



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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**Agenda Item No. 5c (Consent)**  
**February 6, 2012**

January 31, 2012

**TO:** Local Agency Formation Commission

**FROM:** Kathy Mabry, Secretary

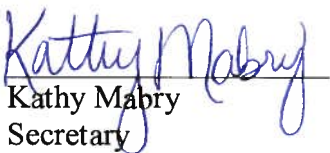
**SUBJECT:** **Approval of Minutes for Special Meeting on November 21, 2011 and Regular Meeting on December 5, 2011**

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**A. Discussion and Recommendation**

Attached are summary minutes prepared for the Commission's Special Meeting on November 21, 2011 and Regular Meeting on December 5, 2011. Staff recommends approval.

Respectfully submitted,

  
Kathy Mabry  
Secretary

Attachment: as stated

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Lewis Chilton, Chair  
Councilmember, Town of Yountville

Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Vice Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
*Executive Officer*



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
SPECIAL MEETING MINUTES OF NOVEMBER 21, 2011**

**YOUNTVILLE TOWN HALL  
6550 Yount Street, Yountville, CA 94599**

**1. CALL TO ORDER; ROLL CALL**

Chair Dodd called the special meeting of November 21, 2011 to order at 8:00 a.m. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Bill Dodd, Chair	Juliana Inman	Keene Simonds, Executive Officer
Joan Bennett	Mark Luce	Jackie Gong, Commission Counsel
Brian J. Kelly	Gregory Rodeno	Brendon Freeman, Analyst
Brad Wagenknecht		Kathy Mabry, Secretary
Excused: Lewis Chilton, Vice Chair		

**2. PLEDGE OF ALLEGIANCE**

Chair Dodd led the Pledge of Allegiance.

**3. PUBLIC COMMENT**

Chair Dodd invited members of the audience to provide public comment. Peter Banning, Executive Officer of Marin County LAFCO addressed the Commission and noted he was observing the workshop in anticipation of scheduling a similar event for Marin LAFCO.

**4. WORKSHOP**

**a) Strategic Planning**

The Commission conducted its biennial workshop with the focus of identifying and discussing agency goals and objectives in anticipation of developing LAFCO's first strategic plan. An outside consultant – Alta Mesa Group – was contracted to facilitate discussion and identify areas of consensus. The workshop was divided into five broad and overlapping categories as follows:

- **Leadership Lessons**
- **Workshop Expectations**
- **Agency Objectives**
- **Local Challenges**
- **Goals and Priorities**

No actions were taken.

**13. ADJOURNMENT**

The meeting was adjourned at 12:00 p.m. The next regular LAFCO meeting is scheduled for Monday, December 5, 2011 at 4:00 p.m.

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Bill Dodd, Chair

ATTEST: Keene Simonds, Executive Officer  
Prepared by:

*Kathy Mabry*  
\_\_\_\_\_  
Kathy Mabry  
Commission Secretary



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### MEETING MINUTES OF DECEMBER 5, 2011

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

Chair Dodd called the regular meeting of December 5, 2011 to order at 4:01 P.M. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Bill Dodd, Chair	Juliana Inman	Keene Simonds, Executive Officer
Lewis Chilton, Vice Chair	Mark Luce	Jackie Gong, Commission Counsel
Joan Bennett	Gregory Rodeno	Brendon Freeman, Analyst
Brian J. Kelly		Kathy Mabry, Secretary
Brad Wagenknecht		

#### 2. PLEDGE OF ALLEGIANCE

John Stewart, Manager of the Los Carneros Water District, led the Pledge of Allegiance.

#### 3. AGENDA REVIEW

There were no requests to rearrange the agenda.

#### 4. PUBLIC COMMENT

Chair Dodd invited members of the audience to provide public comment. John Stewart, Manager of the Los Carneros Water District commended Keene Simonds for his continued support of the special district.

#### 5. CONSENT ITEMS

##### a) First Quarter Budget Report for 2011-2012

The Commission received a first quarter budget report for 2011-2012. The report compared budgeted versus actual revenues and expenses through the first three months of the fiscal year. The report projected the Commission is on pace to slightly improve its budgeted operating funding gap from (\$27,081) to (\$22,000).

##### b) Amendments to Adopted Fee Schedule

The Commission considered minor amendments to its adopted fee schedule. The amendments incorporate the County of Napa's Public Works Department's new hourly charge to review the maps and descriptions accompanying change of organization or reorganization proposals.

##### c) Approval of Meeting Calendar for First Half of 2012

The Commission considered approving a regular meeting calendar for the first six months of 2012. The Commission approved meeting dates for February 6<sup>th</sup>, April 2<sup>nd</sup>, and June 4<sup>th</sup>.

##### d) Approval of Meeting Minutes

The Commission approved the minutes prepared for the October 3, 2011.

##### e) Designation of Chair and Vice Chair for 2012

The Commission received a report regarding the designation of the Chair and Vice Chair for the 2012 calendar year. The Commission's adopted policy designates Commissioners Chilton and Wagenknecht as Chair and Vice Chair, respectively, beginning January 1, 2012.

