



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

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

Agenda Item 5a

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: December 5, 2016

SUBJECT: Approval of Meeting Minutes: October 3, 2016

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the October 3, 2016 regular meeting.

Staff recommends approval.

ATTACHMENT

- 1) Regular Meeting Minutes: October 3, 2016

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

Juliana Inman, Commissioner
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF OCTOBER 3, 2016**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Vice Chair Pitts called the regular meeting of October 3, 2016 to order at 2:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Greg Pitts, Vice Chair	Joan Bennett	Brendon Freeman, Executive Officer
Diane Dillon, Chair <i>(arrived at 2:05 during item #6a)</i>	Gregory Rodeno <i>(arrived at 2:01 and was voting for Kelly until his arrival)</i>	Jennifer Gore, Commission Counsel
Juliana Inman	Keith Caldwell - <i>Excused</i>	Kathy Mabry, Secretary
Brad Wagenknecht		
Brian Kelly <i>(arrived at 2:08 during item #8a)</i>		

2. PLEDGE OF ALLEGIANCE

Vice Chair Pitts led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Vice Chair Pitts asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Wagenknecht and second by Commissioner Inman, the Commission unanimously adopted the agenda as submitted.

4. PUBLIC COMMENTS

Vice Chair Pitts invited members of the audience to provide public comment. No public comments were received.

5. CONSENT ITEMS

a) Approval of Meeting Minutes: August 1, 2016 Regular Meeting

b) Current and Future Proposals

c) Approval of Conflict of Interest Code Amendments (Resolution #2016-10)

Upon motion by Commissioner Wagenknecht and second by Commissioner Inman, the consent items were approved:

VOTE:

AYES: WAGENKNECHT, INMAN, DILLON, PITTS AND RODENO
NOES: NONE
ABSENT: KELLY AND CALDWELL
ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

a) Municipal Service Review and Sphere of Influence Update for the City of Calistoga

The Commission reviewed a final Municipal Service Review and Sphere of Influence Update for the City of Calistoga. The final report examines the availability and adequacy of municipal services provided by Calistoga relative to the Commission's mandates to facilitate orderly growth and development. The Commission considered adopting a resolution confirming the determinative statements in the report and affirming the existing sphere of influence with no changes.

The recommended action is to continue the public hearing to the Commission's December 5, 2016 meeting.

Staff noted that the City of Calistoga has submitted a formal request for more time to review the document.

Vice Chair Pitts opened the public hearing.

Calistoga resident Paul D'Antilio, spoke to the Commission noting that he has also provided written comments on this matter regarding agency boundaries in the area.

Vice Chair Pitts closed the public hearing.

Staff noted that answers to Mr. D'Antilio's written questions are provided in the final report.

Chair Dillon arrived and apologized for being late, and offered to meet with Calistoga residents to discuss the various agencies who provide services in Calistoga, as sometimes they do overlap.

Commissioners were asked to retain their copy of the report and bring back to the next meeting.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission agreed to continue this matter until the December 5, 2016 meeting:

VOTE:

AYES:	<u>INMAN, WAGENKNECHT, KELLY, PITTS</u>
NOES:	<u>NONE</u>
ABSENT:	<u>DILLON AND CALDWELL</u>
ABSTAIN:	<u>NONE</u>

7. ACTION ITEMS

a) Draft Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109

The Commission reviewed a draft Municipal Service Review and Sphere of Influence Update for the Napa River Reclamation District No. 2109. The draft report examines the availability and adequacy of municipal services provided by the District relative to the Commission's mandates to facilitate orderly growth and development.

The draft report also contemplates potential changes to the District's sphere of influence. The Commission was invited to discuss the draft report and provide feedback to staff in anticipation of receiving a final Municipal Service Review and Sphere of Influence Update for formal action as part of a public hearing at a future meeting.

Public comment period will be open until October 7, 2016.

Staff provided an overview of the draft report, and noted that some Napa River area residents also provided written comments regarding their concerns, and answers to written questions will be provided in the final report.

No feedback was provided to staff, and no action was taken by the Commission as part of this item.

8. DISCUSSION ITEMS

a) Proposed Silverado Trail No. 2 Annexation to the Napa Sanitation District

The Commission considered a landowner petition to annex approximately 0.9 acres of unincorporated territory to the Napa Sanitation District (NSD). The affected territory is located at 1944 Silverado Trail and within NSD’s sphere of influence.

Staff has modified the proposal to include the adjacent portion of public right-of-way.

The purpose of the proposed annexation is to allow the existing single-family residence and detached second unit to connect to NSD’s public sewer infrastructure.

