



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF FEBRUARY 2, 2009

1. CALL TO ORDER; ROLL CALL

Chair Kelly called the meeting to order at 4:00 p.m.

Roll was called with Regular Commissioners Gingles, Inman, Wagenknecht and Chair Kelly present. Alternate Commissioners Luce (*voting for Dodd*) and Rodeno were also present. Absent: Commissioners Coffey and Dodd.

Staff present: Keene Simonds, Executive Officer; Jackie Gong, Commission Counsel; Brendon Freeman, Analyst; and Kathy Mabry, Commission Secretary.

2. PLEDGE OF ALLEGIANCE

Jean Hasser, City of Napa, led the Pledge of Allegiance.

3. APPROVAL OF MINUTES: Minutes of December 1, 2008 Meeting

The Commission was presented with minutes from the December 1, 2008 meeting for approval. Upon motion by Commissioner Gingles and second by Commissioner Luce, the minutes were approved.

4. PUBLIC COMMENT

Chair Kelly invited members of the audience to provide public comment. Kevin Teague, Attorney addressed the Commission and objected to having #8a as a discussion item, and requested its removal from the agenda. Chair Kelly closed the public comment period.

5. CONSENT ITEM

a) Second Quarter Budget Report for 2008-2009

The Commission received a second quarter budget report for the 2008-2009 fiscal year. Upon motion by Commissioner Wagenknecht and second by Commissioner Gingles, the consent calendar item was approved.

6. PUBLIC HEARING ITEM

a) Big Ranch Road No. 1 Reorganization

Staff provided a verbal summary of an application from the City of Napa to annex approximately 20.1 acres of unincorporated territory located along Big Ranch Road north of its intersection with Trancas Street. The affected territory includes three non-contiguous areas each representing entire unincorporated islands substantially surrounded by the City. Staff recommended approval of the proposal with a modification to concurrently detach the affected territory from County Service Area No. 4. The Commission was presented with an amended resolution for this agenda item.

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

Upon motion by Commissioner Inman and second by Commissioner Luce, the Commission approved the proposal with a modification to include the concurrent detachment of the affected territory from CSA No. 4, and approved the resolution as amended (Resolution #09-01).

Chair Kelly closed the public hearing.

7. ACTION ITEMS

a) Wilkins Avenue Reorganization

Staff provided a verbal summary of an application from the City of Napa to annex approximately 0.77 acres of unincorporated territory. The affected territory consists of one developed parcel located along Wilkins Avenue north of its intersection with Imola Avenue. Staff recommended approval of the proposal with a modification to also include the concurrent detachment of the affected territory from County Service Area No. 4.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission approved the proposal with a modification to include the concurrent detachment of the affected territory from CSA No. 4 (Resolution #09-02).

b) Draft Proposed Budget for 2009-2010

Staff provided a verbal summary of a draft proposed budget from the Budget Committee for 2009-2010 projecting an overall decrease in operating costs in the amount of \$46,608 or 8.4%.

Chair Gingles commended staff on a decrease in the agency budget.

Upon motion by Commissioner Inman and second by Commissioner Wagenknecht, the Commission approved the staff recommendations to:

- 1) Approve with any desired changes the draft proposed budget for 2009-2010;
- 2) Direct the Executive Officer to circulate the approved draft proposed budget for review and comment to each funding agency; and
- 3) Direct the Executive Officer to schedule a public hearing for the Commission to consider adopting a proposed budget at its April 6, 2009 meeting.

c) Financial Audit for Fiscal Year Ending June 30, 2008

The Commission received a final audit report from Bartig, Basler & Ray for the fiscal year ending June 30, 2008. The report found no material weakness or instances of non-compliance with LAFCO's accounting principles. Chair Kelly commended Secretary Mabry on another successful audit. Staff thanked the Commission for their compliments. The Commission received and filed the audit report.

In addition, staff provided the Commission with a supplemental handout prepared by Napa County Auditor-Controller, Tracy Schulze, entitled *LAFCO Financial Summary for the Past 7 Years*, which shows the historical background of the agency's Operating Reserve account.

8. DISCUSSION ITEM

a) Montecito Boulevard: Concurrent Request for an Outside Service Agreement and Sphere of Influence Amendment from the City of Napa

The Commission received a report on the City of Napa's request to seek concurrent approval of an outside service agreement and sphere of influence amendment involving land located at the eastern terminus of Montecito Boulevard. The report outlined staff's initial analysis and provided input on specific areas of interest or concern.

The Commission considered and deferred to the concerns of the affected property owners by receiving and filing the report without substantive discussions.

9. EXECUTIVE OFFICER REPORT

The Commission was provided with a verbal report from the Executive Officer regarding the following items:

- CALAFCO Legislative Committee - Staff summarized the legislative activities of the California Association of Local Agency Formation Commissions. A supplemental letter was provided to the Commission written by Peter Detwiler of the Senate Committee for Local Governments regarding the reorganization of Special Districts.
- Bay Area LAFCO's – Staff noted the Bay Area LAFCO Executive Officers recently met with officials from the Association of Bay Area Governments, and noted they were scheduled to meet with the district on February 9 to discuss governance options.
- Staffing Update – Staff announced the hiring of Brendon Freeman as the new LAFCO Analyst.

10. INFORMATION ITEMS

a) Current and Future Proposals

Staff provided a status report to the Commission regarding six active proposals on file with LAFCO and two proposals that are expected to be submitted to LAFCO in the near future.

11. CLOSED SESSION

There was no closed session.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

Commissioner Gingles expressed concern about City representatives on the Commission who have not been attending the LAFCO meetings. Chair Kelly stated the matter should go through the City Selection Committee and said he would prepare a letter requesting another City Selection appointment to LAFCO.

13. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 4:43 p.m. The next regular LAFCO meeting is scheduled for Monday, April 6, 2009 at 4:00 p.m.

Brian J. Kelly, Chair

ATTEST:

Keene Simonds, Executive Officer

Prepared by:

Kathy Mabry, Commission Secretary