



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF OCTOBER 3, 2011

1. CALL TO ORDER; ROLL CALL

Chair Inman called the regular meeting of October 3, 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	Mark Luce (<i>Voting</i>)	Keene Simonds, Executive Officer
Lewis Chilton, Vice Chair	Juliana Inman	Jackie Gong, Commission Counsel
Joan Bennett	Gregory Rodeno	Brendon Freeman, Analyst
Brian J. Kelly		Kathy Mabry, Secretary

Absent: Brad Wagenknecht

2. PLEDGE OF ALLEGIANCE

Chair Dodd led the Pledge of Allegiance.

3. AGENDA REVIEW

There were no requests to rearrange the agenda.

4. PUBLIC COMMENTS

Chair Dodd invited members of the audience to provide public comment. There were no public comments received.

5. CONSENT ITEMS

a) Proposed Budget Amendment to the Fiscal Year 2011-12 Budget

The Commission considered a proposed amendment to its fiscal year budget to increase three accounts in the salaries and benefits expense unit by a combined total of \$3,277. The amendment would provide sufficient funds to cover expenses tied to the County of Napa's recent approval of a 1.5% cost-of-living increase for all employees.

b) Approval of Meeting Minutes

The Commission approved the minutes prepared by staff for the August 1, 2011 meeting.

c) Current and Future Proposals

The Commission received a report summarizing current and future proposals. No new proposals have been submitted since the August 1, 2011 meeting.

Upon motion by Commissioner Luce and second by Commissioner Bennett, the consent items were approved.

6. PUBLIC HEARING ITEMS

a) Garfield Lane No. 2 Annexation to the Napa Sanitation District

The Commission considered two related actions concerning a proposal from a landowner to annex approximately 1.33 acres of incorporated territory to the Napa Sanitation District. The affected territory is located at 48 Garfield Lane in the City of Napa and the purpose of the annexation is to establish permanent public sewer service to an existing single-family residence; a residence currently receiving public sewer from the District through a temporary outside service extension previously approved by the Commission. The first recommended action is for the Commission to adopt a negative declaration consistent with the findings of an initial study concluding the annexation will not have any significant impacts on the environment. The second recommended action is for the Commission to approve the proposed annexation with standard conditions.

The County of Napa Assessor's Office identifies the affected parcel as 038-160-034.

Staff provided a summary of the annexation proposal, which follows the Commission's approval of an outside service agreement at its August 3, 2011 meeting due to a failed septic tank.

Chair Dodd opened the public hearing. No comments were received relative to this agenda item. Chair Dodd closed the public hearing.

Upon motion by Commissioner Luce and second by Commissioner Chilton, the commission adopted the revised resolution provided at the meeting by Counsel Gong for a negative declaration consistent with the findings of an initial study (**Resolution No. 2011-08**).

Upon motion by Commissioner Luce and second by Commissioner Kelly, the commission approved the annexation with standard conditions (**Resolution No. 2011-09**).

7. ACTION ITEMS

a) Adoption of Policy on Social Media Use

The Commission reviewed a draft of a new policy prescribing the use of social media tools in proactively communicating agency activities to the public. The proposed new policy was designed by the Ad Hoc Committee on Policy & Procedures, consisting of Commissioners Luce and Rodeno and with the assistance of Commission Counsel.

Staff provided a summary of the draft policy, which includes authorizing and establishing specific standards with respect to utilizing Facebook and Twitter, noting that staff will solicit and monitor the comments on the websites.

Commissioner Bennett asked staff how much staff time would be involved in maintaining the proposed social media websites. The Executive Officer noted that he expects only a couple of hours per week among the three LAFCO staff members would be devoted to this function.

Commission discussion was held regarding the various uses of Twitter and Facebook in relation to agency activities, and the benefits of linking one site to the other.

Upon motion by Commissioner Kelly and second by Commissioner Chilton, the Commission approved the policy as submitted.

b) Amendment to the General Policy Determinations

The Commission considered a draft amendment to its General Policy Determinations to establish an additional exemption to its current declaration discouraging annexation proposals involving undeveloped or underdeveloped lands unless the affected territory is subject to a specific development plan or agreement. The draft amendment would further exempt city annexation proposals involving lands that are part of an unincorporated island.

Staff provided a verbal report, noting that the Ad Hoc Committee assisted with the proposed draft amendment to General Policy Determinations, Section II/B/3.

The concern of unincorporated islands was discussed by the Commission and staff.

Upon motion by Commissioner Luce and second by Commissioner Kelly, the commission adopted the amendment to its General Policy Determinations, as noted in the staff report.

8. DISCUSSION ITEMS

a) Legislative Report

Staff provided the Commission with a brief summary report on the first year of the 2011-2012 session of the California Legislature as it relates to bills directly or indirectly effecting Local Agency Formation Commissions. Staff summarized the status of the three bills which may have the greatest potential for impacting LAFCOs – SB 244, AB 54, and AB 912. Staff also previewed legislative matters for the upcoming second year.

b) Report on the 2011 CALAFCO Annual Conference

The Commission received a report summarizing the activities associated with the CALAFCO Annual Conference held at the Silverado Resort and Spa between August 31 and September 2, 2011. The report includes survey results from attendees.

Staff noted that Commissioner Inman won re-election on the CALAFCO Board.

Chair Dodd commended Juliana Inman and staff on a job well done, and stated he is proud of the conference we had here in Napa, and the great representation we had. The Executive Officer commended Analyst Freeman and Secretary Mabry for their work on the conference.

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided a verbal report regarding current staff activities, communications, studies, and special projects on the following topics:

- Commission Biennial Workshop, tentatively set for November 7, 2011 from 8am – 12:00 in Yountville, to include light breakfast.
- Central Napa County Municipal Services Review will be pushed back on the schedule by approximately 6 months.

10. CLOSED SESSION

None

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

None

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

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

Bill Dodd, Chair

ATTEST: Keene Simonds
Executive Officer
Prepared by:

Kathy Mabry
Commission Secretary