



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF FEBRUARY 5, 2018**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the regular meeting of February 5, 2018, to order at 2:00 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Kenneth Leary	Brendon Freeman, Executive Officer
Brian Kelly, Vice-Chair	Ryan Gregory	Madeline Miller, Commission Counsel
Diane Dillon	Gregory Rodeno	Kathy Mabry, Secretary
Margie Mohler		
Scott Sedgley		

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the Pledge of Allegiance.

3. OATH OF OFFICE FOR COMMISSIONER WITH NEW TERM

Counsel Miller administered an oath of office for new Commissioner Scott Sedgley, who was appointed by the City Selection Committee to serve as the regular "South-Valley" member with a term that expires in May 2019. Commissioner Sedgley fills Commissioner Juliana Inman's remaining term due to her retirement from the City Council in late 2017.

4. APPROVAL OF AGENDA

Chair Wagenknecht asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Kelly and second by Commissioner Dillon, the Commission unanimously adopted the agenda as submitted.

5. PUBLIC COMMENTS

Chair Wagenknecht invited members of the audience to provide public comment.

The following public comments were received:

Leon Garcia, Mayor, City of American Canyon stated he appreciates the work of the Commission and is looking forward to working with the staff on the American Canyon MSR/SOI study.

James Hinton spoke to the Commission regarding possible benefits to forming a Healthcare District and stated he feels that Napa County and LAFCO should consider this type of district.

6. CONSENT ITEMS

- a) **Approval of Meeting Minutes:** December 4, 2017, Regular Meeting
- b) **Current and Future Proposals**
- c) **Second Quarter Budget Report for 2017-2018**
- d) **Work Program Progress Report**
- e) **Progress Report on General Plan Updates**

6. CONSENT ITEMS – continued:

Agenda item **6a** was approved with a modification to page 5 of the minutes under item 8b, as follows: Commission Dillon requested that the **meeting date of December 4, 2017**, be added *prior to the paragraph* which reads: “Staff provided an overview of the report which included maps for reference.” Adding the meeting date of December 4, 2017, will clarify that the overview and the following action occurred on December 4, 2017, and not on a previous meeting date. Staff will amend the minutes, as requested.

Commissioner Sedgley abstained from voting on the minutes, since he was not a Commissioner in December 2017.

Upon motion by Commissioner Dillon and second by Commissioner Mohler, the consent items were approved:

VOTE:

AYES: **DILLON, MOHLER, KELLY AND WAGENKNECHT**
NOES: **NONE**
ABSENT: **NONE**
ABSTAIN: **SEDGLEY**

7. DISCUSSION ITEMS

a) Draft South County Region Municipal Service Review and Sphere of Influence Updates

The Commission received and discussed the draft South County Region Municipal Service Review (MSR) and Sphere of Influence Updates (SOI). The reports were prepared by a consultant, E Mulberg & Associates and highlight key policy and service related issues.

Elliot Mulberg presented the report to the Commission and thanked the City of American Canyon and Napa County for their comments. The report accompanied a Power Point presentation.

Following presentation, Commission Dillon pointed out that the report did not reference the specific comments provided by Napa County for inclusion into the report. Additionally, she noted there is a discrepancy between what is written in the report and what is shown on a chart regarding the American Canyon Fire District call numbers on Page 4.5 of Attachment 1.

Chair Wagenknecht invited public comments.

Public comments were received from Jason Holley, Acting City Manager, City of American Canyon, noting the statistics for the City and the airport area seem to be satisfactory.

Molly Rattigan, Napa County’s Deputy County Executive Officer stated that on December 15, 2017, comments from the County of Napa were submitted on the administrative draft report, however, those comments did not make it into the draft report.

Leon Garcia, Mayor of American Canyon told the Commission that he agrees with Jason Holley’s comments today.

Commissioner Sedgley asked for clarification on American Canyon Fire Protection District’s ISO rating, and services provided by County Service Area #3.

Following Commission discussion, Consultant Mulberg came forward to assure the Commission that he can make requested changes, apologized for not referencing the County’s comments in the draft report, and stated he can correct the fire district’s statistics and report back.

