



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF JUNE 2, 2008

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the meeting to order at 4:03 p.m.

Roll was called with Regular Commissioners Inman, Gingles, Kelly and Chair Wagenknecht present. Alternate Commissioner Luce was also present. Commissioner Dodd arrived at 4:04 p.m.

Excused: Commissioners Coffey and Rodeno.

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

2. PLEDGE OF ALLEGIANCE

Chair Wagenknecht led the Pledge of Allegiance.

3. APPROVAL OF MINUTES: Minutes of May 5, 2008 Meeting

The Commission was presented with minutes from the May 5, 2008 meeting for approval. Upon motion by Commissioner Gingles and second by Commissioner Dodd, the minutes were approved.

4. PUBLIC COMMENT

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

5. CONSENT CALENDAR

a) Adoption of Regular Meeting Calendar for July 2008 through December 2008

The Commission adopted a regular meeting calendar for the second half of 2008. The following meetings dates were approved: August 4th, October 6th, November 3rd, and December 1st (no meetings were scheduled for July or September 2008).

b) Second Amendment to Support Services Agreement with the County of Napa

The Commission rescinded its action approving the Second Amendment to its support services agreement with the County of Napa, effective September 1, 2008, and approved AMENDMENT NO. 2 OF NAPA COUNTY AGREEMENT NO. 4433, LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY AGREEMENT NO. 03-02, effective July 1, 2008.

Upon motion by Commissioner Dodd and second by Commissioner Gingles, the consent calendar was approved.

6. PUBLIC HEARING ITEMS

a) Adoption of Final Budget for Fiscal Year 2008-2009

Staff provided the Commission with an overview of the proposed final budget for the 2008-2009 fiscal year, projecting an overall increase in operating costs of 18.3%. Chair Wagenknecht opened the public hearing. No public comments were received. Chair Wagenknecht closed the public hearing. Upon motion by Commissioner Kelly and second by Commissioner Gingles, the following was approved:

- 1) LAFCO Resolution #08-06 approving as submitted the final budget for 2008-2009;
- 2) Authorize the Executive Officer and the County Auditor to carry-forward \$55,000 in unexpended revenues from 2007-2008 into 2008-2009 to fund an electronic document management system and develop a new website;
- 3) Direct the Executive Officer to prepare request for proposals seeking qualified vendors to implement an electronic document management system and develop a new website in 2008-2009; and
- 4) Direct the Executive Officer to return to the Commission with recommendations to approve contracts with qualified vendors to implement an electronic document management system and develop a new website in 2008-2009.

b) Amendments to Adopted Fee Schedule

Staff provided the Commission with a verbal report regarding proposed amendments to its adopted fee schedule, which include increasing the hourly staff rate from \$90 to \$97 and adding a new provision to charge an at-cost fee to proposal applicants for using alternate legal counsel.

Staff noted a correction in the second to the last paragraph of the draft resolution to clarify the action is "statutory" exempt from the provisions of CEQA. Chair Wagenknecht opened the public hearing. No public comments were received. Chair Wagenknecht closed the public hearing. Upon motion by Commissioner Kelly and second by Commissioner Gingles, the following was approved:

- 1) LAFCO Resolution #08-05 adopting the amendments to the LAFCO fee schedule;
- 2) Designate the effective date of the amendments to the LAFCO fee schedule as August 1, 2008; and
- 3) Direct staff to charge applicants the amounts prescribed under the amended fee schedule at the time it becomes effective on August 1, 2008.

7. COMMISSION ACTION ITEMS

There were no Commission Action Items.

8. COMMISSION DISCUSSION ITEMS

a) Comprehensive Study of Public Cemetery Districts

Staff provided the Commission with an overview of a draft report representing its scheduled municipal service review of the Monticello Public Cemetery District and the Pope Valley Cemetery District. Commissioner Kelly pointed out that both of the district's boundaries overlap with their respective sphere of influence boundaries, and suggested modifications were appropriate. County Supervisor Diane Dillon spoke to the Commission noting that the constituents in Pope Valley are very protective of their rights to be buried at the cemeteries, and that some might have difficulty with the possibility of expanding the Pope Valley Cemetery District's boundaries in the future. Staff will circulate a notice of review on the report to all interested parties, and anticipates presenting a final report with revisions to the Commission at its August meeting along with individual sphere of influence reviews for the two affected agencies.

b) Legislative Report

Staff provided the Commission with an overview of the current session of the California Legislature, and discussed CALAFCO's adopted positions on bills that have either a direct impact on LAFCO law or the laws LAFCO helps to administer.

9. EXECUTIVE OFFICER REPORT

The Executive Officer provided the Commission with a verbal report on current and future staff activities.

10. INFORMATION ITEMS

a) Current and Future Proposals

Staff provided an overview regarding the status of four active proposals on file with LAFCO:

- 1) *Silver Trail No. 8 District Annexation to the Napa Sanitation District* – Application fee received and staff is reviewing the proposal for future consideration by the Commission.
- 2) *Linda Vista Avenue/Trojan Road No. 4 District Annexation to the Napa Sanitation District* – Awaiting application fee from applicant.
- 3) *Wilkins Avenue Reorganization* – Awaiting application fee from City of Napa.
- 4) *Villa Berryessa Water District*, a new special district under the California Water District Act. Application fees have been submitted and staff is reviewing the proposal for future consideration by the Commission.

10. INFORMATION ITEMS ~ continued:

Staff provided an overview regarding four proposals that are expected to be submitted to LAFCO in the near future:

- 1) *Trancas Crossing Park* (City of Napa)
- 2) *American Canyon High School and American Canyon Middle School*
(City of American Canyon and American Canyon Fire Protection District)
- 3) *Oat Hill Planned Development*
(City of American Canyon and American Canyon Fire Protection District)
- 4) *American Canyon Town Center*
(City of American Canyon and American Canyon Fire Protection District)

11. CLOSED SESSION

There was no closed session.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

Chair Wagenknecht announced the recent passing of Mike Gotch, who served as an Alternate Public Member from 1996-1999. Mike also served on the CALAFCO Executive Board and went on to become its first paid Executive Director. He was instrumental in the re-engineering of CALAFCO during a turbulent time for the Association. In 1999, Mike Gotch resigned from CALAFCO and became the Legislative Secretary for California Governor, Gray Davis.

13. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 4:34 p.m. The next regular LAFCO meeting is scheduled for Monday, August 4, 2008 at 4:00 p.m. (*no meeting scheduled for July 2008*).

Brad Wagenknecht, Chair

ATTEST:

Keene Simonds, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary