



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 8a (Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: August 5, 2019

SUBJECT: Strategic Plan and Work Program Progress Report

BACKGROUND AND SUMMARY

This report is for information only. The Commission is invited to provide feedback to staff.

On February 5, 2018, the Commission adopted *Strategic Plan 2018-2022*, included as Attachment One. The Strategic Plan includes a set of core guiding principles that underlie Napa LAFCO's activities, which are centered on in-depth, active communication. The Strategic Plan also includes schedules for the review of local policies as well as the preparation of municipal service reviews (MSRs) and sphere of influence (SOI) updates.

On June 3, 2019, the Commission adopted the 2019-2020 Work Program, which is based on the scheduled activities in the Strategic Plan. A summary of progress made on the scheduled activities in the Work Program follows.

MSRs and SOI Updates

- Napa County Regional Park and Open Space District MSR and SOI Update
A final report prepared by staff is on today's agenda as part of item 6b.
- Countywide Water and Wastewater MSR
This MSR involves a comprehensive evaluation of all local government agencies that provide public water and/or wastewater service in Napa County. As part of this item, the Commission will receive a verbal update from Ms. Jennifer Stephenson, representing Policy Consulting Associates (PCA). The Commission is invited to ask questions and provide feedback to staff and PCA. Notably, PCA developed a project-specific website to provide opportunities for ongoing interaction with local agencies, other stakeholders, and members of the general public. The website is available online at <https://sites.google.com/pcateam.com/napamsr/home>. It is anticipated a draft report will be presented for Commission discussion on December 2, 2019, with a final report to follow on February 3, 2020.

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

Vacant, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

- City of St. Helena MSR and SOI Update
A preliminary draft MSR and SOI Update for the City of St. Helena was prepared by a former consultant and presented to the Commission in August 2017. The City requested numerous corrections to the report along with an indefinite delay to allow the City to first complete its General Plan Update. The City's General Plan Update was adopted in May 2019. Staff will resume work on the report upon request by the City. Staff anticipates a request to resume work will be submitted by the City within the next year.
- Lake Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.
- Napa Berryessa Resort Improvement District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.
- Spanish Flat Water District SOI Update
This SOI Update will be prepared by staff and based on information collected and analyzed as part of the Countywide Water and Wastewater MSR. The target completion date for this activity is August 2020.

Boundary Changes and Outside Service Agreements

- Annexation Proposals
A report on current and future proposals is included on today's agenda as item 5b. Two proposals involving annexations are on today's agenda for Commission action as items 7a and 7b.
- Carneros Resort Outside Water Agreement
A formal request from the City of Napa to extend public water service to the Carneros Resort is expected to be submitted in the next two to four months. The request will be submitted pursuant to Government Code (G.C.) Section 56133.5, which is a pilot program that allows a city or special district to extend municipal services outside its jurisdictional boundary and SOI under unique circumstances. See item 5f on today's agenda for additional details about G.C. Section 56133.5.

Policy Review

The Policy Committee (Chair Rodeno and Commissioner Mohler) is behind the policy review schedule in the Strategic Plan due to unanticipated delays in adopting a *Policy on Spheres of Influence*. See item 8b on today's agenda for additional information.

Miscellaneous Activities

- **Public Outreach**
The Executive Officer is invited to an interview on August 12, 2019, with a representative for the Jack L. Davies Fund to discuss LAFCO and its policies relating to agricultural land preservation and the annexation process.
- **Annual Countywide Update on Housing and General Plans**
Staff presented an informational report on June 3, 2019.¹ Staff will present a similar report with updated information on June 1, 2020.
- **Verify Median Household Income Data to Identify Disadvantaged Unincorporated Communities (DUCs)**
Staff recently reviewed current median household income data provided by the United States Census Bureau American Community Survey and confirmed there are no DUCs located in Napa County. Staff will review median household income data again in June 2020 to verify the existence of any DUCs.
- **Grand Jury Reports**
The Napa County Grand Jury 2018-2019 recently published two reports of interest to LAFCO, which are summarized below.
 - 1) A report titled “Napa County Water Quality: It’s a Matter of Taste” includes an invitation for the Executive Officer to respond to a recommendation related to the Countywide Water and Wastewater MSR.² The Executive Officer submitted a response on June 26, 2019 (Attachment Three).
 - 2) A report titled “St. Helena: A Small Town With Big City Problems” makes references the Countywide Water and Wastewater MSR.³ The Executive Officer was not invited to submit a response.

ATTACHMENTS

- 1) Strategic Plan 2018-2022
- 2) Work Program Progress Chart
- 3) Grand Jury Transmittal Regarding Water Quality Report

¹ The staff report is available online at: https://www.napa.lafco.ca.gov/uploads/documents/6-3-19_5f_Housing-GeneralPlans.pdf.

² The Grand Jury report on water quality is available online at: <http://www.napacourt.com/sites/default/files/images/grandjury/grandjury18-19/Napa%20County%20Water%20Quality%20-%20It's%20a%20Matter%20of%20Taste-C.pdf>.

³ The Grand Jury report on St. Helena is available online at: <http://www.napacourt.com/sites/default/files/images/grandjury/grandjury18-19/St.%20Helena%20-%20A%20Small%20Town%20With%20Big%20City%20Problems-F.pdf>.



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Strategic Plan 2018-2022
(Adopted: February 5, 2018)

Mission Statement

The Local Agency Formation Commission (LAFCO) of Napa County is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

Focus of Napa LAFCO

The following core guiding principles underlie Napa LAFCO's activities. Each of these principles is centered on Napa LAFCO having in-depth, active communication with respect to all relevant constituents.

- Municipal Service Reviews based on local agency, Napa County, & LAFCO needs
 - Study Schedule for 2018-2022 included as Exhibit A
- Re-writing policies (on a schedule) to be comprehensive, effective, and transparent
 - Policy Review Schedule for 2018-2020 included as Exhibit B
- Forecasting issues relating to local services and boundaries, as well as State legislation
- Active involvement of agency constituents in problem-solving local agency sustainability
- Engagement with local city/town general plan updates
- Active with local agencies in managing housing growth and related issues including transportation



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

STUDY SCHEDULE (2018-2022)

Municipal Service Reviews (Government Code §56430)
Sphere of Influence Updates (Government Code §56425)
Major Boundary Change Projects

Adopted: February 5, 2018

2018

South County Region MSR and SOIs

Municipal Service Review will examine the governmental services provided by the City of American Canyon, American Canyon Fire Protection District, and County Service Area No. 3. The Municipal Service Review will inform Sphere Of Influence Updates for all three local agencies.

City of St. Helena MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of St. Helena. The Municipal Service Review will inform a Sphere Of Influence Update.

Napa County Regional Park and Open Space District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Regional Park and Open Space District and inform a Sphere Of Influence Update.

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

2019

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

Countywide Water and Wastewater Services MSR

Municipal Service Review will examine all municipal water and wastewater services provided throughout Napa County and will inform Sphere Of Influence Updates for each agency under review.

2020

Island Annexation Program

The Commission will seek to partner with the City of Napa and the County of Napa to develop an island annexation program.

City of Napa MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Napa and inform a Sphere Of Influence Update.

Lake Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Lake Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Berryessa Resort Improvement District SOI

Sphere Of Influence Update for the Napa Berryessa Resort Improvement District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Spanish Flat Water District SOI

Sphere Of Influence Update for the Spanish Flat Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa Sanitation District SOI

Sphere Of Influence Update for the Napa Sanitation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

2021

Napa County Resource Conservation District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Resource Conservation District and inform a Sphere Of Influence Update.

Napa County Flood Control and Water Conservation District SOI

Sphere Of Influence Update for the Napa County Flood Control and Water Conservation District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Silverado Community Services District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Silverado Community Services District and inform a Sphere Of Influence Update.

Public Cemetery Districts MSR and SOIs

Municipal Service Review will examine the governmental services provided by the Monticello Public Cemetery District and Pope Valley Cemetery District and inform Sphere Of Influence Updates for both agencies.

Los Carneros Water District SOI

Sphere Of Influence Update for the Los Carneros Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Napa River Reclamation District No. 2109 SOI

Sphere Of Influence Update for the Napa River Reclamation District No. 2109 will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

City of Calistoga MSR and SOI

Municipal Service Review will examine the governmental services provided by the City of Calistoga and inform a Sphere Of Influence Update.

2022

Congress Valley Water District SOI

Sphere Of Influence Update for the Congress Valley Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

Circle Oaks County Water District SOI

Sphere Of Influence Update for the Circle Oaks County Water District will be informed by the Countywide Water and Wastewater Services Municipal Service Review.

County Service Area No. 4 MSR and SOI

Municipal Service Review will examine the governmental services provided by County Service Area No. 4 and inform a Sphere Of Influence Update.

Napa County Mosquito Abatement District MSR and SOI

Municipal Service Review will examine the governmental services provided by the Napa County Mosquito Abatement District and inform a Sphere Of Influence Update.

Town of Yountville MSR and SOI

Municipal Service Review will examine the governmental services provided by the Town of Yountville and inform a Sphere Of Influence Update.

Recent MSRs and SOI Updates / Study Schedule 2018-2022				
Local Agencies	Last MSR	Next MSR	Last SOI Update	Next SOI Update
CITIES/TOWN				
American Canyon	June 2009	April 2018	June 2010	April 2018
Calistoga	December 2016	December 2021	December 2016	December 2021
Napa	December 2013	April 2020	February 2014	December 2020
St. Helena	May 2008	October 2018	August 2008	December 2018
Yountville	April 2017	October 2022	April 2017	October 2022
SPECIAL DISTRICTS				
American Canyon Fire Protection District (ACFPD)	June 2009	April 2018	August 2010	April 2018
Circle Oaks County Water District (COCWD)	August 2016	December 2019	August 2016	April 2022
Congress Valley Water District (CVWD)	December 2017	December 2019	December 2017	February 2022
County Service Area No. 3 (CSA 3)	June 2009	April 2018	October 2012	April 2018
County Service Area No. 4 (CSA 4)	December 2017	June 2022	December 2017	June 2022
Lake Berryessa Resort Improvement District (LBRID)	April 2011	December 2019	December 2012	August 2020
Los Carneros Water District (LCWD)	August 2016	December 2019	August 2016	August 2021
Monticello Public Cemetery District (MPCD)	July 2016	June 2021	July 2016	June 2021
Napa Berryessa Resort Improvement District (NBRID)	April 2011	December 2019	April 2013	August 2020
Napa County Flood Control & Water Conservation District (NCFCWCD)	June 2016	December 2019	June 2016	April 2021
Napa County Mosquito Abatement District (NCMAD)	June 2017	June 2022	June 2017	June 2022
Napa County Regional Park and Open Space District (NCRPOSD)	December 2010	December 2018	December 2010	December 2018
Napa County Resource Conservation District (NCRCD)	April 2016	February 2021	April 2016	February 2021
Napa River Reclamation District No. 2109 (NRRD)	December 2016	December 2019	December 2016	October 2021
Napa Sanitation District (NSD)	April 2014	December 2019	October 2015	December 2020
Pope Valley Cemetery District (PVCD)	July 2016	June 2021	July 2016	June 2021
Silverado Community Services District (SCSD)	April 2014	April 2021	October 2015	April 2021
Spanish Flat Water District (SFWD)	April 2011	December 2019	August 2013	August 2020

South County Region MSR and SOI Updates

Public Cemetery Districts MSR and SOI Updates

Countywide Water and Wastewater Services MSR

Policy	Priority	Adopted or Last Amended	Complete Review
Legislation	1	N/A	December 2017
Unincorporated Islands *	1	October 2011	February 2018
Outside Service Agreements	1	April 2016	April 2018
Conflict of Interest Code	1	October 2016	August 2018
Spheres of Influence *	1	October 2011	October 2018
Municipal Service Reviews	1	October 2015	December 2018
Annexations *	2	October 2011	February 2019
Disadvantaged Unincorporated Communities	2	N/A	April 2019
Definitions *	2	October 2011	June 2019
CEQA	3	December 2006	August 2019
Appointment of Public Members	3	April 2008	October 2019
Appointment of Chair and Vice-Chair	3	June 2015	October 2019
Budget	3	June 2016	December 2019
Budget Contributions and Collection of Funds	3	April 2001	December 2019
Establishing Officers of the Commission	3	August 2004	February 2020
Executive Officer Performance Review	3	October 2014	February 2020
Executive Officer Purchasing Authority	3	October 2014	February 2020
Records Retention and Destruction	3	December 2015	April 2020
Social Media	3	October 2011	April 2020
Conducting Meetings and Business	3	December 2015	June 2020
Scheduling of Meetings	3	June 2016	June 2020
Indemnification	3	October 2014	August 2020
Conducting Authority Proceedings	3	December 2008	August 2020
Appointment of Commission Counsel	3	April 2001	October 2020
Work Schedule	3	June 2002	October 2020
Telecommuting	3	July 1997	December 2020
Travel Policy	3	November 2009	December 2020

* Currently Part of General Policy Determinations

NAPA LAFCO WORK PROGRAM FY 2019-2020

		Timeline	Lead	Comments
STUDIES	Napa County Regional Park and Open Space District MSR/SOI (Abbreviated)	1/19 - 8/19	Staff	Final report presented at today's meeting
	Countywide Water and Wastewater MSR (Comprehensive)	12/18 - 6/20	Consultant	Consultant update at today's meeting
	City of St. Helena MSR/SOI (Comprehensive)	TBD	Staff	On temporary hold per City's request
	Lake Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Napa Berryessa Resort Improvement District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
APPLICATIONS	Spanish Flat Water District SOI	6/20 - 8/20	Staff	Will follow from Water & Wastewater MSR
	Change of Organization/Reorganization Proposals (3-6/yr)	Ongoing	Staff	Two proposals presented at today's meeting
	Outside Service Agreement Requests (1-2/yr)	Ongoing	EO & Chair	Carneros Resort water OSA anticipated
PUBLIC OUTREACH	Completion Proceedings for Approved Annexations (3-6/yr)	Ongoing	Staff	Terms and conditions, Certificate of Completion, GIS mapping, State Board of Equalization filing
	Conduct LAFCO Outreach; Agencies & Community Groups (6-10/mo)	Ongoing	Staff	Strategic Plan: Focus of Napa LAFCO, active communication, see EO Report
	Comments on Local Agency Projects (1-3/yr)	Ongoing	Staff	General Plan Updates, EIRs, etc.
	Respond to Grand Jury Reports (0-1/yr)	Ongoing	Staff & Commission	EO response to report on water quality on 6/26/19
	Annual Countywide Update on Housing and General Plans	June 2020	Staff	Follows the annual April 1 deadline for jurisdictions to file Annual Progress Report with HCD
	Conduct Informational Workshops & Meetings	Ongoing	Staff	As requested by Commission
	Public Records Requests (0-1/yr)	Ongoing	Staff	None at this time
	Website Maintenance and Updates	Ongoing	Staff	Meeting info, financial info, policies, public notices, maps, staff and Commissioner info, etc.
COMMISSION	Social Media: Meetings Notices and Announcements (10-15/yr)	Ongoing	Staff	Meeting info, public notices, etc.
	Expiring Commissioner Terms in 2020	May 2020	Staff	Terms for Commissioners Wagenknecht and Alternate Public Member expire on 5/4/20
	2020 Chair and Vice Chair Designation	April 2020	Staff	Commissioners Leary and Dillon become Chair and Vice Chair, respectively, on 5/1/20
	Statement of Economic Interest	April 2020	Secretary	Required by law (entering/leaving office and annually)
	Ethics Training	Ongoing	Secretary	Required by law every two years
	Develop 2020-2021 Budget	June 2020	Budget Committee	Commission will appoint two subcommittee members on 12/2/19
	State Legislation Monitoring and Position Letters (2-4/yr)	Ongoing	Legislative Committee	New two-year legislative session begins in 2020; Commission will appoint two subcommittee members on 12/2/19
ADMINISTRATION	Policy Review and Revisions (2-4/yr)	Ongoing	Policy Committee	Currently working on SOI Policy
	2018-2019 Audit	December 2019	Staff	Brown Armstrong begins info gathering in August
	Year-End Contracts Close-Out	June 2020	Secretary	Close out and re-encumber contracts
	Provide Strategic Plan Updates	Ongoing	Staff	Present to Commission as needed (approx. 2/yr)
	Verify Median Household Income Data to Identify DUCs	June 2020	Staff	Staff will review Census Bureau American Community Survey data (currently no DUCs)
	Develop Work Program	June 2020	Staff	Present to Commission for adoption, present progress report at each meeting
	Electronic Document Management System Maintenance	Ongoing	Staff	Digitalization of agency records
OTHER	Geographic Information System Mapping Updates (3-6/yr)	Ongoing	Staff	GIS boundary layer edits for annexations
	Report to Legislature on Gov Code 56133.5 Pilot Program	December 2019	Staff	Statute requires report to Legislature before 1/1/20 summarizing Commission's use of Pilot Program
	2019 CALAFCO Annual Conference	10/30/19 - 11/1/19	Staff & Commission	To be held in Sacramento; EO and Analyst serve on conference planning committee
	2020 CALAFCO Staff Workshop (TBD)	TBD	Staff	Dates and location to be determined
	Bay Area LAFCO EO Meetings (1-2/yr)	TBD	EO	Regional roundtable discussions
Bay Area LAFCO Clerks Meetings (1-2/yr)	TBD	Secretary	Most recently met on 7/23/19 in Martinez	
August 5, 2019 Progress Report				



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

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

June 26, 2019

The Honorable Elia Ortiz
Presiding Judge
Superior Court of California, County of Napa
825 Brown Street
Napa, CA 94559

Dear Judge Ortiz:

Enclosed is the response to the Grand Jury's report "Napa County Water Quality: It's a Matter of Taste" from the Local Agency Formation Commission (LAFCO) of Napa County's Executive Officer.

Grand Jury activity takes place over the course of a number of months. LAFCO of Napa County acknowledges the members of the 2018-2019 Grand Jury for the time they have devoted in preparing the Report.

Sincerely,


Brendon Freeman
Executive Officer

Cc: Kort van Bronkhorst, Foreperson, 2018-2019 Grand Jury

Kenneth Leary, Vice Chair
Councilmember, City of American Canyon

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner
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Executive Officer

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
RESPONSE TO THE GRAND JURY FINAL REPORT ON
NAPA COUNTY WATER QUALITY: IT'S A MATTER OF TASTE

June 26, 2019

The invited Local Agency Formation Commission (LAFCO) Executive Officer's Response to the Grand Jury report on "Napa County Water Quality: It's a Matter of Taste" is as follows:

Recommendation 7: The LAFCO Municipal Service Review of drinking water and wastewater countywide resources recommendations are due in February 2020. Each Napa County municipality's senior municipal elected officials should review, evaluate, respond to, and where appropriate, incorporate the LAFCO MSR recommendations into each Napa County municipality's operating and long-range plans. Each of Napa County's senior municipal elected officials should implement these actions by no later than June 30, 2020.

LAFCO Executive Officer's Response: The respondent appreciates, and agrees with, the recommendation. The LAFCO MSR is on schedule to be completed in February 2020. Any recommendations contained in the MSR will be more likely to be acted upon if they are reviewed, evaluated, and responded to by each Napa County municipality as recommended by the Grand Jury.