**5. CONSENT ITEMS – continued:**

**f) Expiring Commissioner Terms in 2012**

The Commission received a report identifying the member terms scheduled to expire in 2012. A total of three terms are set to expire during the 2012 calendar year. The affected Commissioners are Wagenknecht (Regular County), Inman (Alternate City), and Rodeno (Alternate Public). Staff will notify the Board of Supervisors and City Selection Committee and request they make new four-year appointments/reappointments for the affected seats.

**g) Current and Future Proposals**

The Commission received a report summarizing the three current active proposals on file:

- **Rosewood Lane Annexation to Napa Sanitation District**
- **Silverado Trail/Zinfandel Lane Annexation to the City of St. Helena**
- **Formation of the Villa Berryessa Water District**

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

**6. PUBLIC HEARING ITEM**

**a) Ratification of an Outside Service Agreement Approval for the Napa Sanitation District Involving 1430 Rosewood Lane (County of Napa Assessor Number 038-160-030)**

The Commission considered ratifying the Chair's earlier approval of an outside sewer service agreement authorizing the Napa Sanitation District to provide temporary public sewer service to an unincorporated property at 1430 Rosewood Lane due to a septic system failure. Staff recommended ratification approval along with waiving the application fee due to special circumstances as allowed under Commission policy, and as noted in Alternative One of the staff report.

Chair Dodd opened the public hearing. No comments were received. Chair Dodd closed the public hearing. Staff provided clarification for the Commission concerning the fees involved with this outside service agreement.

Upon motion by Commissioner Wagenknecht and second by Commissioner Bennett, the staff recommendations were approved. **(Resolution No. 2011-10).**

**7. ACTION ITEMS**

**a) Amendments to Adopted Study Schedule**

The Commission considered amendments to its adopted study schedule calendaring municipal service reviews and sphere of influence updates for the 2008/09 to 2013/14 period.

Staff provided a brief overview. The Commission approved the amendments which include extending the study schedule by one additional year to 2014/15 along with making related scheduling changes to pending studies.

Upon motion by Commissioner Bennett and second by Commissioner Kelly, the staff recommendation was approved.

**7. ACTION ITEMS – continued:**

**b) Financial Audit for Fiscal Year Ending June 30, 2011**

The Commission reviewed a written report from an outside consultant auditing the agency's financial statements for the 2010-2011 fiscal year. Tracy Schulze, Napa County Auditor, provided a summary of the report and commended LAFCO staff on the spotless audit.

Keene Simonds commended Secretary Mabry for her work relating to the successful audit again this year.

Commissioner Inman noted a discrepancy on page i. of the audit (*Commissioner Terms*) and that her term ends in 2012, instead of 2013. Tracy Schulze will make the correction and post report on-line. Commissioner Kelly congratulated staff on the clean management letter.

Upon motion by Commissioner Wagenknecht and second by Commissioner Chilton approved to receive and file the audit.

**c) Appointments to the 2012-2013 Budget Committee**

The Commission considered appointing two members to serve with the Executive Officer on the 2012-2013 Budget Committee.

Upon motion by Commissioner Chilton and second by Commissioner Bennett, Commissioners Kelly and Chilton were reappointed to next year's Budget Committee.

**d) Notice of Expiring Term: Alternate Public Member**

Staff provided an overview of a written report. The city and county members provided direction to staff with respect to addressing the expiring term of the alternate public member position currently held by Gregory Rodeno. Commissioner Rodeno stated he will be seeking reappointment.

Upon motion by Commissioner Wagenknecht and second by Commissioner Kelly, the Commission directed the Executive Officer to initiate an open recruitment for the alternate public member position noting that the incumbent will be seeking reappointment, and schedule a future hearing date.

**8. DISCUSSION ITEMS**

**a) Municipal Service Review: Countywide Law Enforcement Services**

The Commission received a preliminary draft report on its scheduled municipal service review on the level and range of countywide law enforcement services. Staff identified key issues identified to date. The Commission provided feedback to staff in regards to preparing a complete draft report for presentation at a future regular meeting.

**9. EXECUTIVE OFFICER REPORT**

The Commission received a verbal report from the Executive Officer regarding the following topics:

- Report on the November 15, 2011 San Francisco Bay Area LAFCO Executive Officer/Analyst Meeting provided.
- Report on the November 18, 2011 CALAFCO Legislative Committee Meeting provided.
- Counsel Review on Tax Treatment/Withholding for Commissioners – Counsel Jackie Gong reported on a memo she presented to the Commission addressing the need to report the Commissioner's stipend differently to comply with tax requirements in the future.

**10. CLOSED SESSION**

**a) Public Employee Annual Performance Evaluation: LAFCO Executive Officer**

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

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

There was no discussion of this item.

**12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:**

The meeting was adjourned at 5: 40 p.m. The next regular LAFCO meeting is scheduled for Monday, February 6, 2012 at 4:00 p.m.

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Bill Dodd, Chair

ATTEST: Keene Simonds  
Executive Officer

Prepared by:

  
Kathy Mabry  
Commission Secretary