



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

June 3, 2013

Agenda Item No. 5c (Consent/Action)

May 28, 2013

TO: Local Agency Formation Commission

FROM: Kathy Mabry, Commission Secretary

SUBJECT: Approval of Meeting Minutes

The Commission will consider approving summary minutes prepared by for the April 1, 2013 meeting. All members were present with the exception of Commissioners Pitts and Luce.

A. Discussion and Recommendation

Attached are summary minutes prepared for the Commission's Regular Meeting on April 1, 2013. Staff recommends approval.

Respectfully submitted,

Kathy Mabry
Commission Secretary

Attachment: as stated

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Gregory Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

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

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF APRIL 1, 2013

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the regular meeting of April 1, 2013 to order at 4:00P.M. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Brad Wagenknecht, Chair	Juliana Inman (<i>voting for Chilton</i>)	Keene Simonds, Executive Officer
Joan Bennett	Gregory Rodeno(<i>voting for Kelly</i>)	Jackie Gong, Commission Counsel
Bill Dodd		Brendon Freeman, Analyst
		Kathy Mabry, Secretary
Excused: Brian J. Kelly		
Lewis Chilton		
Mark Luce		

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the pledge of allegiance.

3. APPROVAL OF AGENDA

There were no requests to rearrange the agenda.

4. PUBLIC COMMENTS

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

5. CONSENT ITEMS

a) Progress Report on Strategic Plan

The Commission received a report from staff on the progress made to date in meeting goals and implementing strategies in the current two-year strategic plan. The report noted recent efforts are focused on strengthening ties with local agencies including formal presentations at Spanish Flat Water District and Congress Valley Water District as well as holding meetings with senior staff for Yountville, St. Helena, and Napa Sanitation District to discuss current and pending agency activities.

b) Approval of Meeting Minutes

The Commission received minutes prepared by staff for the February 4, 2013 meeting.

c) Current and Future Proposals

The Commission received a report summarizing current and future proposals.

Upon motion by Commissioner Dodd and second by Commissioner Bennett, the consent calendar items were unanimously approved.

6. PUBLIC HEARING ITEMS

a) Proposed Budget for Fiscal Year 2013-2014

The Commission considered adopting a proposed budget for 2013-2014 nearly identical to the draft approved in February and subsequently circulated for review among local funding agencies. Proposed operating expenses total \$448,800 and represent a 3.8% increase over the current fiscal year. Proposed operating revenues total \$435,937 with the majority coming from local funding agencies; the latter of which would increase by 3.1%. The anticipated shortfall (\$12,863) would be covered by drawing down on agency reserves.

Chair Wagenknecht opened and closed the public hearing with no comments received.

Upon motion by Commissioner Rodeno and second by Commissioner Bennett, the Commission unanimously:

- 1) Adopted the proposed budget as submitted (**Resolution No. 2013-06**);
- 2) Directed the Executive Officer to circulate the adopted proposed budget to each funding agency; and
- 3) Directed the Executive Officer to schedule a public hearing for June 3, 2013 to consider adopting a final budget.

b) Proposed Annexation of 2012 Imola Avenue to the City of Napa

The Commission considered a proposal filed by the City of Napa to annex an approximate 1.9 acre unincorporated lot located at 2012 Imola Avenue (APN: 046-311-013). Staff recommended approval of the proposal with two discretionary amendments. The first amendment expands the annexation boundary to include 0.4 acres of additional unincorporated land covering two adjacent lots at 2008 (APN: 046-311-007) and 2010 (APN: 046-311-008) Imola Avenue along with all of the adjacent public right-of-way. The second amendment concurrently detaches the affected territory from County Service Area No. 4.

Staff added, and distinct from what was noted in the report, that the two adjacent landowners at 2008 & 2010 Imola Avenue had both provided their consent to being added to the proposal as of that morning.

Chair Wagenknecht opened the public hearing.

A nearby resident, Shelly (42 Walnut Lane) sought clarification on development potential and expressed related concerns. Chair Wagenknecht clarified the action before the Commission is to consider the merits of the boundary change and not any actual development. Shelly followed by stating her formal objection to the annexation.

