



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF MAY 5, 2008

1. CALL TO ORDER; ROLL CALL

Chair Wagenknecht called the meeting to order at 4:02 p.m.

Roll was called with Regular Commissioners Dodd, Gingles, Inman, and Chair Wagenknecht present. Alternate Commissioner Rodeno was present (*voting*).

Absent: Commissioners Coffey, Luce and Kelly.

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 April 7, 2008 Meeting

The Commission was presented with minutes from the April 7, 2008 meeting for approval. Upon motion by Commissioner Dodd 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) *Borrette Lane No. 8 District Annexation to the Napa Sanitation District*

The Commission considered an application to annex approximately 6.04 acres of incorporated territory located in the City of Napa to the Napa Sanitation District. The subject territory is located at 1020 Borrette Lane and is identified by the County of Napa Assessor's Office as 041-700-004. Upon motion by Commissioner Dodd and second by Commissioner Gingles, the consent calendar was approved (LAFCO Resolution No. 08-02).

6. PUBLIC HEARING ITEMS

No public hearing items were scheduled.

7. COMMISSION ACTION ITEMS

a) City of Calistoga: Municipal Service Review

Staff provided an overview of the final municipal service review report that had been prepared for the City of Calistoga, which included a resolution adopting the written determinations pursuant to Government Code §56340. Commissioner Inman pointed out that on Attachment 'B' the Airport Lands, which were never annexed, are shown inside the sphere of influence as well as the City limit. Staff stated that an old map was used, and clarified that the Airport Lands are actually in the County.

Upon motion by Commissioner Dodd and second by Commissioner Rodeno, the resolution affirming the sphere of influence was approved (LAFCO Resolution #08-03).

b) City of St. Helena: Municipal Service Review

Staff provided an overview of the final municipal service review report that had been prepared for the City of St. Helena, which included a resolution adopting the written determinations pursuant to Government Code §56340.

Upon motion by Commissioner Rodeno and second by Commissioner Gingles, the resolution affirming the sphere of influence was approved (LAFCO Resolution #08-04).

c) Options for the Appointment of Alternate Legal Counsel

Staff provided an overview of a report identifying and evaluating options regarding the appointment of alternate legal counsel. Attached to the staff report was a letter from Robert Westmeyer, Office of County Counsel, dated May 2, 2008. Staff also provided the Commission with a copy of an email received earlier today from Rich Ramirez, City Manager of American Canyon.

Staff reviewed the three options the Commission could take if it is its preference to appoint and retain alternate legal counsel. After discussion by the Commission, no action was taken.

d) Recommended Office Improvements in 2008-2009

Staff provided an overview of a report recommending funding for two office improvements in 2008-2009 to implement an electronic document management system and develop a new website. The benefits, costs and policy considerations of these expenditures were discussed. While the Commission expressed its support for the implementation of an electronic document management system, it also expressed its concern regarding the amount proposed to develop a new website and requested staff to return with further information.

Upon motion by Commissioner Rodeno and second by Commissioner Inman, the Commission
1) Directed the Budget Committee to add \$55,000 to the proposed final budget for 2008-2009; and
2) Directed staff to return to the Commission with a new cost estimate for the development of a new website.

7. COMMISSION ACTION ITEMS continued:

e) Adoption of Policy Regarding Indemnification

Counsel provided the Commission with a policy for adoption to provide for indemnification in connection with any application for a change of organization, reorganization or sphere of influence amendment.

Upon motion by Commissioner Rodeno and second by Commissioner Inman, the Commission adopted the policy titled "Policy Regarding Indemnification" and the accompanying "Standard Indemnification Agreement" form.

8. COMMISSION DISCUSSION ITEMS

a) Staffing Update

Staff provided an overview of a report on the current status of filling the vacant analyst position, as well as a copy of the job announcement for LAFCO Staff Analyst I – Extra Help.

Following the April meeting, the Executive Officer submitted a requisition to the County Executive Office (CEO) to approve the recruitment of a new full-time analyst. CEO is responsible for approving all recruitment requisitions in the County, and as a result of the hiring freeze enacted by the Board of Supervisors in January 2008, is also responsible for assigning each approved requisition a priority score on a scale of one to six. CEO has approved LAFCO's requisition to recruit for its vacant analyst position but has assigned the request a priority score of four, and is not expected to begin recruiting for the position until October 2008. Assuming that the recruitment process will take an additional two months to complete, a reasonable estimate for filling the analyst position with a full-time employee is January 2009.

In response to the above-described circumstances, the Executive Officer has submitted and the CEO has approved a second requisition to fill the vacant analyst position with an extra-help employee, which should be initiated within the next two weeks. The Executive Officer anticipates the extra-help employee will work up to 40 hours a week for a six month period. The anticipated employment period for the extra-help employee is expected to correspond with the recruitment opening for the full-time analyst position.

9. EXECUTIVE OFFICER REPORT

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

- Napa County Transportation and Planning Agency's Growth Summit, a 30-year planning strategy meeting involving various agencies is scheduled for June 13th and 14th at the Napa Valley Unified School District auditorium, with a second phase meeting planned for a later date. The LAFCO Executive Officer is on the planning committee.
- The Executive Officer recently met with senior staff from American Canyon regarding the upcoming Municipal Service Review and Sphere of Influence Review for the City. Once the new LAFCO Analyst is on board, which will hopefully be within the next 3-4 months, we can begin the American Canyon reviews.
- The proponents of the Villa Berryessa Subdivision submitted an application today to create a new California Water District. Staff is waiting to hear back from Spanish Flat Water District regarding the possible annexation to its district. If that does not develop, then the Villa Berryessa Subdivision will be presented to the Commission within the next 4-5 months.

10. INFORMATION ITEMS

a) Notice from the County of Napa Regarding Reappointment of Brad Wagenknecht

The Commission received written notice from the County of Napa announcing the reappointment of Brad Wagenknecht to a new four year term on LAFCO commencing May 5, 2008 and expiring on May 7, 2012.

11. CLOSED SESSION

There was no closed session.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

13. ADJOURNMENT

The meeting was adjourned at 4:51 p.m. The next regular LAFCO meeting is scheduled for Monday, June 2, 2008 at 4:00 p.m.

Brad Wagenknecht, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary