



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

MEETING MINUTES OF OCTOBER 6, 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 Dodd, Gingles, Inman, Kelly, and Chair Wagenknecht present. Alternate Commissioners Luce and Rodeno were also present.

Absent: Commissioner Coffey.

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 August 4, 2008 Meeting**

The Commission was presented with minutes from the August 4, 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) **First Quarter Budget Report for Fiscal Year 2008-2009**

The Commission received a first quarter budget report for the 2008-2009 fiscal year. Upon motion by Commissioner Dodd and second by Commissioner Kelly, the consent calendar was approved.

6. **PUBLIC HEARING ITEMS**

a) **Monticello Public Cemetery District: Sphere of Influence Review**

The Commission received a report representing its scheduled sphere of influence review of the Monticello Public Cemetery District.

Staff provided a summary of the report and its recommendations.

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 resolution updating the sphere of influence was approved (**Resolution No. 08-13**).

6. PUBLIC HEARING ITEMS ~ *continued*:

b) Pope Valley Cemetery District: Sphere of Influence Review

The Commission received a report representing its scheduled sphere of influence review of the Pope Valley Cemetery District.

Staff provided a summary of the report and its recommendations.

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 resolution updating the sphere of influence was approved (**Resolution No. 08-14**).

c) Amendments to Adopted Conflict of Interest Code

The Commission considered amendments to its adopted conflict of interest code to include transferring the filing and storage location of completed statement of economic interest forms from Napa County's Election Division to the LAFCO office and updating the legal monetary limit for gifts from a single source.

Counsel Gong provided an overview of the report and its recommendations.

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

Chair Wagenknecht closed the public hearing. Upon motion by Commissioner Dodd and second by Commissioner Inman, the amendments were approved (**Resolution No. 08-15**).

7. COMMISSION ACTION ITEMS

None.

8. COMMISSION DISCUSSION ITEMS

a) Proposed Policy on Municipal Service Reviews

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 proposed policy and revision for Commission discussion and input. At the Commission's request, staff will outline the scope and purpose in preparing a municipal service review on transportation services as part of the Commission's consideration of approving revisions to the study schedule and bring back to the next meeting.

b) Proposed Policy on Outside Service Agreements

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

Staff provided a summary of the report, and noted that the timing of the proposal policy is appropriate given the City of Napa may soon request approval to provide water service to a property off of Montecito Boulevard in conjunction with a recently filed sphere of influence amendment. Dana Smith, Assistant City Manager of Napa and Kevin Teague, Counsel for the property owner spoke to the Commission regarding the referenced request (*continued on next page*):

8. COMMISSION DISCUSSION ITEMS ~ *continued*:

b) Proposed Policy on Outside Service Agreements

After a lengthy discussion by the Commission, County Counsel affirmed LAFCO's obligation to administer Government Code Section 56133, which mandates a city or special district to first obtain LAFCO's approval before it may provide new or extended services outside its boundaries, with limited exceptions. The Commission directed staff to circulate the proposed policy to local agencies for their review and comment, and bring back to next meeting for additional review.

c) Legislative Report

Staff provided the Commission with a verbal 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.

d) Report from 2008 CALAFCO Annual Conference

Staff provided the Commission with a verbal report on issues and topics raised at the 2008 Annual Conference of the California Association of Local Agency Formation Commissions. The conference, which was held in Universal City, was attended by Commissioner Kelly, Counsel Gong and Executive Officer Simonds. Staff also reported that the 2009 conference will be held in Yosemite, and the 2011 conference will be hosted by Napa LAFCO.

9. EXECUTIVE OFFICER REPORT

The Commission received a verbal report from the Executive Officer regarding the following topics:

- Unincorporated Islands – program to begin soon, letter and map sent to City of Napa Assistant City Manager Dana Smith today.
- Request for Proposal: Website Design and Development – Received proposals, staff to review and bring back to next meeting.
- Request for Proposal: Electronic Document Management System – ITS to assist LAFCO with interpreting proposals.

10. INFORMATION ITEMS

a) Current and Future Proposals

The Commission received a report from staff regarding current and future proposals, for information only. No action taken.

11. CLOSED SESSION

None.

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

None.

13. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

The meeting was adjourned at 5:24 p.m. The next regular LAFCO meeting is scheduled for Monday, November 3, 2008.

Brad Wagenknecht, Chair

ATTEST: Keene Simonds
Executive Officer

Prepared by:

Kathy Mabry
Commission Secretary