The Executive Officer recapped the phases of an administrative report versus a draft report.

No formal action was taken.

7. DISCUSSION ITEMS - continued:

a) Draft South County Region Municipal Service Review and Sphere of Influence Updates – continued:

Upon motion by Commissioner Dillon and second by Commissioner Mohler, this item was continued in order to allow further work on the report, and inclusion of Napa County's comments:

VOTE:

AYES: DILLON, MOHLER, KELLY, SEDGLEY AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

b) City of St. Helena Municipal Service Review and Sphere of Influence Update Alternatives

The Commission considered and discussed alternatives with respect to the draft Municipal Service Review and Sphere of Influence Update for the City of St. Helena.

Executive Officer, Brendon Freeman presented the report to the Commission.

After much discussion, the Commission decided not to contract with E Mulberg & Associates for this study, and instead decided to go with a new consultant.

Accordingly, the Commission agreed to form an ad hoc committee ("RFP Committee") to select another outside consultant prior to the April 2018 meeting. The Commission appointed Commissioners Mohler and Kelly to serve with the Executive Officer on the RFP Committee to select another consultant for the City of St. Helena study.

Upon motion by Commissioner Mohler and second by Commissioner Kelly, the Commission formed an ad hoc committee ("RFP Committee") as defined above, to identify another outside consultant, and return with a draft contract for approval at the April 2, 2018, meeting:

VOTE:

AYES: MOHLER, KELLY, DILLON, SEDGLEY AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. ACTION ITEMS

a) Proposed Adoption of Strategic Plan

The Commission considered taking formal action to adopt a resolution for its Strategic Plan intended to guide the Commission and staff in the agency's actions and procedures into the foreseeable future.

Staff provided an overview, noting the draft Strategic Plan includes a Countywide Water and Wastewater Services Municipal Service Review (MSR). This study would involve staff scheduling a scoping meeting in March 2018 to identify specific objectives and priorities for the MSR. Representatives from all local agencies under review and community stakeholders would be invited to attend the scoping meeting and provide input.

Following the scoping meeting, staff would return with a draft Request for Proposals (RFP) to be considered at the Commission's April 2, 2018, meeting. It is anticipated that interviews would be conducted in May 2018. Staff would return with a recommendation to select a preferred consultant and enter into a contract at the Commission's June 4, 2018, meeting. The project would be initiated in July 2018, with project costs to be covered in the Commission's 2018-2019 and 2019-2020 budgets.

Additionally, the Island Annexation Program was discussed and it was determined that the wording in this category on the Study Schedule for 2018 should be changed to read:

"The Commission will seek a partnership with the City of Napa & County of Napa to develop an island annexation program" and the same wording repeated for the subsequent two years. Staff will amend the Study Schedule, as requested.

Upon motion by Commissioner Kelly and second by Commissioner Mohler, the Commission adopted a resolution approving the proposed 2018-2022 Strategic Plan with the recommended amendment (**Resolution No. 2018-01**):

VOTE:

AYES:	<u>KELLY, MOHLER, DILLON, SEDGLEY AND WAGENKNECHT</u>
NOES:	<u>NONE</u>
ABSENT:	<u>NONE</u>
ABSTAIN:	<u>NONE</u>

b) Proposed Adoption of Legislative Platform

The Commission considered taking formal action to adopt a resolution approving a Legislative Platform prepared by the Legislative Committee, to establish a uniform process with respect to reviewing proposed state legislation and taking formal positions on individual bills.

Staff provided an overview, noting at its December 4, 2017, meeting, the Commission adopted a Legislative Policy and established a standing Legislative Committee with Commissioners Dillon and Mohler appointed to serve with the Executive Officer.

The Legislative Policy and Platform would guide the Commission's decision making as it relates to submitting letters of support or opposition for proposed state legislation affecting LAFCO's.

Commissioner Kelly suggested having a policy binder for Commissioners.

Commissioner Mohler responded that is exactly what the Policy Committee plans on doing.

8. ACTION ITEMS - continued:

b) Proposed Adoption of Legislative Platform – continued:

Upon motion by Commissioner Kelly and second by Commissioner Sedgley, the Commission unanimously adopted the resolution approving the Legislative Platform, and recommended the Committee review the Legislative Platform annually

(Resolution No. 2018-02):

VOTE:

AYES: KELLY, SEDGLEY, MOHLER, DILLON AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

c) Proposed Adoption of Policy on Unincorporated Islands

The Commission considered taking formal action to adopt a resolution adopting a Policy on Unincorporated Islands and amending the General Policy Determinations.

Staff provided an overview. At its December 4, 2017, meeting, the Commission’s Policy Committee presented a draft Policy on Unincorporated Islands for discussion.

The Commission directed the Committee to circulate the draft policy for public review and comment.

The draft policy was made available for review and comment from December 6, 2017, through January 10, 2018. No comments were received.

As part of this item, the Commission considered adopting the draft resolution, adopting the draft Policy on Unincorporated Islands and amending the General Policy Determinations.

The proposed amendment to the General Policy Determinations is reflected in Attachment Two of the staff report and would delete existing policies relating to islands to avoid duplication or confusion.

It is important to note that Napa County and LAFCO staff recently met to discuss the subject policy and the timeline for an Island Annexation Program, and agreed there would be transparency benefits to conducting a more thorough outreach within each potential island.

The City and County are simply not ready at this time to begin an official Island Annexation program. Commissioner Sedgley will help foster this program with the City of Napa.

Molly Rattigan, Napa County’s Deputy County Executive Officer thanked Executive Officer Brendon Freeman for meeting with the County on this issue and appreciates his support and idea of noticing the affected property owners when and if this program gets implemented.

Ms. Rattigan stated that she appreciates the consideration of the extension to provide comments on the draft islands policy.

No formal action was taken.

Upon motion by Commissioner Dillon and second by Commissioner Sedgley, the Commission unanimously agreed to continue this item and directed staff to do more outreach and solicit comments:

VOTE:

AYES: DILLON, SEDGLEY, KELLY, MOHLER AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. ACTION ITEMS - continued:

d) Proposed Policy Amendments Relating to Outside Service Agreements

Staff provided an overview, noting the Commission's Policy Committee, consisting of Commissioners Mohler and Rodeno and the Executive Officer, met via teleconference on December 15, 2017, and January 23, 2018, for purposes of reviewing the Commission's existing policies related to outside service agreements.

As part of this item, the Commission considered the Committee's proposed amendments to the Policy on Outside Service Agreements and General Policy Determinations as discussed in the staff report and as shown in Attachments Two and Three of the staff report.

The Commission also considered taking formal action to adopt a resolution amending the Policy on Outside Service Agreements and the General Policy Determinations as submitted.

Upon motion by Commissioner Sedgley and second by Commissioner Kelly, the Commission approved the proposed policy amendments and resolution (**Resolution No. 2018-03**):

VOTE:

AYES: SEDGLEY, KELLY, DILLON, MOHLER AND WAGENKNECHT
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a brief report on the following:

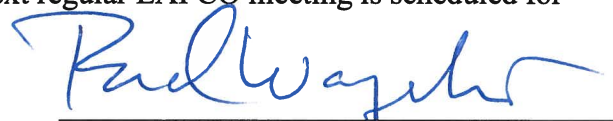
- CALAFCO University class on January 22, 2018, in Sacramento attended by Commissioners Mohler, Sedgley and Leary, as well as the Executive Officer and LAFCO Counsel. The course focused on LAFCO's Evolving Mission, New Laws, Requirements and Transparency.
- The Public Member Recruitment is underway and the application deadline is March 9, 2018.
- Executive Officer will be attending the American Canyon's State of the City program.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There were no Commissioner comments.

11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 4:07 PM. The next regular LAFCO meeting is scheduled for Monday, April 2, 2018, at **2:00 PM**.



Brad Wagenknecht, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:



Kathy Mabry, Commission Secretary