Chair Wagenknecht closed the public hearing and invited Commissioner comments.

Commissioner Dodd expressed interest in expanding the proposal to eliminate the entire island, but noted such an action would likely trigger successful protest.

Upon motion by Commissioner Rodeno and second by Commissioner Bennett, the Commission approved the proposal with the two discretionary amendments noted in the staff report, and approved the amended resolution clarifying the Commission's environmental review (**Resolution No. 2013-04**).

c) Napa Berryessa Resort Improvement District Sphere of Influence Update

The Commission considered two separate actions relating to the agency's scheduled sphere of influence update on the Napa Berryessa Resort Improvement District. The first proposed action was for the Commission to formally receive and file a final report on the sphere update. The second proposed action was for the Commission to adopt a draft resolution enacting the final report's central recommendation to affirm the District's sphere designation with the addition of approximately 130 acres comprising Area A-1's Oakridge Estates (Option Two).

6. PUBLIC HEARING ITEMS – continued:

Staff provided a summary of the report and its recommendation that Option Two is appropriate on the basis it follows the Commission's preference to assign overriding deference to the existing provision and need for water and sewer services in Oakridge Estates, while deferring all other policy issues identified in the review to the next scheduled update in choosing to add the 130 acres to the sphere.

Chair Wagenknecht opened the public hearing.

Stu Williams, Berryessa Highlands resident and Secretary for Oakridge Estates Homeowners Association, spoke before the commission. Mr. Williams stated the Oakridge Estates landowners do want to be part of this sphere of influence given their existing contributions to the development of the District.

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Dodd and second by Commissioner Rodeno, the Commission approved Option Two of the staff report to affirm and expand the sphere to include area A-1's Oakridge Estates (**Resolution No. 2013-05**).

7. ACTION ITEMS

a) Request to Amend Adopted Study Schedule

The Commission considered a request from the City of St. Helena to amend the agency's current study schedule calendaring municipal service reviews and sphere of influence updates. The request seeks to advance the scheduled study of the north valley region by one year to 2013-2014 to accommodate and address increasing community interest in possible amendments to St. Helena's sphere of influence.

Staff provided a verbal report addressing the request and merits for its approval.

At the invitation of Chair Wagenknecht, St. Helena City Manager Gary Broad addressed the Commission to further explain the City's interest in advancing the scheduled review of the north valley communities. Mr. Broad noted St. Helena has been approached by a number of landowners recently on the topic of potential sphere changes and advancing the study would allow the City to address these issues in a more timely manner.

Chair Wagenknecht stated he sees no reason to change the adopted study schedule in the absence of a specific and time sensitive issue.

Commissioner Rodeno said there's no compelling reason to change the current study schedule. Commissioner Bennett asked the Commission: Why not move up St. Helena study if the City says it would be helpful?

Commissioner Dodd cited CA government code section 56133, and that St. Helena's study should remain where it is on the schedule.

Commissioner Inman commented that there is an odd overlap of services in the Rutherford area, some areas have Napa and some have St. Helena fire codes and advancing the study would help address this existing issue.

Chair Wagenknecht stated that based on the Commission's comments, the request does not have support. No action was taken.

8. DISCUSSION ITEMS

a) Guest Presentation from the California Association of Local Agency Formation Commissions

The Commission received a presentation from the new Executive Director for the California Association of Local Agency Formation Commission (CALAFCO), Pamela Miller, with respect to current and planned activities, including the golden anniversary of CALAFCO (50 years) and the upcoming Staff Workshop set for April 10-12 in Davis, CA.

b) Legislative Report

The Commission received a verbal report from CALAFCO's Pamela Miller during agenda item #8a, and summarized notable items under discussion as the 2013-2014 legislative session commences. No action was taken.

9. EXECUTIVE OFFICER REPORT

There was no report.

10. CLOSED SESSION

There was no closed session.

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 5:14 p.m. The next regular LAFCO meeting is scheduled for Monday, June 3, 2013 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST:

Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary