



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 5a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: June 1, 2020

SUBJECT: Approval of Meeting Minutes: **May 4, 2020 Special Meeting**

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the May 4, 2020 Special Meeting.

Staff recommends approval.

ATTACHMENT

- 1) Special Meeting Minutes: May 4, 2020

Kenneth Leary, Chair
Councilmember, City of American Canyon

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Scott Sedgley, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

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

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

Gregory Rodeno, Commissioner
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
SPECIAL TELECONFERENCE MEETING*
MINUTES OF MAY 4, 2020**

**Due to Coronavirus (COVID-19) and consistent with Governor Newsom's Executive Order N-29-20 promoting social distancing, the meeting was conducted via teleconference. The meeting was accessible for members of the public to attend electronically via a link and phone number displayed on page 3 of the agenda under Notice of Meeting Procedures.*

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Leary called the special meeting of May 4, 2020 to order at 2:00 PM *via teleconference*. At the time of roll call, the following Commissioners and Staff were present:

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

2. PLEDGE OF ALLEGIANCE

Chair Leary invited members of the audience to join him in reciting the Pledge of Allegiance.

3. APPROVAL OF AMENDED AGENDA

Chair Leary asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Mohler and second by Commissioner Wagenknecht, the Commission adopted the agenda as submitted.

4. PUBLIC COMMENTS

Prior to the meeting, the public was encouraged to submit comments to the Commission concerning any matter not on the agenda, with specific instructions noted under Coronavirus (COVID-19) – Notice of Meeting Procedure on page 3 of the agenda. There were no public comments received via email prior to or during the meeting.

5. CONSENT ITEMS

- a) **Approval of Meeting Minutes: February 3, 2020 Regular Meeting**
- b) **Budget Adjustment No. 3 for Fiscal Year 2019-2020**
- c) **Legislative Report**

Upon motion by Commissioner Mohler and second by Commissioner Dillon, the consent items were approved by roll call vote:

VOTE:

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

6. INFORMATION ITEMS

The Commission received the following information items without a presentation from staff. Information items do not involve any action by the Commission.

- a) **Current and Future Proposals**
- b) **Chair and Vice Chair Rotation**
- c) **Work Program Progress Report**
- d) **Executive Officer Report**

There was no discussion on this item.

7. PUBLIC HEARING ITEM

Members of the public were able to address the Commission with respect to any public hearing item, per instructions provided on the *Coronavirus (COVID-19) – Notice of Meeting Procedure* on page 3 of the agenda.

a) Proposed Budget for Fiscal Year 2020-2021 and Draft Amendment to the Schedule of Fees and Deposits

The Commission considered adopting a resolution to approve a proposed budget for fiscal year 2020-2021. Proposed operating expenses total \$540,893 and proposed operating revenues total \$519,084 with the remaining shortfall of \$21,809 to be covered by drawing from agency reserves. The Commission also discussed a draft amendment to the adopted Schedule of Fees and Deposits. The recommended actions are for the Commission to adopt the proposed budget by resolution, circulate the proposed budget for public review and comment, and circulate the draft amendment to the Schedule of Fees and Deposits for public review and comment.

The Executive Officer thanked this year's Budget Committee members (Commissioners Leary and Mohler) for their work on the proposed budget, as well as provided an overview of the agency's expenses, revenues and shortfalls. Complete financial information was provided in the staff report.

In addition, the Commission was provided with a draft amendment to the fee schedule for its consideration, which includes amendments to clarify the process for collecting fees.

No change to any fee amounts are included in this amendment.

Chair Leary opened the public hearing.

There were no public comments received via email prior to or during the meeting.

Chair Leary closed the public hearing.

Upon motion by Commissioner Rodeno and second by Commissioner Mohler, the Commission unanimously approved the following staff recommendations, by roll call vote:

- 1) Adopt the Resolution of the Local Agency Formation Commission of Napa County Adopting a Proposed Budget for the 2020-2021 Fiscal Year (**Resolution No. 2020-03**);
- 2) Direct staff to circulate the adopted proposed budget to each of the funding agencies as well as the general public for review and comment;
- 3) Direct staff to circulate the draft amendment to the *Schedule of Fees and Deposits* ("Fee Schedule") to the general public for public review and comment; and
- 4) Direct the Budget Committee to return with recommendations for a final budget and Fee Schedule amendment for adoption at a noticed public hearing on June 1, 2020:

VOTE:

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

8. ACTION ITEMS

Members of the public were invited to provide comments, per Coronavirus (COVID-19) – Notice of Meeting Procedure on page 3 of the agenda.

a) Schedule for Countywide Water and Wastewater Municipal Service Review

The Commission discussed the schedule for the Countywide Water and Wastewater Municipal Service Review (MSR), which is currently being prepared by a Private Consultant, Policy Consulting Associates, LLC. The MSR includes 14 local agencies in Napa County that provide public water (including recycled and/or wastewater service). The MSR includes public infrastructure, financial standing, governance, and service provision. An Administrative Draft is now complete. Subject agencies have reviewed the draft report and provided comments to staff and to the Consultant.

The prior schedule included circulating a public draft on March 23, 2020.

The report was to be presented to the Commission for discussion at its April 6, 2020 meeting, however, in response to the COVID-19 pandemic, the meeting was cancelled, and the release of the public MSR draft report was postponed. The subject agencies were informed of this change on March 21, 2020, and there were no objections received.

Staff is seeking direction from the Commission with respect to (1) circulating the draft report for public review and comment, and (2) returning with a formal presentation on the draft report at a future Commission meeting, or meetings, and possibly a public workshop (likely via teleconference).

Commissioners, Staff and Consultant discussed the timeline for public review of the report. Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the following was approved by roll call vote:

- 1) Directed staff to circulate the public draft report now for review for 60 days;
- 2) Return with a presentation on the draft report as part of a Commission meeting; and
- 3) Schedule the public workshop for July 2020;

VOTE:

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

b) Request for a Waiver of Fees for the Proposed Silver Trail No. 10 Annexation to the Napa Sanitation District

The Commission considered a written request from a landowner for a waiver or reduction of application fees in anticipation of taking future action on the proposed Silver Trail No. 10 annexation to the Napa Sanitation District. The recommended action was to deny the request. Staff provided an overview of this item. Property owners Ernest and Okhoo Hanes joined the meeting telephonically and discussed the reasons for their request for a fee waiver. Following discussion, including a suggestion to reduce the fees, the Commission agreed to deny the property owner's request to waive the application fees for this proposal. Upon motion by Commissioner Mohler and second by Commissioner Dillon the Commission approved staff's recommendation to deny the fee waiver by roll call vote:

VOTE:

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

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Commissioner Mohler noted that she attended the CALAFCO Board Meeting last Friday and reported that the annual conference sub-committee recommended holding an abbreviated type conference in October, with more details to follow.

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting adjourned at 3:45 PM.

The next regular LAFCO meeting is scheduled for Monday, June 1, 2020, at 2:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559. **However, it is anticipated the meeting will be held telephonically due to COVID-19 in compliance with Executive Order N-29-20.**

Kenneth Leary, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary

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