



**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*

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**Agenda Item 8**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** August 1, 2016

**SUBJECT:** Executive Officer Report

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**SUMMARY**

This item includes a brief summary of current and future staff and Commission activities.

***Work Program***

A Work Program progress chart is included as Attachment One. A summary of current planning and regulatory activities follows.

- A final Monticello Public Cemetery District (MPCD) MSR/SOI in checklist format was approved at the July 18<sup>th</sup> special meeting. This item will be removed from future versions of the Work Program.
- A final Pope Valley Cemetery District (PVCD) MSR/SOI in checklist format was approved at the July 18<sup>th</sup> special meeting. This item will be removed from future versions of the Work Program.
- A draft City of Calistoga MSR/SOI was presented at the July 18<sup>th</sup> special meeting. A final MSR/SOI is expected to be considered for approval at the Commission's October 3, 2016 meeting.
- A final Circle Oaks County Water District (COCWD) MSR/SOI was considered at today's meeting as part of item 6a. If the Commission takes final action on the MSR/SOI, this item will be removed from future versions of the Work Program.

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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*

- A final Los Carneros Water District (LCWD) MSR/SOI was considered at today's meeting as part of item 6b. If the Commission takes final action on the MSR/SOI, this item will be removed from future versions of the Work Program.
  
- A draft City of St. Helena MSR/SOI is expected to be presented at the Commission's October 3, 2016 meeting. However, the draft MSR/SOI may be delayed to a future meeting pending agency comments on the administrative draft report.
  
- A draft Town of Yountville MSR/SOI is expected to be presented at the Commission's October 3, 2016 meeting. However, the draft MSR/SOI may be delayed to a future meeting pending agency comments on the administrative draft report.
  
- A draft NRRD MSR/SOI is expected to be presented at the Commission's October 3, 2016 meeting.

### ***Island Annexations***

The Commission previously requested more information on unincorporated islands and the process to annex some or all of the islands currently surrounded by the City of Napa. Staff has initiated discussions with the City and the County to collect service data that will be presented as part of a staff report at a future Commission meeting. The staff report is expected to be presented to the Commission on October 3, 2016 or December 5, 2016.

### **ATTACHMENT**

- 1) Work Program Progress Chart

# Napa LAFCO Work Program

## Planning and Regulatory Activities

Activity	Priority	Start	Completion	Lead	Type
Monticello Public Cemetery District MSR/SOI	3	4/16	7/16	EO	C
Pope Valley Cemetery District MSR/SOI	3	4/16	7/16	EO	C
Circle Oaks County Water District MSR/SOI	3	12/15	8/16	Consultant	S
Los Carneros Water District MSR/SOI	3	12/15	8/16	Consultant	S
City of Calistoga MSR/SOI	1	12/15	10/16	Consultant	L
City of St. Helena MSR/SOI	1	12/15	12/16	Consultant	L
Town of Yountville MSR/SOI	1	12/15	12/16	Consultant	L
Napa River Reclamation District MSR/SOI	1	2/16	12/16	EO	L
Congress Valley Water District SOI	2	6/16	12/16	EO	S
Napa River Reclamation District Governance Study	1	10/16	4/17	EO	N/A
Napa County Mosquito Abatement District MSR/SOI	3	1/17	6/17	EO	C
Napa County Regional Park and Open Space District MSR/SOI	2	1/17	8/17	EO	S
County Service Area No. 3 MSR/SOI	3	1/17	10/17	Consultant	S
American Canyon Fire Protection District MSR/SOI	2	1/17	10/17	Consultant	L
City of American Canyon MSR/SOI	1	1/17	10/17	Consultant	L
County Service Area No. 4 MSR/SOI	2	6/17	12/17	EO	C
Change of Organization/Reorganization Proposals (3-6/yr)	1	N/A	N/A	EO	N/A
Outside Service Agreement Requests (1-2/yr)	1	N/A	N/A	EO/Chair	N/A

**Progress and Comments**

Approved on 7/18/16. Will remove from future versions of Work Program.

