



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF NOVEMBER 3, 2008

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the meeting to order at 4:01 p.m.

Roll was called with Regular Commissioners, Gingles, Inman, Kelly, and Chair Wagenknecht 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

Chair Wagenknecht led the Pledge of Allegiance.

3. APPROVAL OF MINUTES: Minutes of October 6, 2008 Meeting

The Commission was presented with minutes from the October 6, 2008 meeting for approval. Upon motion by Commissioner Gingles and second by Commissioner Kelly, 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

There were no consent calendar items.

6. PUBLIC HEARING ITEMS

There were no public hearing items.

7. ACTION ITEMS

a) Adoption of Proposed Policy on Municipal Service Reviews and Amendments to Adopted Study Schedule

The Commission received a report on a proposed policy on conducting municipal service reviews. In conjunction with the proposed policy, the Commission also received a revision to its study schedule calendaring municipal service reviews and sphere of influence updates for 2008-2012. Staff provided a summary of the report, which was followed by Commission discussion.

Upon motion by Commissioner Kelly and second by Commissioner Gingles, the Commission approved the adoption of the proposed policy on municipal service reviews as well as the amendments to the adopted study schedule.

7. ACTION ITEMS ~ *continued*:

b) Adoption of Proposed Policy on Outside Service Agreements

The Commission received a report on a proposed policy on outside service agreements. The proposed policy provides guidance to the Commission in reviewing requests from cities and special districts to provide new or extended services by agreement outside their jurisdictional boundaries in accordance with Government Code Section 56133.

Staff provided a summary of the report. A supplemental map showing examples of approval thresholds for administering Code 56133 was also provided to the Commission, staff and public.

Napa County resident Volker Eisele spoke to the Commission regarding Code 56133 and the provisions therein. Commission Inman asked Counsel if the terms “new” or “extended” are defined within the code. Counsel Gong replied that those terms are not specifically defined in the code; whereas the proposed policy would provide the Commission discretion in considering an outside service agreement.

Upon motion by Commissioner Kelly and second by Commissioner Inman, the Commission approved the adoption of the proposed policy on outside service agreements and directed staff to provide notice of the adopted policy to each city and special district in Napa County.

c) Authorization to Negotiate a Professional Services Agreement for Website Design and Development

Staff provided a summary of the report. After discussion of this item, a motion was made by Commissioner Luce and second by Commissioner Kelly to authorize the Executive Officer to negotiate a professional services agreement with Planeteria for website design and development in an amount not-to-exceed \$28,350, and to authorize the Chair to sign the negotiated contract upon Counsel approval.

8. DISCUSSION ITEMS

a) Current and Future Proposals

The Commission received a report from staff regarding current and future proposals, including a new proposal received from the City of Napa involving 20 acres on Big Ranch Road, and a proposal from the City of St. Helena involving 100 acres of land near a water treatment plant near Silverado Trail. No action was taken.

9. EXECUTIVE OFFICER REPORT

The Commission received a verbal report from the Executive Officer regarding current staff activities, communications, studies, and special projects. The report included the following topic:

- Request for Proposal: *Electronic Document Management System*. The Executive Officer reported that the County’s ITS staff has volunteered to assist LAFCO in designing this proposal.

10. CLOSED SESSION

There was no closed session.

11. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There were no Commissioner Comments or Request for Future Agenda Items.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 5:01 p.m. The next regular LAFCO meeting is scheduled for Monday, December 1, 2008.

Brad Wagenknecht, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary