



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Brian J. Kelly, Chair ■ Joan Bennett, Vice Chair ■ Bill Dodd ■ Greg Pitts ■ Brad Wagenknecht
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REGULAR MEETING AGENDA - REVISED

Monday, February 3, 2014

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) Second Quarter Budget Report for 2013-2014 (Action)

The Commission will review a second quarter budget report for 2013-2014. The report compares budgeted versus actual transactions through one-half of the fiscal year. The report projects the Commission is on pace to finish the current fiscal year with an operating surplus of \$5,338.

b) Approval of Meeting Minutes (Action)

The Commission will consider approving minutes prepared by staff for the December 2, 2013 meeting.

c) 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) City of Napa Sphere of Influence Update

The Commission will review a final sphere of influence update for the City of Napa. The report recaps and builds upon research done for the Central County Municipal Service Review submitted to the Commission in December. Staff recommends that the City of Napa sphere of influence be amended to include the Napa Pipe and County Jail sites but that the Commission defers formal action until final environmental impact reports have been certified by the City as lead agency under CEQA for each project.

b) Ratification of an Outside Service Agreement for the City of Napa Involving 4120 Howard Lane

The Commission will consider a recommendation to ratify an outside service agreement approved by the Chair authorizing the City of Napa to provide public water service to an unincorporated property at 4120 Howard Lane (036-180-040) to address a public health threat. The Commission will consider a recommendation to adopt a resolution ratifying the Chair's earlier approval of the outside service agreement request. Napa serves as the lead agency given it is principally responsible for approving the underlying activity: extending water service to the affected territory. Napa has determined this activity is a project under the California Environmental Quality Act, but qualifies for an exemption from further review under Public Resources Code Section 21080(b)(4).

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) Approval of Draft Proposed Budget for Fiscal Year 2014-2015

The Commission will review a draft proposed budget for 2014-2015. The draft's operating expenses total \$455,025, representing a 1.7% decrease over the current fiscal year. The draft's operating revenues total \$441,185 with the remaining shortfall – (\$13,840) – to be covered by drawing down on agency reserves. The draft is being presented to the Commission for approval and authorization to circulate to local funding agencies for their review in anticipation of adopting a proposed budget in April.

b) Approval of Amendment No. 1 to Agreement for Interim Executive Officer Services

At its special meeting of September 23, 2013, the Commission approved the Agreement with Peter Banning to perform interim executive officer duties pending the recruitment of a new Executive Officer, which is still ongoing. So the Commission has need of extending Mr. Banning's interim services. This Amendment No. 1 to the Agreement would extend the term of Mr. Banning's services through March 31, 2014. He will continue to perform interim executive officer duties until the appointment of the new Executive Officer. Then for the remainder of the extended term, he will be available for consultation as needed for a maximum of 30 hours. The contract maximum is amended to \$57,600 (from \$45,000).

c) Approval of Budget Amendment for Contract for Interim Executive Officer Services

The contract with Peter Banning for interim executive officer services is about to expire, and at its meeting of February 3, 2014, the Commission will consider approval of an amendment to extend his contract for a limited period pending completion of the recruitment for the Executive Officer position. The Commission recently reallocated appropriations in the amount of \$48,000 from the Salaries and Wages Account to the Consulting Services Account for payment of his current contract costs. In anticipation of the Commission's approval of the contract amendment, the Commission must reallocate appropriations in the amount of an additional \$13,500 for payment of amended contract costs.

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) Central County Region Municipal Service Review: Draft Section on NSD, CVWD, and SCSD

The Commission will review a draft section of its scheduled municipal service review on the Central County region specific to Napa Sanitation District (NSD), Congress Valley Water District (CVWD), and Silverado Community Services District (SCSD). The draft section examines the availability and adequacy of municipal services provided by NSD, CVWD, and SCSD relative to the Commission's mandates to facilitate orderly growth and development and will serve as the source document to inform pending agency-specific sphere of influence updates. The draft section is being presented for discussion and feedback in anticipation of preparing a final version for future action.

b) Public Member Policy Alternatives

The Commission will receive a report from staff following up on a request to consider alternatives to the agency's policy for appointing and re-appointing public members. The report is being presented for discussion with possible direction for staff with respect to pursuing a potential amendment to the policy.

9. EXECUTIVE OFFICER REPORT

The Commission will receive a verbal report from the Acting 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: April 7, 2014