



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF AUGUST 4, 2008

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the meeting to order at 4:00 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 June 2, 2008 Meeting

The Commission was presented with minutes from the June 2, 2008 meeting for approval. Upon motion by Commissioner Kelly and second by Commissioner Gingles, 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) *Silver Trail No. 8 District Annexation to the Napa Sanitation District*

The Commission considered an application to annex approximately 0.75 acres of unincorporated territory to the Napa Sanitation District. The annexation is intended to facilitate the extension of public sewer service to an existing single-family residence and guest house. The County of Napa Assessor's Office identifies the affected parcel as 060-341-010.

b) **Fourth Quarter Budget Report for Fiscal Year 2007-2008**

The Commission received a fourth quarter budget report for the 2007-2008 fiscal year.

c) **2008-2009 Budget Contributions by Funding Agencies**

The Commission reviewed a report identifying the budget contributions required of its six funding agencies for 2008-2009.

d) **Authorization to Approve Audit Expenditure**

The Commission authorized the Executive Officer to enter into an agreement with a public accounting firm for the preparation of an independent audit for the 2007-2008 fiscal year.

e) **Amendment to Fiscal Year 2008-2009 Budget**

The Commission approved an amendment to its 2008-2009 budget to transfer funds into an extra help account to make payments to a new staff analyst.

Upon motion by Commissioner Kelly and second by Commissioner Gingles, the consent calendar was approved (Agenda Item #5a assigned Resolution No. 08-07).

6. PUBLIC HEARING ITEMS

a) City of St. Helena: Sphere of Influence Review

The Commission received a report representing its scheduled sphere of influence review of the City of St. Helena. The Commission considered a draft resolution approving the recommendation of the report to modify St. Helena's existing sphere of influence and make related statements pursuant to California Government Code Section 56425. The Commission also considered adopting a negative declaration confirming the findings of an initial study that the modifications contemplated in the report will not have a significant effect on the environment.

Staff provided a summary of the report and its recommendations.

Chair Wagenknecht opened the public hearing. Comments were received from St. Helena City Manager Bert Johannsen and Napa County Farm Bureau Representative Ron Taddei.

Chair Wagenknecht closed the public hearing. Upon motion by Commissioner Gingles and second by Commissioner Inman, the resolutions updating the sphere of influence and adoption of a negative declaration were approved (Resolution No.'s 08-08 and 08-09).

b) City of Calistoga: Sphere of Influence Review

The Commission received a report representing its scheduled sphere of influence review of the City of Calistoga. The Commission considered a draft resolution approving the recommendation of the report to affirm with no changes Calistoga's existing sphere of influence and make related statements pursuant to California Government Code Section 56425.

Staff provided a summary of the report and its recommendations.

Chair Wagenknecht opened the public hearing. Comments were received from Calistoga resident Norma Tofanelli, as well as provided the Commission with 30 letters from various Calistoga businesses opposing any SOI expansion. Comments were also received from John Stephens, EDEN, and from Ron Taddei, Napa County Farm Bureau.

Chair Wagenknecht closed the public hearing.

Upon motion by Commissioner Kelly and second by Commissioner Gingles, the resolution affirming the sphere of influence was approved (Resolution No. 08-10).

c) Monticello Public Cemetery District: Sphere of Influence Review

This public hearing was canceled. Staff anticipates this item for hearing as part of the Commission's October 6, 2008 meeting.

d) Pope Valley Cemetery District: Sphere of Influence Review

This public hearing was canceled. Staff anticipates this item for hearing as part of the Commission's October 6, 2008 meeting.

7. COMMISSION ACTION ITEMS

a) Comprehensive Study of Public Cemetery Districts

The Commission received a final written report representing its scheduled municipal service review of public cemetery districts in Napa County and approved resolutions adopting the report's determinations pursuant to California Government Code Section 56430.

Staff provided a summary of the report.

Upon motion by Commissioner Inman and second by Commissioner Kelly, this item was approved (Resolution No. 08-11 for Monticello Public Cemetery District **and** Resolution No. 08-12 for Pope Valley Cemetery District).

7. COMMISSION ACTION ITEMS ~ continued:

b) California Association of Local Agency Formation Commissions

The Commission considered nominations for vacancies to the CALAFCO Board of Directors, and appointing delegates for the CALAFCO Annual Conference scheduled for September 3-5, 2008 in Los Angeles County.

Upon motion by Commissioner Inman and second by Commissioner Kelly, nominations were made for Commissioner Kelly to serve as delegate and Keene Simonds as alternate for the CALAFCO Annual Conference. There were no nominees for the CALAFCO Board.

8. COMMISSION DISCUSSION ITEMS

a) Proposed Formation of the Villa Berryessa Water District

Staff provided the Commission with an update on a proposal to form a new special district to serve a planned 100-lot residential subdivision in the Lake Berryessa area known as Villa Berryessa. The update included a presentation from the applicant, Mike Rice of Miller-Sorg Group. Discussion was held. No action was taken.

b) Legislative Report

Staff provided the Commission with a report on the legislative activities of the California Association of Local Agency Formation Commissions, which summarized the bills under consideration in the current legislative session relevant to the Commission. No action taken.

9. EXECUTIVE OFFICER REPORT

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

- Introduction of Brendon Freeman, new Analyst (extra-help position).
- The Napa County Transportation and Planning Agency's Growth Summit.
- "What is LAFCO?" letter, recent article printed in the Napa Valley Register.

10. INFORMATION ITEMS

a) Current and Future Proposals

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

- 1) ***Linda Vista Avenue/Trojan Road No. 4 District Annexation to the Napa Sanitation District*** – Awaiting application fee from applicant to begin evaluating the proposal for future consideration by the Commission.
- 2) ***Wilkins Avenue Reorganization (City of Napa/CSA No.4)*** – Application fee has been submitted and staff is reviewing the proposal for future consideration by the Commission.
- 3) ***Silverado Trail Reorganization (City of Napa/CSA No.4)*** – Awaiting application fee from the City of Napa to begin evaluating the proposal for future consideration by the Commission.
- 4) ***Formation of the Villa Berryessa Water District*** – Application fee has 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)*** – Awaiting application fee from the City of Napa to begin evaluating the proposal for future consideration by the Commission.
- 2) ***American Canyon High School and American Canyon Middle School (City of American Canyon and American Canyon Fire Protection District)*** – It appears this proposal will be brought to the Commission in phases. The first phase appears to involve NVUSD proposing annexation of the high school site to the District in the next few months. Additional phases of this project will likely be brought to the Commission over the next year.
- 3) ***Oat Hill Planned Development (City of American Canyon and American Canyon Fire Protection District)*** – The project has been placed on administrative hold since August 2006.
- 4) ***American Canyon Town Center (City of American Canyon and American Canyon Fire Protection District)*** – The project has been placed on administrative hold since July 2007.

11. CLOSED SESSION

There was no closed session.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There was a brief discussion regarding an island annexation program within the City of Napa. No action was taken.

13. ADJOURNMENT

The meeting was adjourned at 5:24 p.m. The next regular LAFCO meeting is scheduled for Monday, October 6, 2008 at 4:00 p.m. (*no meeting scheduled for September 2008*).

Brad Wagenknecht, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary