



**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 5a (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Kathy Mabry, Commission Secretary

**MEETING DATE:** October 7, 2019

**SUBJECT:** Approval of Meeting Minutes: **August 5, 2019, Regular Meeting**

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**DISCUSSION AND RECOMMENDATION**

The Commission will consider approving the attached summary minutes prepared by staff for the August 5, 2019, Regular Meeting.

Staff recommends approval.

**ATTACHMENT**

- 1) August 5, 2019, Regular Meeting

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Kenneth Leary, Vice Chair  
Councilmember, City of American Canyon

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner  
Councilmember, City of Napa

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

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

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Gregory Rodeno, Chair  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MEETING MINUTES OF AUGUST 5, 2019**

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

Chair Rodeno called the regular meeting of Monday, August 5, 2019 to order at 2:07 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Gregory Rodeno, Chair	Scott Sedgley	Brendon Freeman, Executive Officer
Kenneth Leary, Vice Chair	Ryan Gregory	DeeAnne Gillick, Commission Counsel
Margie Mohler	Vacant, Public Member	Dawn Mittleman Longoria, Analyst II
Diane Dillon		Kathy Mabry, Secretary
Brad Wagenknecht		

**2. PLEDGE OF ALLEGIANCE**

Vice Chair Leary led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Chair Rodeno asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Dillon and second by Commissioner Wagenknecht, the

Commission unanimously adopted the agenda as submitted:

**VOTE:**

**AYES:** **DILLON, WAGENKNECHT, LEARY, MOHLER AND RODENO**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**4. PUBLIC COMMENTS**

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

**5. CONSENT ITEMS**

a) **Approval of Meeting Minutes:** June 3, 2019, Regular Meeting (**CORRECTION:** *Staff belatedly noted the printed minutes incorrectly listed Commissioner Leary as an Alternate rather than a Regular Member. Staff has since corrected the minutes and updated the agency's website.*)

b) **Current and Future Proposals**

c) **Legislative Report**

d) **Fourth Quarter Budget Report for 2018-2019**

e) **Budget Adjustment for FY19-20** (Re-encumbered unspent funds to account #52310)

f) **Outside Service Agreements Process Summary**

g) **Executive Officer Report**

Upon motion by Commissioner Mohler and second by Commissioner Leary, the consent items were approved as corrected:

**VOTE:**

**AYES:** **MOHLER, LEARY, DILLON, WAGENKNECHT AND RODENO**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**6. PUBLIC HEARING ITEMS**

**a) Appointment of Alternate Public Member**

The city and county members of the Commission considered making an appointment to fill the remainder of an unexpired term for the Alternate Public Member position that expires on May 4, 2020.

Staff provided a brief verbal report. The Commission was provided with applicant material along with an overview of voting procedures.

Staff acknowledged that the two candidates for Alternate Public Member were present: Eve Kahn and Michael Basayne.

Chair Rodeno invited the two candidates to address the Commission. Both candidates spoke before the Commission and audience.

Chair Rodeno opened the public hearing. Public comments were received from Bruce Ketron and James Hinton.

Chair Rodeno closed the public hearing and then invited nominations from the Commission. Per the adopted appointment procedures, all four voting members nominated one candidate. Commissioner Mohler asked for clarification from Counsel on the policy, which was given. Following discussion, she commended both applicants, then nominated Michael Basayne.

Commissioners Leary, Dillon and Wagenknecht nominated Eve Kahn.

Chair Rodeno asked for a second to a nomination. Commissioner Dillon seconded Commissioners Leary and Wagenknecht's nominations for Eve Kahn.

Chair Rodeno thanked the applicants for applying for the Alternate Public Member position. Staff noted that Ms. Kahn would be sworn into office at a future date.

Upon motion by Commissioner Wagenknecht and second by Commissioner Dillon, the Commission appointed Eve Kahn as the Alternate Public Member to fill the remainder of an unexpired four-year term ending on May 4, 2020:

**VOTE:**

<b>AYES:</b>	<b><u>WAGENKNECHT, DILLON, LEARY AND MOHLER</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>NONE</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**b) Final Municipal Service Review and Sphere of Influence Update for the Napa County Regional Park and Open Space District and Associated CEQA Findings**

The Commission reviewed a final Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Napa County Regional Park and Open Space District (NCRPOSD). The final report includes written determinations making statements on the level and range of services provided by NCRPOSD. The recommended action is for the Commission to adopt a resolution that (1) confirms the determinative statements in the final report, (2) affirms NCRPOSD's SOI with no changes, and (3) finds the MSR and SOI Update are exempt from further review under the California Environmental Quality Act pursuant to California Code of Regulations Sections 15306 and 15061(b)(3), respectively.

LAFCO Analyst, Dawn Mittleman Longoria, gave a Power Point presentation and verbal report. The draft report was presented to the Commission on June 3, 2019, at which time the Commission provided feedback on the scope and contents of the report. Minor changes have since been made to the report.

The Commission complimented staff on the new report format.

Chair Rodeno opened the public hearing. No public comments were received.

Chair Rodeno closed the public hearing.

**6. PUBLIC HEARING ITEMS – continued:**

**b) Final Municipal Service Review and Sphere of Influence Update for the Napa County Regional Park and Open Space District and Associated CEQA Findings**

Upon motion by Commissioner Leary and second by Commissioner Mohler, the Commission received and filed the final Municipal Service Review and Sphere of Influence Update; and adopted the resolution confirming the determinative statements contained therein, affirming the Napa County Regional Park and Open Space District’s sphere of influence with no changes, and making CEQA findings (**Resolution No. 2019-07**):

**VOTE:**

**AYES:** LEARY, MOHLER, DILLON, RODENO AND WAGENKNECHT  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAIN:** NONE

**7. ACTION ITEMS**

**a) Proposed Borrette Lane No. 10 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered approving a proposal submitted by landowner petition with a modification by staff for annexation of three incorporated parcels totaling 16.0 acres in size to the Napa Sanitation District. The affected territory is located at 1020, 1030, and 1040 Borrette Lane and identified by the County Assessor as 041-700-004, 041-700-005, and 041-700-007, respectively. The purpose of the proposal is to facilitate the subdivision and reconfiguration of two existing parcels located at 1030 Borrette Lane (5.0 acres in size) and 1040 Borrette Lane (5.0 acres in size) into three parcels totaling 10 acres in size. The future subdivision would result in a total of 14 single-family residences (two existing residences and 12 new residences). Further, the landowner of 1020 Borrette Lane (6.0 acres in size) has indicated interest in constructing a new accessory dwelling unit, which would require access to public sewer service. There are currently no plans to subdivide 1020 Borrette Lane.

Staff presented an overview of this item, noting that neighbors joined together and signed a consent form to annex the subject property.

Commissioner comments included water, which is served by the City of Napa, as well as housing needs and ADU’s within the City.

Chair Rodeno invited comments from the public. No public comments were received.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the Commission approved the modified proposal with standard terms and conditions, and the resolution (**Resolution No. 2019-08**):

**VOTE:**

**AYES:** WAGENKNECHT, MOHLER, DILLON, LEARY AND RODENO  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAIN:** NONE

7. **ACTION ITEMS – continued:**

**b) Proposed Imola Avenue/Coronado Avenue No. 2 Reorganization and Associated CEQA Findings**

The Commission considered approving a proposal submitted by resolution of application for annexation of four unincorporated parcels totaling 1.1 acres in size to the City of Napa, and concurrent detachment from County Service Area No. 4. The affected territory is located at 1100, 1106, 1110, and 1118 Imola Avenue and identified by the County Assessor as 046-274-015, 046-274-014, 046-274-013, and 046-274-012, respectively. Public comment received from Gary Margadant, Napa resident, regarding concerns of drawing City services and money from existing projects for island projects such as this one.

Commissioners were also concerned with the long-standing issue of islands within the City, and pointed out the proposed island work will require much outreach and funding to occur. Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the reorganization was approved by the Commission (**Resolution No. 2019-09**):

**VOTE:**

**AYES:** **MOHLER, WAGENKNECHT AND DILLON**  
**NOES:** **LEARY AND RODENO**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**c) CALAFCO Annual Conference Items**

The Commission considered appointing voting delegates to represent the agency at CALAFCO's Annual Conference scheduled for October 30 to November 1 at the Hyatt Regency in Sacramento. The Commission also considered making nominations for the CALAFCO Board of Directors and achievement awards.

The Executive Officer provided an overview of this item. Following discussion, the Commission formally nominated Commissioners Leary and Mohler to serve as Napa's voting delegate and alternate delegate, respectively, for the Board elections at the annual CALAFCO Conference in Sacramento. Commissioner Mohler stated she will run again for the Board's coastal region seat. No nomination was made for an achievement award this year.

Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the Commission formally nominated Commissioners Leary and Mohler to serve as Napa's voting delegate and alternate delegate, respectively, for the CALAFCO Board elections.

The Commission also authorized Chair Rodeno to make final decisions on nominations due to timing of deadlines:

**VOTE:**

**AYES:** **MOHLER, WAGENKNECHT, DILLON, LEARY AND RODENO**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

Upon motion by Commissioner Wagenknecht and second by Chair Rodeno, the Commission formally nominated Commissioner Mohler for a second term on the CALAFCO Board:

**VOTE:**

**AYES:** **WAGENKNECHT, RODENO, MOHLER, DILLON AND LEARY**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**

**8. DISCUSSION ITEMS**

**a) Strategic Plan and Work Program Progress Report**

The Commission received an update from staff on the adopted Strategic Plan 2018-2022 as well as the adopted Work Program for 2019-2020.

The Executive Officer provided an overview, and the Commission was provided with a staff report for informational purposes only.

Jennifer Stephenson, representing Policy Consulting Associates, provided a status update regarding the scheduled Countywide Water and Wastewater Municipal Service Review.

Staff will work with Consultant to release a draft report, and Consultant agreed to return with another update at the next Commission meeting. No other action was taken.

**b) Action Plan for Draft Policy on Spheres of Influence**

The Commission considered providing direction to the Policy Committee and/or staff, as appropriate, with respect to a recommended action plan for the draft Policy on Spheres of Influence to address policy issues.

On June 19, 2019, the Policy Committee met and discussed various action plans involving meetings with representatives from each of the six local land use authorities.

The Committee's plan is for the Executive Officer to schedule a series of technical working group meetings and the Executive Officer would serve as the facilitator to set each agenda and provide information as needed.

The Commission recommended sending a letter to local City Managers, Planning Directors and/or their designees on this matter and subsequently schedule meetings to address current policy issues.

**9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

At this time, Commissioner Leary requested a moment of silence for recent shooting victims.

**10. CLOSED SESSIONS:**

**a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))**

Employee: Executive Officer

**b) Conference with Labor Negotiators – (Government Code Section 54957.6)**

Agency Designated Representative: Commission Chair

Unrepresented Employee: Executive Officer

**There was no reportable action.**

The Commission directed Commissioners Leary and Mohler to meet with the Executive Officer to negotiate compensation and return with a recommendation for the full Commission's consideration.

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 4:00 PM. The next regular LAFCO meeting is scheduled for Monday, October 7, 2019, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3<sup>rd</sup> floor, Napa, CA 94559.

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Gregory Rodeno, LAFCO Chair

ATTEST: Brendon Freeman, Executive Officer

Prepared by:

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Kathy Mabry, Commission Secretary