



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 6a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Kathy Mabry, Commission Secretary

MEETING DATE: August 6, 2018

SUBJECT: Approval of Meeting Minutes:
June 4, 2018, Special Meeting

DISCUSSION AND RECOMMENDATION

The Commission will consider approving the attached summary minutes prepared by staff for the June 4, 2018, special meeting.

Staff recommends approval.

ATTACHMENT

- 1) Special meeting minutes: June 4, 2018

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Vice Chair
County of Napa Supervisor, 1st District

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

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

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
SPECIAL TELECONFERENCE MEETING
MINUTES OF JUNE 4, 2018**

County of Napa Administration Building
1195 Third Street, Board Chambers, 3rd floor, Napa, California 94559
and

*Teleconference Location: 223 Tuckerton Road, Medford, New Jersey 08055

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of June 4, 2018 to order at 2:00 PM (Pacific Time) and confirmed with Commissioner Rodeno via telephone that he is in an open and public location. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Kenneth Leary	Brendon Freeman, Executive Officer
Diane Dillon	Ryan Gregory – <i>Voting</i>	Madeline Miller, Commission Counsel
Scott Sedgley	<i>in place of Brad Wagenknecht</i>	Kathy Mabry, Secretary
Gregory Rodeno – <i>Via telephone*</i>		
Brad Wagenknecht – <i>Absent</i>	Public Member – <i>Vacant</i>	

2. PLEDGE OF ALLEGIANCE

Preceding the Pledge of Allegiance, Executive Officer Brendon Freeman announced the passing of long-time LAFCO supporter and mentor, John Wilber Stewart, who died suddenly last week. A moment of silence was held in Mr. Stewart's memory. The Executive Officer then led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda. There were no requests. Upon motion by Commissioner Sedgley and second by Commissioner Dillon, the Commission unanimously approved the agenda as submitted:

ROLL CALL VOTE:

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

4. PUBLIC COMMENTS

Chair Mohler invited members of the audience to provide comment. Public comments were received by:

- Gary Margadant, Napa resident, suggested future LAFCO proposal reports include Napa County Assessor information.
- James Hinton, Napa resident, spoke to the Commission about his dislike of City of Napa hospitals and stated Napa County and LAFCO should consider a Healthcare District.

5. CONSENT ITEMS

- a) Approval of Meeting Minutes: April 2, 2018, Regular Meeting**
 - b) Current and Future Proposals**
 - c) Third Quarter Budget Report for 2017-2018**
 - d) Countywide Housing Update**
 - ~~**e) Amendment No. 10 to LAFCO Agreement No. 03-02 (#5e was pulled for discussion later)**~~
- Upon motion by Commissioner Dillon and second by Commissioner Sedgley, the Commission **pulled item #5e**, and approved items **a, b, c and d**:

ROLL CALL VOTE:

AYES: **DILLON, SEDGLEY, GREGORY, MOHLER AND RODENO**
NOES: **NONE**
ABSENT: **WAGENKNECHT**
ABSTAIN: **NONE**

6. PUBLIC HEARING ITEMS

a) Appointment of Alternate Public Member

The city and county members of the Commission considered making an appointment to fill the remainder of an unexpired term for the Alternate Public Member position.

The term expires on May 4, 2020.

Staff provided a brief verbal report. The Commission was provided with applicant material along with an overview of voting procedures.

Staff acknowledged that the three candidates for Alternate Public Member were present:

Eve Kahn, Bruce Ketron, and Erik Lawrence. All three applicants qualify for appointment.

Chair Mohler invited the three candidates to address the Commission. All three candidates spoke before the Commission and audience.

Chair Mohler opened the public hearing.

Public comment was received by St. Helena resident Alex Shantz who expressed his strong opposition against applicant Bruce Ketron, and his support for Eve Kahn for this position.

Napa resident James Hinton expressed his support for candidate Eve Kahn.

Gary Margadant expressed his desire to know what type of lawyer the applicants are, and requested to have applicant's occupation stated on the application.

David Gilbreth commented on prior public comments, and expressed support for Bruce Ketron.

Chair Mohler closed the public hearing, and then invited nominations from the Commission.

Commissioner Sedgley commented on all of the applicants, then nominated Eve Kahn, however, there was no second to the nomination.

Commissioner Gregory nominated Erik Lawrence. Chair Mohler asked for a second to the nomination. Commissioner Dillon seconded Commissioner Gregory's nomination.

Chair Mohler thanked all of the applicants for applying for the Alternate Public Member position.

Upon motion by Commissioner Gregory and second by Commissioner Dillon, the

Commission appointed Erik Lawrence as the Alternate Public Member to complete an unexpired four-year term ending on May 4, 2020:

ROLL CALL VOTE:

AYES: **GREGORY, DILLON AND MOHLER**
NOES: **SEDGLEY**
ABSENT: **WAGENKNECHT**
ABSTAIN: **NONE**

**6. PUBLIC HEARING ITEMS – continued:
b) Final Budget for Fiscal Year 2018-2019**

The Commission considered adopting a resolution to approve a final budget for 2018-2019. Proposed operating expenses total \$691,146 and proposed operating revenues total \$476,319 with the remaining shortfall of \$214,827 to be covered by drawing from agency reserves. Staff provided the Commission with an overview of the proposed budget, noting the 2018-2019 Budget Committee consists of Commissioners Kelly and Gregory along with the Executive Officer (Commissioner Brian Kelly’s term as Public Member expired on May 7, 2018, resulting in a vacancy in one of the Budget Committee seats).

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

Chair Mohler closed the public hearing.

Upon motion by Commissioner Gregory and second by Commissioner Dillon, the final budget for 2018-2019 and resolution were approved by the Commission (**Resolution #2018-06**):

ROLL CALL VOTE:

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

7. ACTION ITEMS

a) Draft Request for Proposals for Countywide Water and Wastewater Municipal Service Review

The Commission received a draft request for proposals (RFP) prepared by staff for purposes of hiring a consultant to prepare the scheduled Countywide Water and Wastewater Municipal Service Review. The Commission considered providing formal direction to staff to circulate the RFP.

Staff reported that there have been two scoping meetings and one focus group meeting (a focus group was recently formed to develop a draft RFP).

Public comments were received from Yountville Town Manager Steve Rogers, City of Napa Water Manager Phil Brun, and Tim Healy, General Manager of Napa Sanitation District.

Upon motion by Commissioner Gregory and second by Commissioner Sedgley, the Commission unanimously authorized staff to continue working with the focus group and then release RFP after all affected agencies are in agreement:

ROLL CALL VOTE:

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

7. ACTION ITEMS – continued:

b) Adoption of 2018-2019 Work Program

The Commission was presented with a proposed Work Program which includes administrative, planning, and regulatory activities for the 2018-2019 fiscal year.

Agency activities with their target completion dates were highlighted in the proposed Work Program and described in the staff report.

Upon motion by Commissioner Dillon and second by Commissioner Sedgley, the Commission adopted the proposed Work Program:

ROLL CALL VOTE:

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

c) Proposed Amendment to Policy on Conducting Commission Meetings and Business

The Commission considered taking formal action to adopt a resolution amending the Policy on Conducting Commission Meetings and Business.

One amendment to the policy is the proposed increase in Commissioner stipends from \$125 to \$150, necessitating an amendment to the Policy. The proposed increase is based on an evaluation of other agencies with similar levels of decision making responsibility, including other LAFCOs.

Notably, the Commission's Strategic Plan for 2018-2022 which had identified June 2020 for the Policy Committee to complete its review of the Policy. However, the Policy Committee has expedited its review of this Policy based on the inclusion of the reference stipends increase in the Commission's budget for 2018-2019.

Upon motion by Commissioner Rodeno and second by Commissioner Sedgley, the Commission approved the proposed amendments to the Policy, effective July 1, 2018 and approved the resolution (**Resolution #2018-07**):

ROLL CALL VOTE:

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

7. ACTION ITEMS – continued:

d) Legislative Report

The Commission received a report on legislative items directly or indirectly affecting LAFCOs. The recommended action is for the Commission to authorize the Executive Officer to submit letters to the Legislature in support of Assembly Bill 3254, Assembly Bill 2238, and Senate Bill 929.

On May 15, 2018, the Chair reviewed the Executive Officer’s draft letter in support of AB 2258 and approved a support letter primarily based on the local legislative platform. The submitted support letter was included for the Commission’s review consistent with the Legislative Policy. Following discussion, the Commission decided it would take no formal position for SB 929. Upon motion by Commissioner Dillon and second by Commissioner Gregory, the Commission authorized the Executive Officer to submit letters to the Legislature in support of Assembly Bill 3254 and Assembly Bill 2238:

ROLL CALL VOTE:

AYES: DILLON, GREGORY, MOHLER AND SEDGLEY
NOES: NONE
ABSENT: WAGENKNECHT
ABSTAIN: NONE

e) CALAFCO Annual Conference Items

The Commission considered appointing voting delegates to represent the agency at CALAFCO’s Annual Conference scheduled for October 3 - 5 at Tenaya Lodge in Yosemite. The Commission also considered making nominations for the CALAFCO Board of Directors and achievement awards.

The Executive Officer provided an overview of this item.

Following discussion, the Commission appointed Chair Mohler and Vice Chair Wagenknecht to serve as Napa’s voting delegate and alternate delegate, respectively, for the Board elections at the annual CALAFCO Conference in October.

In addition, the Commission nominated Yountville’s Town Manager, Steve Rogers for the Mike Gotch Courage and Innovation in Local Government Award, and nominated Chair Mohler for the Outstanding Commissioner Award.

Upon motion by Commissioner Gregory and second by Commissioner Dillon, the Commission appointed Chair Mohler and Vice Chair Wagenknecht to serve as Napa’s voting delegate and alternate delegate, respectfully, for the Board elections at the annual CALAFCO Conference, and approved the nomination of Steve Rogers for the Mike Gotch Award, and approved the nomination of Chair Mohler for the Outstanding Commissioner Award:

ROLL CALL VOTE:

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

8. DISCUSSION ITEMS

a) Analysis of Staffing Alternatives

This agenda item was continued.

9. EXECUTIVE OFFICER REPORT

This agenda item was continued.

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

11. CLOSED SESSION: Public Employee Performance Evaluation – Executive Officer

This agenda item was continued.

12. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 4:34 PM. The next regular LAFCO meeting is scheduled for Monday, August 6, 2018 at **2:00 PM**.

Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary