipal Service Review and Sphere of Influence Establishment for Napa County Regional Park and Open Space District**

The Commission received a final report representing its scheduled municipal service review and sphere of influence establishment for the Napa County Regional Park and Open Space District.

The final report included a limited number of revisions from its draft presentation in October.

Staff provided a verbal summary and highlighted key policy and service related issues.

Chair Inman opened the public hearing. No public comments were received. Chair Inman closed the public hearing.

The Commission adopted resolutions confirming the determinative statements in the final report, including establishing a sphere of influence coterminous with the District's jurisdictional boundary.

Upon motion by Commissioner Rodeno and second by Commissioner Chilton, the District's municipal service review was approved (**Resolution No. 10-24**).

Upon motion by Commissioner Rodeno and second by Commissioner Chilton, the District's sphere of influence establishment was approved (**Resolution No. 10-25**).

7. **ACTION ITEMS**

**a) Proposed Reorganization to Annex the Town Center Site to the City of American Canyon and American Canyon Fire Protection District**

The Commission considered a joint proposal from the City of American Canyon and the American Canyon Fire Protection District to annex unincorporated territory designated under the City General Plan as Town Center. The affected territory represents one contiguous area totaling 315.3 acres.

**7. ACTION ITEMS – continued:**

The County Assessor identifies the affected parcels as 059-020-011, 059-020-010, 059-020-032, 059-020-029, 059-020-009, 059-020-008, 059-030-003, 059-020-026, and 059-020-030.

Commissioner Chilton commented that water use and availability issues raised in the staff report will be stretched out in the future due to the Town Center, but that will be the responsibility of the City of American Canyon. Commissioner Rodeno agreed with Commissioner Chilton's comments. A letter was submitted to the Commission today by Gary & Teri Clarke which clarified their position to support annexation of their land with the qualification they do not want to be subject to the extension of Newell Drive.

Staff recommended approval of (Option Two) the proposal with a modification to concurrently detach a significant portion of the affected territory from County Service Area No. 4.

Upon motion by Commissioner Chilton and second by Commissioner Dodd, the proposal was approved as identified in the staff report as Option Two (**Resolution No. 10-21**).

**b) Appointments to the 2011-2012 Budget Committee**

The Commission considered appointing two members to serve with the Executive Officer on the 2011-2012 Budget Committee.

Upon motion by Commissioner Dodd and second by Commissioner Wagenknecht, Commissioners Kelly and Chilton were re-appointed to next year's Budget Committee.

**c) Financial Audit for Fiscal Year Ending June 30, 2010**

The Commission reviewed a written report from an outside consultant auditing the agency's financial statements for the 2009-2010 fiscal year. Tracy Schulze, Napa County's Auditor, commended LAFCO staff on the spotless audit. Keene Simonds commended Secretary Mabry for her work relating to the successful audit again this year.

**8. DISCUSSION ITEMS**

**a) Update on the Lake Berryessa Region Municipal Service Review**

The Commission received an update on its scheduled municipal service review on the Lake Berryessa region, which included agency profiles on two of the three affected special districts: Lake Berryessa Resort Improvement District and the Napa Berryessa Resort Improvement District.

Berryessa Highlands resident, Stewart Williams, spoke to the Commission about the history of special districts at the lake and stated they now want to proceed with a Community Services District. Mr. Williams thanked LAFCO staff for all their help in directing them forward. Staff anticipates presenting a complete draft report on the municipal service review, which will include a profile on the Spanish Flat Water District, at the next regularly scheduled meeting. No action was taken.

**9. EXECUTIVE OFFICER REPORT**

The Commission was provided with a verbal report from the Executive Officer regarding the following items:

- Ad Hoc Committee on Policies and Procedures – staff will present a document at next meeting.
- California Association of Local Agency Formation Commission's 2010 Annual Conference – Chair Inman won her election to represent CALAFCO's Coastal region, as well as a seat on the Legislative Committee.
- Legislative Efforts to Amend Government Code Section 56133 – currently being worked on.

**10. CLOSED SESSION**

**a) Public Employee Performance Evaluation for Executive Officer**

There was no reportable action taken, per Jackie Gong, Counsel.

**11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS**

There was no discussion of this item.

**12. ADJOURNMENT**

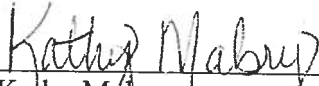
The meeting was adjourned at 5:23 pm. The next regular LAFCO meeting is scheduled for Monday, February 7, 2011 at 4:00 p.m.

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Juliana Inman, Chair

ATTEST: Keene Simonds  
Executive Officer

Prepared by:

  
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Kathy Mabry  
Commission Secretary