Approved on 7/18/16. Will remove from future versions of Work Program.

Final report on 8/1/16.

Final report on 8/1/16.

Draft report presented on 7/18/16. Final report expected on 10/3/16 pending agency comments.

Draft report expected on 10/3/16 pending further agency review and edits for admin draft.

Draft report expected on 10/3/16 pending further agency review and edits for admin draft.

Draft report expected on 10/3/16.

Report and action on SOI expected on 12/5/16 pending City of Napa negotiations with District.

Depends on outcome of MSR determinations.

Reasonable to expect completion in 6/17.

Reasonable to expect completion in 8/17. Possibly use consultant as lead.

Reasonable to expect completion in 10/17 pending future RFP to select consultant.

Reasonable to expect completion in 10/17 pending future RFP to select consultant.

Reasonable to expect completion in 10/17 pending future RFP to select consultant.

Reasonable to expect completion in 12/17. Possibly use consultant as lead.

Approved 1 annexation on 7/18/16. 1 annexation scheduled for 10/3/16. 1-2 new proposals expected soon.

None at this time.

## Administrative Activities - Time Sensitive

Activity	Priority	Start	Completion	Lead
2016 CALAFCO Annual Conference (Santa Barbara)	3	8/16	10/16	EO/Cmmsnr's
2015-2016 Audit	1	8/16	12/16	Secretary
Electronic Document Management System Back-Filing	3	7/15	12/16	Sec/Consultant
2017 CALAFCO Annual Staff Workshop (Fresno)	3	1/17	4/17	EO/Secretary
Expiring Commissioner Terms in 2017	2	12/16	4/17	EO
2017 Chair and Vice Chair Designation	2	4/17	5/17	EO
2017-2018 Budget	1	12/16	6/17	Budget Cmte
2017 CALAFCO Annual Conference (San Diego)	3	8/17	10/17	EO/Cmmsnr's
2016-2017 Audit	1	8/17	12/17	Secretary

Registration open, staff and two Commissioners are registered.

Brown Armstrong will commence audit in 9/16. Report to be presented on 12/5/16.

Project may be completed as early as 10/16.

No information at this time.

Commissioners Inman, Pitts, and Caldwell have terms expiring on 4/30/17.

New Commissioner from Calistoga would be new Chair. Commission may make temporary change per policy.

Budget Committee to be appointed on 12/5/16.

No information at this time.

Brown Armstrong will prepare audits through at least 2017-2018.

## Administrative Activities - Ongoing

Activity	Priority	Start	Completion	Lead
Bay Area LAFCO EO Meetings (2/yr)	3	N/A	N/A	EO
Bay Area LAFCO Clerks Meetings (4/yr)	3	N/A	N/A	Secretary
Public Records Requests	1	N/A	N/A	Secretary
Completion Proceedings for Approved Annexations	2	N/A	N/A	EO/Secretary
Website Maintenance	2	N/A	N/A	Secretary
Geographic Information System Mapping Updates	3	N/A	N/A	EO
Policy Revisions (3-6/yr)	3	N/A	N/A	EO/Cmmsnr's
State Legislation Monitoring (2-4/yr)	3	N/A	N/A	EO
Public Comments on Local Agency Projects (1-3/yr)	3	N/A	N/A	EO

None scheduled at this time.

None scheduled at this time.

None at this time.

Staff continues to work on completion proceedings for four approved annexations.

Newly added link to allow public to view interactive map with city/district boundaries and SOIs.

Recent edits made to reflect previously approved detachments from County Service Area No. 4.

None at this time.

None at this time.

None at this time.

2016-2017 Work Program Version 3 (8/1/16)

- MSR/SOI Legend:
- C = Checklist
  - S = Short-Form (i.e. Abbreviated)
  - L = Long-Form (i.e. Comprehensive)