The recommended action is for the Commission to adopt a resolution approving the proposal as modified with standard terms and conditions.

Following discussion, the Commission encouraged staff to use the Chaudhary Engineering map instead of the LAFCO map for a more accurate representation of the affected territory.

Upon motion by Commissioner Inman and second by Commissioner Kelly, the annexation was approved with modifications to include the adjacent portion of public right-of-way.

(Resolution #2016-11):

VOTE:

AYES:	<u>INMAN, KELLY, DILLON, PITTS AND WAGENKNECHT</u>
NOES:	<u>NONE</u>
ABSENT:	<u>CALDWELL</u>
ABSTAIN:	<u>NONE</u>

b) Work Program Update

The Commission received a report that summarizes recent progress on the planning and regulatory activities established in the 2016-2017 Work Program. The Commission was invited to discuss the report and consider directing staff to make any changes to the Work Program as desired. A progress chart was included for reference.

The Work Program identifies three new MSRs and SOI updates which are expected to be prepared by consultants in 2017.

Staff recommends the Request for Proposals (RFP) Subcommittee (established in 2015 and comprised of Chair Dillon and Vice Chair Pitts) be reconvened to help in the preparation of the next RFP and in the selection of the next consultant, as well as to assist in addressing issues regarding the schedule of studies currently being prepared by the existing consultant.

Consistent with the RFP process conducted in 2015, the Subcommittee would review the RFP prior to publication, review proposals submitted, provide a recommendation to the Commission for a preferred consultant or consultants, and circulate an RFP requesting proposals for the three MSRs and SOI updates.

The RFP Subcommittee may also contact SWALE, Inc. to discuss delays in the delivery of the current MSRs and SOI updates for Calistoga, St. Helena, and Yountville.

Counsel indicated that the Commission may not be able to use the past RFP Subcommittee.

The Commission gave staff direction to return in December with an action item that will recommend the Commission establish a new ad hoc committee (RFP Subcommittee) and appoint two Commissioners to serve with the Executive Officer.

No action was taken on this agenda item.

9. EXECUTIVE OFFICER REPORT

2017 Expiring Commissioner Term and Chair Rotation

Staff informed the Commission that the term for Vice Chair Greg Pitts will expire on May 1, 2017, and the City Selection Committee will appoint a new member from the Calistoga City Council. This member will be designated as City Member II on the Commission roster.

Based on the Commission's *Policy on Appointment of Chair and Vice Chair*, the new member from Calistoga (City Member II) is scheduled to immediately become Commission Chair. Given the learning curve associated with LAFCO proceedings, it might not be appropriate for a new member to immediately assume the role of Commission Chair. There is a provision in the referenced policy to swap the Chair and Vice Chair for next year as a possibility. Paragraph Five of the policy allows for a temporary change in the Chair rotation as part of an action item placed on an agenda.

Staff will work with the Clerk of the BOS regarding the City Selection Committee appointment.

The Commission requested this matter be considered as an agenda item at the February 2017 meeting.

Strategic Planning

The Commission held a strategic planning workshop on February 1, 2016. Some members of the Commission have expressed an interest in scheduling a follow up workshop.

Staff recommends the next strategic planning workshop include a review and possible further development of the Commission's policies and procedures in collaboration with local agencies.

The Commission discussed its collective interest in scheduling a new strategic planning workshop and considered March 6th as a possible workshop date.

The Commission directed staff bring this item back in December to establish a new ad hoc committee and content for the next strategic planning workshop.

December 5th Meeting

Due to the high number of substantial items expected to be included on the Commission's December 5, 2016 agenda, the Commission was invited to discuss and consider providing direction to staff with respect to changing the start time of the December 5th meeting.

It is anticipated the December 5th meeting agenda will include municipal service reviews and sphere of influence updates for the City of Calistoga, the City of St. Helena, the Town of Yountville and the Napa River Reclamation District No. 2109, a sphere of influence update for the Congress Valley Water District, as well as one annexation proposal and one request for an outside service agreement. The meeting is expected to require approximately three hours.

Following discussion, the Commission unanimously agreed to change the start time of the December 5th meeting to 1:00 PM due to the heavy agenda.

10. COMMISSIONER COMMENTS

Staff reminded the Commission of the upcoming annual CALAFCO Conference in Santa Barbara October 26-28. It was noted that Chair Dillon and Commissioners Wagenknecht, Inman and Rodeno will also be attending along with the Executive Officer.

11. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 2:55 PM. The next LAFCO meeting is scheduled for Monday, **December 5, 2016 at 1:00 PM** (will be considered a Special Meeting due to the meeting start time).

Diane Dillon, LAFCO Chair

ATTEST:
Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary