



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

■ Anne Cottrell, Chair ■ Kenneth Leary, Vice Chair ■ Margie Mohler ■ Beth Painter ■ Belia Ramos
■ Mariam Aboudamous, Alternate ■ Joelle Gallagher, Alternate ■ Eve Kahn, Alternate

Administrative Office
1754 Second Street, Suite C
Napa, California 94559
Telephone: 707-259-8645
www.napa.lafco.ca.gov

REGULAR MEETING AGENDA

Monday, February 5, 2024, 2:00 PM

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

1. **CALL TO ORDER BY CHAIR; ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

The Chair will consider approving the Agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff.

4. **PUBLIC COMMENTS**

The public may address the Commission concerning any matter not on the Agenda. The Commission is prohibited from discussing or taking action on any item not appearing on the posted Agenda.

5. **CONSENT ITEMS**

Action Items:

a) **Approval of Meeting Minutes:** December 4, 2023 Regular Meeting

Receive Report for Information Only:

b) **Chair Rotation for 2024**

c) **Second Quarter Budget Report for Fiscal Year 2023-24**

d) **Current and Future Proposals**

e) **Update on Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews**

f) **CALAFCO Quarterly Newsletter January 2024**

6. **ACTION ITEMS**

Items calendared for action do not require a public hearing before consideration by the Commission. Applicants may address the Commission. Any member of the public may provide comments on an item.

a) **Proposed Green Island Road No. 3 Annexation to the American Canyon Fire Protection District and Associated CEQA Findings**

The Commission will consider a proposal for the annexation of one parcel totaling approximately 157 acres in size to the American Canyon Fire Protection District. The affected territory is located at 1661 Green Island Road and identified as Assessor Parcel Number 058-030-041. The annexation is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15051(c).

b) **Proposed Trower Avenue No. 6 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission will consider a proposal for the annexation of two parcels totaling approximately 1.01 acres in size to the Napa Sanitation District. The affected territory is located at 2427 & 2433 Trower Avenue and identified as Assessor Parcel Numbers 007-172-019 & 007-172-020. The annexation is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines section 15282(k).

7. EXECUTIVE OFFICER REPORT
8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS
9. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Cal. Gov't Code section 54956.9(d)(2)
Number of Potential Cases: One

10. ADJOURNMENT TO NEXT SCHEDULED MEETING

Monday, April 1, 2024, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

MEETING INFORMATION

AGENDA ITEMS: The Commission may reschedule items on the Agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order.

CONDUCT OF HEARINGS: A contested matter is usually heard as follows: (1) discussion of the staff report and any related environmental document(s); (2) testimony of proponent; (3) public testimony; (4) rebuttal by proponent; (5) provision of additional clarification by staff as required; (6) close of the public hearing; (7) Commission discussion and Commission vote.

ADDRESSING THE COMMISSION: The Local Agency Formation Commission (LAFCO) of Napa County welcomes and encourages participation in its meetings. Any person who wishes to address the Commission should move to the front of the chambers when an item is called and, when recognized by the Chair, state their name, address, and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

PUBLIC COMMENT TIME LIMITS: The Commission will hear public comment prior to the consideration of any item. (1) A principal proponent will be allowed up to a 5-minute statement; (2) other proponents will be allowed up to a 3-minute statement; (3) opponents are allowed up to a 3-minute statement with the exception of spokespersons for any group who shall be permitted up to 5-minutes; (4) the principal proponent shall have up to a 3-minute rebuttal; (5) staff will provide clarification, as required.

SUBMITTING WRITTEN COMMENTS TO BE READ AT THE MEETING: Any member of the public may submit a written comment to the Commission before the meeting by email to info@napa.lafco.ca.gov or by mail to Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559-2450. If you are commenting on a particular item on the Agenda, please identify the Agenda item number and letter. Any comments of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO COMMISSION – PLEASE READ"; and (2) it is received by the Commission prior to the deadline of **February 5, 2024, at 10:00 A.M.**

SUBMITTING SUPPLEMENTAL WRITTEN COMMENTS: Any member of the public may submit supplemental written comments to the Commission, beyond the 500-word limit for comments read into the record, and those supplemental written comments will be made a part of the written record.

VOTING: A quorum consists of three members of the Commission. No action or recommendation of the Commission is valid unless a majority of the quorum of the Commission concurs therein.

OFF AGENDA ITEMS: Matters under the jurisdiction of the Commission and not on the posted Agenda may be addressed by the public under “Public Comments” on the Agenda. The Commission limits testimony on matters not on the Agenda to 500-words or less for a particular subject. The Commission cannot take action on any unscheduled items.

SPECIAL NEEDS: Meetings are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 72 hours in advance through LAFCO staff at (707) 259-8645 or info@napa.lafco.ca.gov.

POLITICAL REFORM ACT: Pursuant to Government Code Sections 56700.1 and 81000 et seq., any person or combination of persons who directly or indirectly contributes \$1,000 or more or expends \$1,000 or more in support of or in opposition to a change of organization or reorganization that will be, or has been, submitted to LAFCO must comply, to the same extent as provided for local initiative measures, with reporting and disclosure requirements of the California Political Reform Act of 1974. Additional information can be obtained by contacting the Fair Political Practices Commission. Pursuant to Government Code Section 84308, if you wish to participate in the proceedings indicated on this Agenda, you or your agent is prohibited from making a campaign contribution of \$250 or more to any Commissioner or Alternate Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until 12 months after a final decision is rendered by LAFCO. If you or your agent has made a contribution of \$250 or more to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify themselves from the decision in the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings.

MEETING MATERIALS: Any writings or documents provided to a majority of the members of the Commission regarding any item on this Agenda after the posting of the Agenda and not otherwise exempt from disclosure will be made available for public review at www.napa.lafco.ca.gov or by contacting LAFCO staff at info@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at www.napa.lafco.ca.gov. Staff reports are available online at <https://napa.lafco.ca.gov/staff-reports-2024> or upon request to LAFCO staff at info@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645.

VIEWING RECORDING OF MEETING: The Commission’s meeting will be recorded. Members of the public may access the meeting and other archived Commission meetings by going to <https://napa.lafco.ca.gov/2024>. Please allow up to one week for production time. Meetings are also broadcast on Napa TV on the second and fourth Tuesdays of each month at 8pm and second and fourth Wednesdays at 1pm (<http://napavalleytv.org/channel-28>).



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Agenda Item 5a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: February 5, 2024

SUBJECT: Approval of Meeting Minutes: December 4, 2023

SUMMARY AND RECOMMENDATION

This is a consent item for formal action. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair.

The Commission will consider approving the draft meeting minutes prepared by staff for the December 4, 2023 regular meeting, included as Attachment One.

Staff recommends approval of draft meeting minutes.

ATTACHMENTS

- 1) Draft Minutes for December 4, 2023 Regular Meeting

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF DECEMBER 4, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of December 4, 2023, to order at 2:00 PM.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Joelle Gallagher	Brendon Freeman, Executive Officer
Anne Cottrell, Vice Chair	Eve Kahn	Dawn Mittleman Longoria, Asst. Executive Officer
Beth Painter	Mariam Aboudamous (<i>Absent</i>)	Gary Bell, Commission Counsel
Kenneth Leary		Stephanie Pratt, Clerk/Jr. Analyst
Belia Ramos		

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to remove or rearrange items on the Agenda by the Commission or Staff. Executive Officer Freeman noted that the packet contained some duplicates and omissions with several of the attachments, and the corrected version was now on the website.

Upon motion by Commissioner Painter and second by Commissioner Leary, the agenda was approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Mohler invited members of the audience to provide public comment. No comments were received.

5. CONSENT ITEMS

Action Items:

- a) **Approval of Meeting Minutes: October 2, 2023, Regular Meeting**
- b) **Approval of Meeting Calendar for 2024**
- c) **Approval of Work Program Amendment Rescheduling Future Agenda Items**
- d) **Establishing Matching Retirement Savings Contributions for the Executive Officer and Assistant Executive Officer in 2024**
- e) **Direction for Alternate Public Member Appointment Procedure**

Receive Report for Information Only:

- f) **First Quarter Budget Report for Fiscal Year 2023-24**
- g) **Current and Future Proposals**

- h) Update on Selection of Consultant for Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews**
- i) Legislative Report**
- j) Expiring Commissioner Terms in 2024**

Chair Mohler asked if the Commissioners wanted to discuss any of the consent items, no comments were received.

Upon motion by Commissioner Leary and second by Commissioner Cottrell, the December 4, 2023, Consent items were approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

Any member of the public may address the Commission with respect to a scheduled public hearing item.

- a) Sphere of Influence Amendment Requests Involving 1130 Trower Avenue, the City of Napa, and the Napa Sanitation District; Proposed Trower Avenue No. 5 Annexation to the Napa Sanitation District; Outside Water Service Agreement Involving 1130 Trower Avenue and the City of Napa; and Associated CEQA Findings**

The Commission considered the following actions involving one parcel located at 1130 Trower Avenue and identified as Assessor Parcel Number 038-240-020: (1) amend the spheres of influence of the City of Napa and the Napa Sanitation District to include the entirety of 1130 Trower Avenue; (2) proposed annexation of 1130 Trower Avenue to the Napa Sanitation District; and (3) approve an outside water service agreement involving the City of Napa and 1130 Trower Avenue. The Commission also considered the Initial Study, Mitigated Negative Declaration, and Addendum to the Initial Study and Mitigated Negative Declaration prepared and certified by the Napa Valley Unified School District, serving as the lead agency for the project under the California Environmental Quality Act.

Commissioner Mohler opened a Public Hearing

Public comment was made by representatives of the Napa Valley School District, Assistant Superintendent Mike Pearson and Vice President of Van Pelt CS Kelli Jurgenson, with a comprehensive Power Point Presentation.

Upon motion by Vice-Chair Cottrell and second by Commissioner Ramos, all four proposed actions were approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. ACTION ITEMS

a) **Financial Audit for Fiscal Year Ending June 30, 2023**

The Commission received and filed a “Clean” financial audit as presented by Tracy Schultze and prepared by Brown Armstrong for the fiscal year ending June 30, 2023.

Upon motion by Commissioner Painter and second by Vice-Chair Cottrell, the Commission unanimously approved the Financial Audit for Fiscal Year Ending June 30, 2023, by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b) **Proposed Sierra Avenue/Villa Lane Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered a proposal for the annexation of two parcels totaling approximately 10.45 acres in size to the Napa Sanitation District. The affected territory is located at 1185 Sierra Avenue and identified as Assessor Parcel Numbers 038-250-035 and 038-250-037. The Commission also found that the project, including the proposed annexation, is within the scope of the City of Napa General Plan Update Final Environmental Impact Report, certified by the City Council on September 20, 2022, and that the City of Napa General Plan Update Final Environmental Impact Report adequately describes the proposed annexation for purposes of the California Environmental Quality Act.

Upon motion by Commissioner Painter and second by Chair Mohler, the Commission unanimously approved the proposed Sierra Avenue/Villa Lane Annexation to the Napa Sanitation District and associated CEQA findings by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c) **Consider Options to Amend the Agreement for the Provision of Support Services**

The Commission received an update on its existing Support Services Agreement with the County of Napa and provided direction to staff and the ad hoc subcommittee with respect to pursuing any amendments to the Agreement.

Chair Mohler invited members of the audience to provide public comment. No comments were received.

d) **Consider Subcommittee Appointments**

The Commission approved the membership of its Fiscal Year 2024-25 Budget Committee to be Chair Mohler and Commissioner Leary; the Legislative Committee to be Commissioner Painter and Vice Chair Cottrell; and the ad hoc Support Services Agreement Committee to be Commissioners Leary and Ramos. The Subcommittee Appointments were voted on as one item.

Upon motion by Chair Mohler and second by Commissioner Leary, the Commission unanimously approved the Subcommittee Appointments by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

8 COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

No discussion or action occurred.

9. RECOGNITION: CALAFCO 2023 Annual Conference Summary and Celebration

LAFCO of Napa County was honored for exceptional achievement in multiple areas at the California Association of LAFCO's (CALAFCO) annual meeting on October 19, 2023, winning three notable awards and reigning triumphant in the election of two commissioners to the CALAFCO Board of Directors.

Chair Margie Mohler was reelected to her fourth term as a city member and was also elected as Chair of the CALAFCO Board. Commissioner Ken Leary won his first term on the CALAFCO Board as a public member.

Napa LAFCO's success continued by winning a prestigious award for agricultural preservation and excellence in public service for their actions related to Green Island Vineyard.

The second recognition was the Associate Member Achievement Award for Colantuono, Highsmith & Whatley, PC (CHW), with Gary Bell on hand to accept the award.

The third award of note is the Lifetime Achievement Award for Assistant Executive Officer Dawn Mittleman Longoria, with a career spanning over four decades.

10. ADJOURNMENT at 3:45 PM TO NEXT REGULARY SCHEDULED MEETING

Monday, February 5, 2024, at 2:00 PM at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559

Anne Cottrell, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Jr. Analyst



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Agenda Item 5b (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer *BF*

MEETING DATE: February 5, 2024

SUBJECT: Chair Rotation for 2024

SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

The Commission's *Policy on Establishing the Officers of the Commission* ("the Policy"), included as Attachment One, provides an annual rotational system for the appointment of the Chair and Vice Chair offices based on seat designations. The Chair and Vice Chair serve one-year terms that begin on January 1.

Each regular Commissioner is assigned a seat designation. Alternate Commissioners do not have seat designations and are not eligible for the Chair or Vice Chair offices.

Under the Policy, Commissioners Cottrell (County Member II) and Leary (Public Member) became the Commission's Chair and Vice Chair, respectively, on January 1, 2024.

A full listing of Commissioner seat designations and schedules for the Chair and Vice Chair rotation is provided on the following page.

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Commissioner Seat Designations

Seat Designation	Current Member
City Member I	Beth Painter
City Member II	Margie Mohler
County Member I	Belia Ramos
County Member II	Anne Cottrell
Public Member	Kenneth Leary
Alternate City Member	Mariam Aboudamous
Alternate County Member	Joelle Gallagher
Alternate Public Member	Eve Kahn

Schedule for Chair and Vice Chair Rotation

Term	Chair	Vice Chair
January 1, 2024 through December 31, 2024	County Member II	Public Member
January 1, 2025 through December 31, 2025	Public Member	City Member I
January 1, 2026 through December 31, 2026	City Member I	County Member I
January 1, 2027 through December 31, 2027	County Member I	City Member II
January 1, 2028 through December 31, 2028	City Member II	County Member II

ATTACHMENT

- 1) Policy on Establishing the Officers of the Commission



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Establishing the Officers of the Commission

(Adopted: August 9, 2001; Last Amended: June 6, 2022)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000 includes provisions specifying the composition of the Commission in [Chapter 2 \(commencing with Section 56325\)](#). In addition, these sections specify the procedures to select Commissioners, terms of office, and selection of the Chair of the Commission.

II. Purpose

It is the policy of the Commission to establish policies which provide for the smooth and consistent operations of Commission business. The selection of officers of the Commission is a regular occurrence and therefore should follow adopted policy.

III. Officers of the Commission

- A) The officers of LAFCO shall consist of a Chair, a Vice Chair, and a Clerk.
- B) The Chair and Vice Chair shall be appointed and serve terms in accordance with Section V “Appointment of Chair and Vice Chair.”
- C) The Executive Officer or the Executive Officer’s designee shall serve as the Clerk.

IV. Duties of Officers

- A) Duties of the Chair: The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission according to “Rosenberg’s Rules of Order.” The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission.
- B) Duties of the Vice Chair: In the absence of the Chair, the Vice Chair shall assume all duties and responsibilities of the Chair's office.
- C) Duties of the Clerk: The Clerk shall call the roll, note approval of the minutes or corrections thereto, maintain record of testimony and action of the Commission on each item, and any other action deemed appropriate and necessary by the Commission to conduct its meetings and business.

V. Appointment of Chair and Vice Chair

- A) Term of Office: Beginning in 2024, the terms of office of the Chair and Vice Chair shall be for one year, beginning on January 1.
- B) Rotation: The Chair and Vice Chair shall be appointed by the Commission according to the following annual rotational system, effective January 1, 2024, unless a temporary change is made pursuant to Section V(C):

<u>Chair Designations</u>	<u>Vice Chair Designations</u>
County Member II	Public Member
Public Member	City Member I
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants, and to annually inform the Commission prior to the rotation.

- C) The Commission may create temporary changes to the rotation as part of an action item placed on a meeting agenda. If the Chair and Vice Chair offices are both vacant, and in the event the procedures set forth in Section VI “Vacancy,” below, are not feasible, the Executive Officer may call a meeting to order until the Chair and Vice Chair are appointed.

VI. Vacancy

The offices of Chair and Vice Chair shall reside with the particular appointing authority assigned to a designated seat. In the event that a Commissioner serving as Chair or Vice Chair is no longer able to serve on the Commission for any reason, the remainder of that Commissioner’s term in office shall be fulfilled by the other Commissioner from the same appointing authority (for example, if the Commissioner designated as “City Member I” is removed from the office of Chair in January, the Commissioner designated “City Member II” shall serve as Chair through the day immediately prior to the first Monday in May), subject to the following:

- A) On January 1 of the following year, the established rotation set forth in Section V(B) “Rotation,” above, shall resume.
- B) Should the office of Chair or Vice Chair be vacated by the Public Member, the Commission shall appoint another Commissioner at its next meeting to fulfill the remainder of the officer’s unexpired term.



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Agenda Item 5c (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: February 5, 2024

SUBJECT: Second Quarter Budget Report for Fiscal Year 2023-24

SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

Consistent with local policy, the Commission will receive a second quarter budget report that shows all budgeted and actual operating revenue and expenditure accounts for the 2023-24 fiscal year through December 31, 2023, included as Attachment One.

When the year is closed, all year-end numbers will be finalized and presented to the Commission at its December 2, 2024 regular meeting as part of the annual audit report.

ATTACHMENT

- 1) FY 2023-24 Revenue & Expense Report through December 31, 2023

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2024 Through Period: 06

Fund: 8400 - Local Agency Formation Comm

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
License, Permits and Franchises							
42690 - Permits Other/Application Fees	22,950.00	-	22,950.00	-	23,970.00	(1,020.00)	104.44 %
Total License, Permits and Franchises	22,950.00	-	22,950.00	-	23,970.00	(1,020.00)	104.44 %
Intergovernmental Revenues							
43910 - County of Napa	339,738.00	-	339,738.00	-	339,738.00	-	100.00 %
43950 - Other - Governmental Agencies	339,738.00	-	339,738.00	-	319,396.00	20,342.00	94.01 %
Total Intergovernmental Revenues	679,476.00	-	679,476.00	-	659,134.00	20,342.00	97.01 %
Revenue from Use of Money and Property							
45100 - Interest	6,500.00	-	6,500.00	-	10,842.90	(4,342.90)	166.81 %
Total Revenue from Use of Money and Property	6,500.00	-	6,500.00	-	10,842.90	(4,342.90)	166.81 %
Charges for Services							
46800 - Charges for Services	510.00	-	510.00	-	4,150.00	(3,640.00)	813.73 %
Total Charges for Services	510.00	-	510.00	-	4,150.00	(3,640.00)	813.73 %
Salaries and Employee Benefits							
51210 - Director/Commissioner Pay	15,000.00	-	15,000.00	-	7,800.00	7,200.00	52.00 %
51300 - Medicare	250.00	-	250.00	-	113.08	136.92	45.23 %
51305 - FICA	600.00	-	600.00	-	474.30	125.70	79.05 %
Total Salaries and Employee Benefits	15,850.00	-	15,850.00	-	8,387.38	7,462.62	52.92 %

Fund: 8400 - Local Agency Formation Comm

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Services and Supplies							
52100 - Administration Services	548,598.00	10,417.00	559,015.00	-	141,123.57	417,891.43	25.25 %
52125 - Accounting/Auditing Services	7,500.00	-	7,500.00	1,200.00	4,206.00	2,094.00	72.08 %
52130 - Information Technology Svcs	34,309.00	-	34,309.00	-	17,154.50	17,154.50	50.00 %
52131 - ITS Communication Charges	2,000.00	-	2,000.00	-	1,000.00	1,000.00	50.00 %
52140 - Legal Services	35,000.00	-	35,000.00	15,271.58	20,963.24	(1,234.82)	103.53 %
52310 - Consulting Services	105,000.00	-	105,000.00	10,000.00	3,415.39	91,584.61	12.78 %
52345 - Janitorial Services	300.00	-	300.00	300.00	-	-	100.00 %
52515 - Maint - Software	3,062.00	-	3,062.00	1,762.00	1,762.00	(462.00)	115.09 %
52600 - Rents/Leases - Equipment	3,500.00	-	3,500.00	1,196.95	1,873.82	429.23	87.74 %
52605 - Rents/Leases - Buildings/Land	26,775.00	-	26,775.00	11,335.00	15,440.00	-	100.00 %
52700 - Insurance - Liability	716.00	-	716.00	-	-	716.00	0.00 %
52800 - Communications/Telephone	3,000.00	-	3,000.00	975.00	1,715.21	309.79	89.67 %
52830 - Publications and Legal Notices	750.00	-	750.00	-	194.16	555.84	25.89 %
52835 - Filing Fees	150.00	-	150.00	-	50.00	100.00	33.33 %
52900 - Training/Conference Expenses	15,000.00	-	15,000.00	-	5,275.00	9,725.00	35.17 %
52905 - Business Travel/Mileage	3,000.00	-	3,000.00	-	-	3,000.00	0.00 %
53100 - Office Supplies	2,000.00	-	2,000.00	-	554.25	1,445.75	27.71 %
53110 - Freight/Postage	100.00	-	100.00	-	-	100.00	0.00 %
53115 - Books/Media/Subscriptions	119.00	-	119.00	-	-	119.00	0.00 %
53120 - Memberships/Certifications	3,332.00	-	3,332.00	-	3,332.00	-	100.00 %
53205 - Utilities - Electric	2,400.00	-	2,400.00	-	864.83	1,535.17	36.03 %
53410 - Computer Equipment/Accessories	-	571.00	571.00	-	-	571.00	0.00 %
53415 - Computer Software/Licnsng Fees	225.00	-	225.00	-	-	225.00	0.00 %
53650 - Business Related Meals/Supply	260.00	500.00	760.00	-	426.57	333.43	56.13 %
Total Services and Supplies	797,096.00	11,488.00	808,584.00	42,040.53	219,350.54	547,192.93	32.33 %

33100 - Beginning Available Fund Balance				392,300.60		
Total Revenues	709,436.00		709,436.00	<u>698,096.90</u>	11,339.10	98.40 %
Total Expenditures	812,946.00	<u>11,488.00</u>	824,434.00	<u>42,040.53</u>	<u>227,737.92</u>	554,655.55
Net Surplus / (Deficit)	(103,510.00)	(11,488.00)	(114,998.00)		470,358.98	
33100 - Current Available Fund Balance				862,659.58		

32100 - FB - Des - Capital Replacement	19,656.50
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Agenda Item 5d (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: February 5, 2024

SUBJECT: Current and Future Proposals

SUMMARY

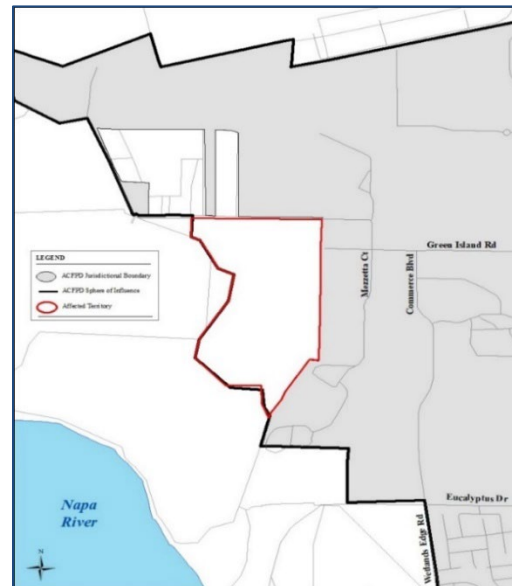
This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

This report summarizes all current and future boundary change proposals. There are currently four active proposals on file and seven anticipated new proposals that are expected to be submitted in the future. A summary follows.

Active Proposals

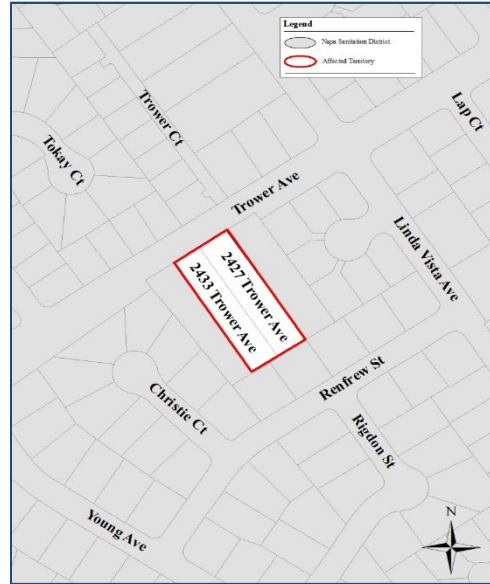
Green Island Road No. 3 Annexation to ACFPD

The American Canyon Fire Protection District (ACFPD) has adopted a resolution initiating annexation proceedings involving one unincorporated parcel located at 1661 Green Island Road (west of the City of American Canyon’s boundary), approximately 157.1 acres in size, and identified as Assessor Parcel Number (APN) 058-030-041. Current land uses within the parcel are limited to a commercial vineyard. Annexation would formally recognize ACFPD’s longstanding status as the primary fire service provider for the parcel. Annexation to ACFPD would grant no new land use potential. The proposal is on today’s agenda as item 6a.



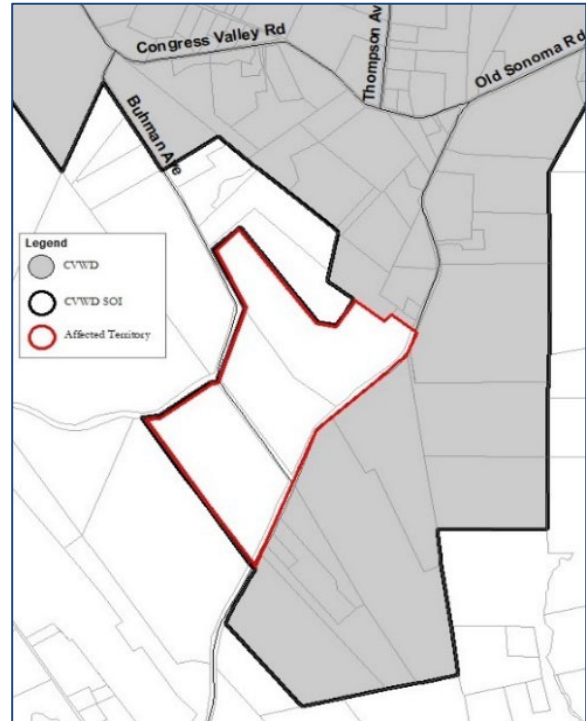
Trower Avenue No. 6 Annexation to NSD

A landowner has submitted an application to annex approximately 1.01 acres of territory to the Napa Sanitation District (NSD). The territory is located at 2427 & 2433 Trower Avenue in the City of Napa and identified as APNs 007-172-019 & -020. Current land uses within the parcels are limited to three existing single-family residences and one proposed residential unit that currently depend on private septic systems for sewage disposal. The purpose of the annexation is to allow existing and future residences within the parcels to connect to NSD's public sewer infrastructure. The proposal is on today's agenda as item 6b.



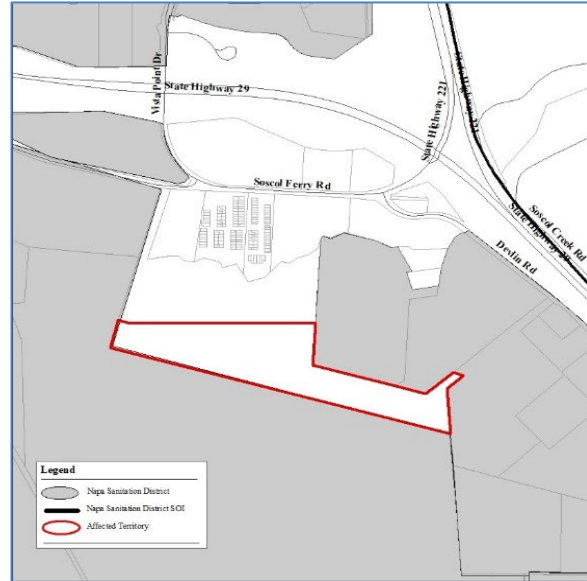
Old Sonoma Road/Buhman Avenue Annexation to CVWD

A landowner previously submitted a proposal to annex three unincorporated parcels totaling approximately 141.5 acres in size to the Congress Valley Water District (CVWD). The parcels are located along the northwestern side of Old Sonoma Road at its intersection with Buhman Avenue and identified as APNs 047-030-005, 047-030-020, and 047-080-001. Current land uses include two single-family residences and commercial vineyards with auxiliary structures and facilities. Two of the parcels already receive water service through grandfathered outside service agreements. Annexation would establish permanent water service to all three parcels. CVWD has requested, and the landowners have agreed, to postpone LAFCO action. There is no current timetable.



Devlin Road No. 6 Annexation to NSD

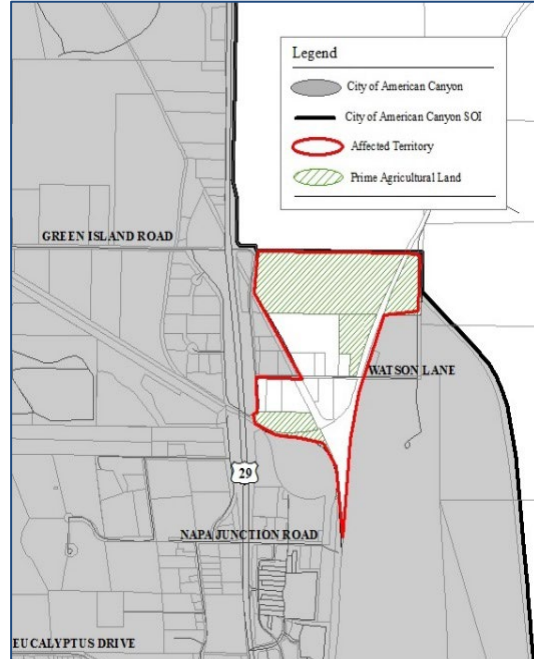
A representative for the landowner of one unincorporated parcel submitted an application to annex the parcel to NSD. The parcel is undeveloped, identified as APN 057-170-024, has no situs address, and is approximately 27.5 acres in size. Annexation to NSD would facilitate the Nova Business Park North project, which will include industrial land uses. The proposal is on hold until CEQA requirements related to the proposed annexation have been satisfied.



Anticipated Proposals

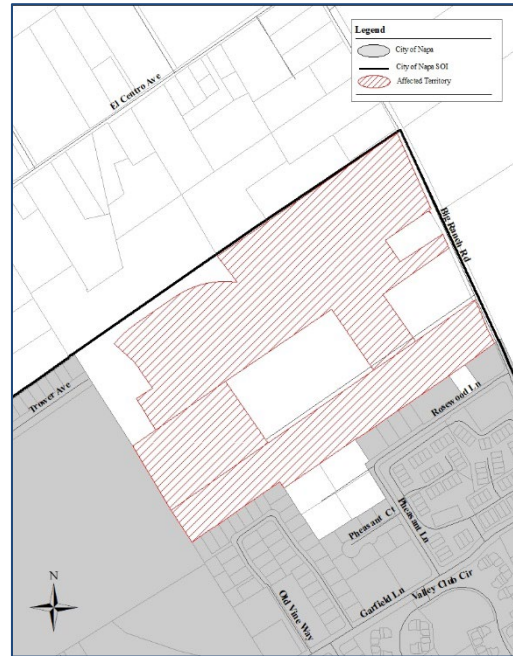
Watson Lane/Paoli Loop Annexation to the City of American Canyon

The City of American Canyon is expected to submit an application to annex 16 parcels and a portion of railroad totaling approximately 77.7 acres of unincorporated territory. The area is located within the City's SOI near Watson Lane and Paoli Loop and identified as APNs 057-120-014, -015, -017, -028, -034, -036, -041, -045, -047, -048, -049, -050, & -051, 057-180-014 & -015, and 059-020-036. The purpose of annexation is to allow development of the area for industrial and residential purposes as well as help facilitate the extension of Newell Drive to South Kelly Road. The City recently certified a Final Environmental Impact Report for the Paoli/Watson Lane Annexation Project. It is anticipated a proposal for annexation will be submitted in the foreseeable future.



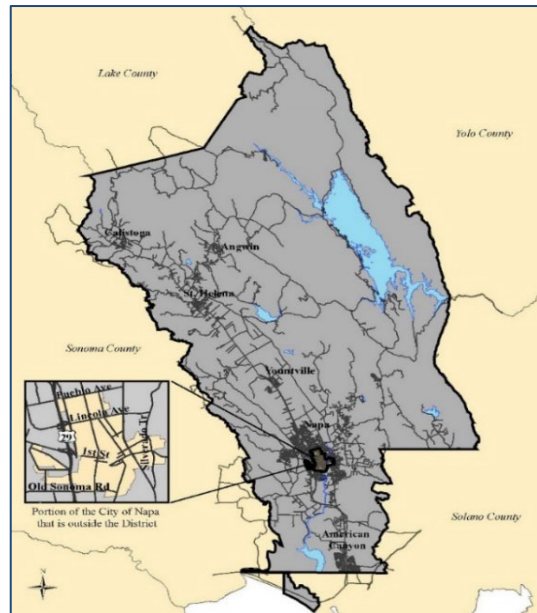
Big Ranch Road/Trower Avenue Annexation to the City of Napa

A landowner has submitted a preliminary application to the City of Napa for the annexation of three unincorporated parcels totaling approximately 46 acres. The parcels are located within the City’s SOI near Big Ranch Road and Trower Avenue and identified as APNs 038-240-005, -014, & -022. Annexation to the City would allow the parcels to be developed consistent with the City’s adopted Big Ranch Road Specific Plan. Annexation to NSD will also be recommended consistent with LAFCO policies. The preliminary application is under review by the City and considered incomplete at this time. Notably, the annexation as proposed can’t be approved due to a statutory provision that prohibits the creation of new, entirely surrounded islands.¹ It is anticipated a proposal for annexation will be submitted to LAFCO in the foreseeable future, but there is no specific timetable.



NCRCDD Donut Hole Annexation

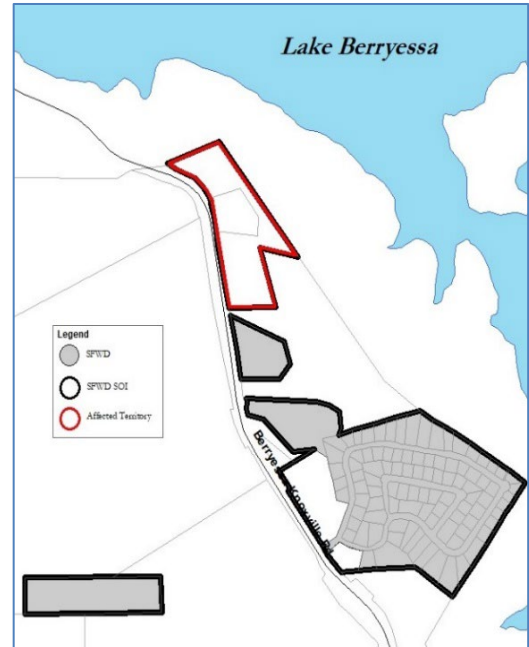
Staff from the Napa County Resource Conservation District (NCRCDD) has inquired about annexation of approximately 1,300 acres of incorporated territory located in the City of Napa. This area comprises the only remaining territory located within NCRCDD’s SOI but outside its jurisdictional boundary and is commonly referred to as a “donut hole”. The purpose of annexation would be to allow NCRCDD to expand its service programs and hold public meetings within the affected territory; activities that are currently prohibited within the area. In February 2020, the Commission approved a request for a waiver of LAFCO’s proposal processing fees. The Commission recently completed a Municipal Service Review for NCRCDD that includes a recommendation for the District to annex the donut hole. It is anticipated a proposal for annexation will be submitted in the foreseeable future, but there is no specific timetable.



¹ See [California Government Code §56744](#).

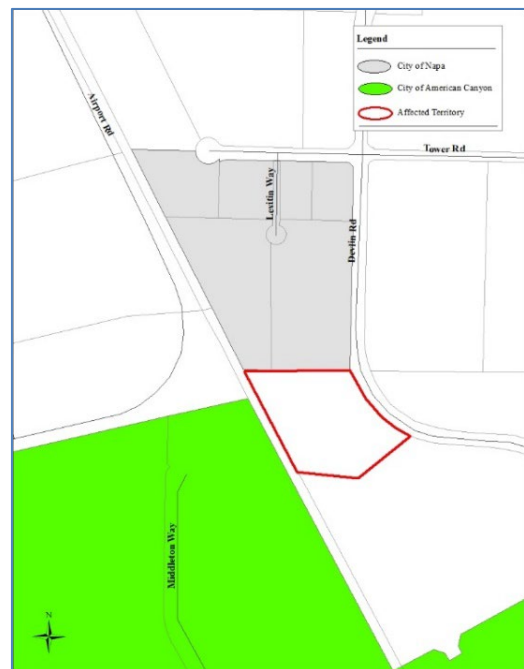
7140 & 7150 Berryessa-Knoxville Road Annexation to SFWD

A landowner has inquired about annexation of one entire unincorporated parcel and a portion of a second unincorporated parcel totaling approximately 7.9 acres in size to the Spanish Flat Water District (SFWD). The parcels were added to SFWD’s SOI in 2021, are located at 7140 and 7150 Berryessa-Knoxville Road, and identified as APNs 019-280-004 (entire) and 019-280-006 (portion). Current land uses within the parcels include a commercial boat and recreational vehicle storage facility (Lakeview Boat Storage), approximately 6,000 square feet of enclosed storage structures, an administrative office, and a detached single-family residence. The parcels are currently dependent on private water and septic systems to support existing uses. Annexation would facilitate the connection of existing uses to SFWD’s water and sewer services. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



Materials Diversion Facility Annexation to the City of Napa

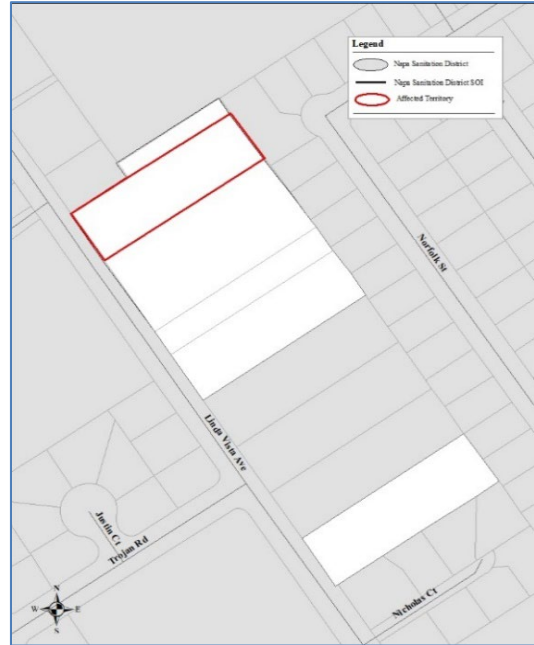
Staff from the City of Napa has inquired about annexation of approximately 2.9 acres of unincorporated territory comprising a portion of a parcel owned by the Napa-Vallejo Waste Management Authority. The APN of the entire parcel is 057-090-060. A property sale and a lot line adjustment are planned to create new parcels. The purpose of the property acquisition and future annexation is to expand the City’s existing materials diversion facility operations. The property is located outside the City of Napa’s SOI near the City of American Canyon. Annexation to the City of Napa is allowed given the property is owned by the City and soon will be used by the City for municipal purposes.² It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



² See [California Government Code §56742](#).

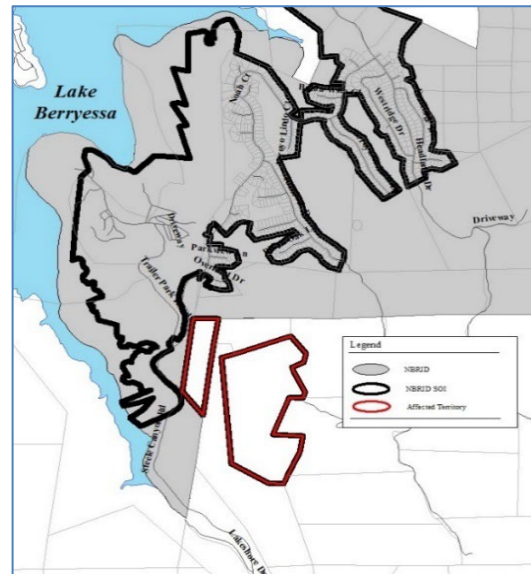
3776 Linda Vista Avenue Annexation to NSD

A landowner has inquired about annexation of one incorporated parcel to NSD. The parcel is located at 3776 Linda Vista Avenue in the City of Napa, approximately 0.8 acres in size, and identified as APN 007-231-007. Current land uses within the parcel are limited to one single-family residence that currently depends on a private onsite septic system for sewage disposal. Annexation would facilitate the connection of the existing residence to NSD's public sewer infrastructure. Staff will pursue expanding the annexation boundary to include additional parcels that are contiguous and also outside NSD's boundary. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.



Wastewater Treatment Plant Annexation to NBRID

Staff from the Napa Berryessa Resort Improvement District (NBRID) has inquired about annexation of two unincorporated parcels totaling approximately 101 acres in size that serve as the location of the District's wastewater treatment plant facilities. The parcels were recently added to NBRID's SOI, are owned by NBRID, and are identified as APNs 019-220-028 & -038. Annexation would be for purposes of reducing NBRID's annual property tax burden. It is anticipated a proposal for annexation will be submitted in the future, but there is no current timetable.





Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5e (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Dawn Mittleman Longoria, Assistant Executive Officer ^{DML}

MEETING DATE: February 5, 2024

SUBJECT: Update on Countywide Fire and Emergency Medical Services
Municipal Service Review and Sphere of Influence Reviews

BACKGROUND AND SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

On October 2, 2023, the Commission took the following actions:

- 1) Authorized the ad hoc Request for Proposals (RFP) Committee to select a preferred consultant and negotiate a contract to prepare the Countywide Fire and Emergency Medical Services (EMS) Municipal Service Review (MSR) and Sphere of Influence (SOI) Reviews; and
- 2) Authorized the Commission Chair to sign a contract with the preferred consultant.

On November 28, 2023, the Commission Chair signed the contract with the firm preferred by the ad hoc committee, AP Triton.

Project Update:

The AP Triton team kicked off the project with two separate meetings. The first meeting was with LAFCO staff to confirm the project parameters and explain their process. The second meeting was with the agencies. The purpose of that meeting was to provide an overview of the data requests, format, and method of collaboration. The consultants made it clear that they serve as a resource to the agencies as they respond to the data requests.

In spite of the holiday, the consulting team and the agencies have made significant progress in their data collection. All agencies are engaged and submitting the necessary information. The project is off to a good start.

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5f (Consent/Information)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: February 5, 2024

SUBJECT: CALAFCO Quarterly Newsletter – Jan 2024

BACKGROUND AND SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

SUMMARY

CALAFCO is a 501(c)(3) non-profit founded in 1971. CALAFCO serves as an organization dedicated to assisting member LAFCOs with educational, technical, and legislative resources that otherwise would not be available. CALAFCO provides statewide coordination of LAFCO activities, serves as a resource to the Legislature and other bodies, and offers a structure for sharing information among the various LAFCOs and other governmental agencies.

CALAFCO recently released a Quarterly Newsletter dated January 2024, included as Attachment One, with a summary of matters that may be of interest to members of the Commission that includes a message from CALAFCO Board Chair, Margie Mohler.

ATTACHMENT

- 1) CALAFCO Quarterly Newsletter – Jan 2024

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

FROM THE BOARD CHAIR

**Dear Board of Directors and esteemed
LAFCO members,**

I am honored by your invitation to serve as the Chair of the CALAFCO Board for 2024. I sincerely appreciate your trust and confidence in me, and I look forward to working with you to advance our organization's mission and vision.

As the Chair of the Board, I will strive to uphold the highest standards of leadership, integrity, and accountability. I will also seek to foster a culture of collaboration, innovation, and excellence among our board members, staff, and stakeholders. I believe that together, we can overcome any challenges and seize any opportunities that may arise in our dynamic environment.

I am excited about the prospects of our organization and the potential impact we can have on our communities and beyond. I am eager to hear your ideas, insights, and feedback on improving our performance and achieving our goals. I invite you to



contact me anytime with your suggestions, concerns, or questions.

Thank you once again for this incredible opportunity. I am grateful to Bill Connelly and would like to thank him for his leadership in 2023. I wish you all a productive and prosperous year ahead.

Sincerely,

Margie Mohler, Chair

Watch for our New Look

www.calafco.org

BOARD BRIEF

Retirements and other circumstances saw five members cycle off the Board after the October elections. Our profoundest thanks go to Southern region reps Jo MacKenzie (San Diego) and Mike Kelley (Imperial), Coastal Region rep Shane Stark (Santa Barbara), Northern region rep Debra Lake (Humboldt), and Central Region rep Daniel Parra (Fresno) for the time and expertise that they devoted to CALAFCO—some of them for many years. We are confident that we will see many of you in future endeavors.

In their place, we were also honored to install the five new members. Southern Region: Kimberly Cox (San Bernardino) and Yxstian Gutierrez (Riverside); Coastal Region: Kenneth Leary (Napa); Northern Region: Gordon Mangel (Nevada); and Central Region: Tamara Wallace (El Dorado). We look forward to the many contributions that we know our new Board members will make to CALAFCO. Welcome aboard, everyone!

While the end and beginning of a year are typically full of holiday happenings, the CALAFCO Board was still hard at work. Actions taken during the December and January meetings included approval of the following items:

- CALAFCO 2024 Legislative Policies and Priorities. (Those were unchanged from 2023.)
- 2024 Board meeting schedule (see the Schedule of Events on page 9 for more information.)
- FY 2024-2025 Member dues (approved with a 3.1% CPI

(Continued on page 4)

BOARD MEMBERS

Margie Mohler, Chair
Acquanetta Warren, Vice Chair
Gay Jones, Treasurer
Black Inscore, Secretary
Bill Connelly
Kimberly Cox
Rodrigo Espinosa
Yxstian Gutierrez
Kenneth Leary
Gordon Mangel
Michael McGill
Derek McGregor
Anita Paque
Wendy Root Askew
Josh Susman
Tamara Wallace

CALAFCO Staff

René LaRoche, Exec. Director
Clark Alsop, Legal Counsel
Stephen Lucas, Exec. Officer
José Henriquez, Dep. Exec. Ofc.
Dawn Longoria, Dep. Exec. Ofc.
Gary Thompson, Dep. Exec. Ofc.
Jeni Tickler, Administrator



FROM THE EXECUTIVE DIRECTOR



Happy 2024!

It absolutely boggles my mind to be saying that because it seems like we just launched into 2023. Where *did* the year go?

As we bid farewell to 2023 and welcome the new year, I am filled with gratitude for the incredible community that is CALAFCO. Your enthusiasm, volunteerism, commitment, and support have made the past year truly remarkable.

We've developed a new brand and have some exciting plans in the pipeline – from our engaging events and enriching workshops, to a new website and staff photo contest – and all are designed to make the CALAFCO experience even more fantastic for our members. Stay tuned for updates and get ready to make this year the best one yet!

Of course, it wouldn't be a new year without a toast! So, here's to new beginnings, shared laughter (and lots of it), and the continued growth of our wonderful association. My wish for each of you is that the year ahead is filled with



accomplishments, health, happiness, and countless reasons to celebrate.

May we all embark on 2024 with boundless energy, fresh perspectives, and a shared spirit of collaboration, and may this year bring you nothing but joy, success, and memorable moments!

Here's to making the new year all that we want it to be!

Happy New Year!!

René LaRoche, Executive Director



BOARD COMMITTEE ASSIGNMENTS

The following Board member committee assignments were made on January 5, 2024:

AWARDS COMMITTEE:

Rodrigo Espinosa (Central), Blake Inscore (Northern), Kenneth Leary (Coastal), and Derek McGregor (Southern)

CONFERENCE COMMITTEE:

Kenneth Leary (Coastal), Gordon Mangel (Northern), Anita Paque (Central), and Acquanetta Warren (Southern)

ELECTIONS COMMITTEE:

Bill Connelly (Northern), Kimberly Cox (Southern), Kenneth Leary (Coastal), and Anita Paque (Central)

LEGISLATIVE COMMITTEE:

Bill Connelly (Northern), Yxstian Gutierrez (Southern), Gay Jones (Central), Mike McGill (Coastal), Derek McGregor (Southern), Margie Mohler, Anita Paque, Wendy Root Askew (Coastal), Josh Susman (Northern), and Tamara Wallace (Central)

AD HOC MODERNIZATION COMMITTEE:

Gordon Mangel (Northern), Margie Mohler (Coastal), Tamara Wallace (Central), Acquanetta Warren (Southern)

BOARD BRIEF, Continued from page 2

adjustment.)

- Amended CALAFCO Policy 4.5, pertaining to the Legislative Committee (Now defines a quorum as 7 of the Board and Staff voting members, requires the committee to disband within 15 minutes of the start time when no quorum exists, and has been reformatted for easier reading.)
- A new CALAFCO brand.
- Authorization to move association funds into higher yielding accounts.
- Appointment of members to committees.

Additional information for any Board item can be found in the agenda packets posted on the website, or by contacting the Executive Director.

NEW BRAND UNVEILED

NEW LOOK

It's here! It's here! After a process that started with our Strategic Planning in February, 2023, we are thrilled to share our revitalized CALAFCO brand! As our first ever professionally designed logo, this brand represents a significant milestone in our journey towards modernization and innovation under Phase I of our Strategic Plan.

Our new brand provides us with a **Refreshed Visual Identity** in a simple, modern design to better represent our professionalism, as well as **Enhanced Messaging** that builds on CALAFCO's new Mission Statement. We've also added a new tag line to better communicate the supportive position that CALAFCO plays for its members.

While operational enhancements have been happening, and continue to happen, behind the scenes, the new logo is our first public-facing change. As such, it also symbolizes our transition into a streamlined, more efficient, and modernized association.

The rebranding will soon be accompanied by a new website, which is currently under development. The new website is expected to complement our new brand with a similar modern aesthetic, while also providing us with the technological platform to take event



registrations, and administer dues and payments.

As the hub for all CALAFCO information and resources, we look forward to enhanced website features that will serve up information with an intuitive and friendly user experience. Watch for that unveiling soon!

Of course, work of this magnitude does not occur in a vacuum. Thank you to the Board of Directors for their effort to develop the 2023-2026 Strategic Plan which outlined rebranding as an action item, as well as for the input they provided to develop the logo Design Brief that guided our consultant, Tara Bravo Mulally with CV Strategies.

Also, our sincere thanks to the EOs who took the polls which provided us with needed feedback.

Finally, special thanks to our Ad Hoc Rebranding Committee members who guided the development of this new brand through multiple meetings, discussions, and polls. Those members were Mike Kelley (Southern), Steve Lucas (Northern), Margie Mohler (Coastal), and Anita Paque (Central).



HAPPY TRAILS, JURG!!



The End of the year brought with it the retirement of long-time Imperial EO, Jurg Heuberger - a life change to which Jurg was looking forward! Displaying their characteristic solidarity, Southern Region EOs and staffers traveled to El Centro on December 13th where they wined and dined Jurg, and then hailed him the next day at his last LAFCO meeting. Respect takes many forms, and this display was certainly one of the sweetest! **Congratulations to Jurg on this new journey!**

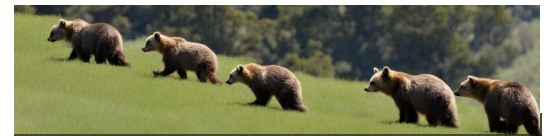
Associate Member SPOTLIGHT

NEW GOLD ASSOCIATE!

Thank you to Planwest Partners for upgrading to a **Gold Membership!**

Planwest Partners provides contract LAFCO staffing services to multiple LAFCOs - and Collette is a regular presenter at workshops and conferences! Many thanks!

Also, **WELCOME** to our new Associate member, **David Scheurich!** David is Staff Chief of Cooperative Fire Protection for CAL FIRE. His primary activities include review and assistance in coordination of Cooperative Fire Protection agreements.



TRACKS AROUND THE STATE

Only one month into the year and we have two new EOs!

Congratulations to Paula Graf, who traded in the "Assistant" mantle to become the new Imperial LAFCO EO on January 1st.

And in Shasta, Krystle Heaney replaces George Williamson who happily stepped aside as EO. **Congratulations, Krystle!**

NEW LAWS

(Continued from page 6)

Governments to serve on the Coastal Commission.

AB 557 (Hart) Brown Act teleconferencing - Revises the rules for teleconferencing during a proclaimed emergency by removing the sunset date, removing references to social distancing, and extending the time between legislative findings of a continued emergency from the previous 30-day period to 45 days. Does not affect regular teleconferencing rules.



2023 CONFERENCE – MONTEREY



“The best conference, yet!”

We heard that refrain repeatedly from attendees during the October, 2023, Annual Conference. But, it’s hard NOT to get it right when you’ve got the location, weather, and volunteers that we had to help put it all together! Thank you to the 40 or so volunteers who had our backs to make everything happen from planning to execution! It definitely takes a village to provide for 270 attendees (nearly 23% higher than our previous high) but you all nailed it!



And, a special thank you to Director Wendy Root Askew, EO Kate McKenna, and the fabulous crew from Monterey LAFCO for providing SOOOO much assistance! You guys rock!



Award Winners

Of course, the much anticipated highlight of the event was the Achievement Awards that were presented at the Association Dinner on Thursday night. Congratulations to all of our winners!

OUTSTANDING VOLUNTEER: *Anita Paque (Calaveras)*

OUTSTANDING ASSOCIATE MEMBER: *Colantuono, Highsmith & Whatley*

OUTSTANDING COMMISSIONER: *Richard Bettencourt (San Benito)*

OUTSTANDING LAFCO PROFESSIONAL: (two-way tie)

Andrea Ozdy (Ventura), and José Henriquez (Sacramento)

MIKE GOTCH EXCELLENCE IN PUBLIC SERVICE AWARDS,

- **AGRICULTURE CATEGORY:** *Napa LAFCO*

- **INNOVATION CATEGORY:** *Tom Cooley (Plumas)*

LIFETIME ACHIEVEMENT AWARD: *Dawn Mittleman Longoria (Napa)*



And, a special congratulations to *Commissioner Fred Sheriff* from *Tulare LAFCO* who won the evening’s door prize - a spectacular painting donated by Anwar Fonseca. Congrats, Fred!



SCHEDULE OF UPCOMING EVENTS

*Tenaya Lodge, Fish Camp, CA
2024 Annual Conference Site*

JANUARY	5	CALAFCO Board of Directors Meeting (Virtual)*
	12	CALAFCO Legislative Committee (Virtual)†
FEBRUARY	16	CALAFCO Legislative Committee (Virtual)†
MARCH	5	CALAFCO U -
	22	CALAFCO Legislative Committee (Virtual)†
APRIL	12	CALAFCO Board of Directors Meeting (Virtual)*
	24-26	CALAFCO Staff Workshop (Pleasanton)
MAY	10	CALAFCO Legislative Committee (Virtual)†
JUNE	14	CALAFCO Legislative Committee (Virtual)†
JULY	12	CALAFCO Legislative Committee (Virtual)†
	19	CALAFCO Board of Directors Meeting (Virtual)*
AUGUST	23	CALAFCO Legislative Committee (Virtual), if needed†
SEPTEMBER		Let's get ready for the Conference!
OCTOBER	16-18	CALAFCO Annual Conference (Yosemite)
	17	CALAFCO Annual Business Meeting (Yosemite)
	18	CALAFCO Board of Directors Meeting (Yosemite)
NOVEMBER	1	CALAFCO Legislative Committee (Virtual)†
DECEMBER	6	CALAFCO Legislative Committee (Virtual), if needed†



* 10:00 AM Start time
† 9:00 AM Start time



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6a (Action)

TO: Local Agency Formation Commission
PREPARED BY: Dawn Mittleman Longoria, Assistant Executive Officer
Stephanie Pratt, Clerk/Jr. Analyst
MEETING DATE: February 5, 2024
SUBJECT: Proposed Green Island Road No. 3 Annexation to the American Canyon Fire Protection District and Associated CEQA Findings

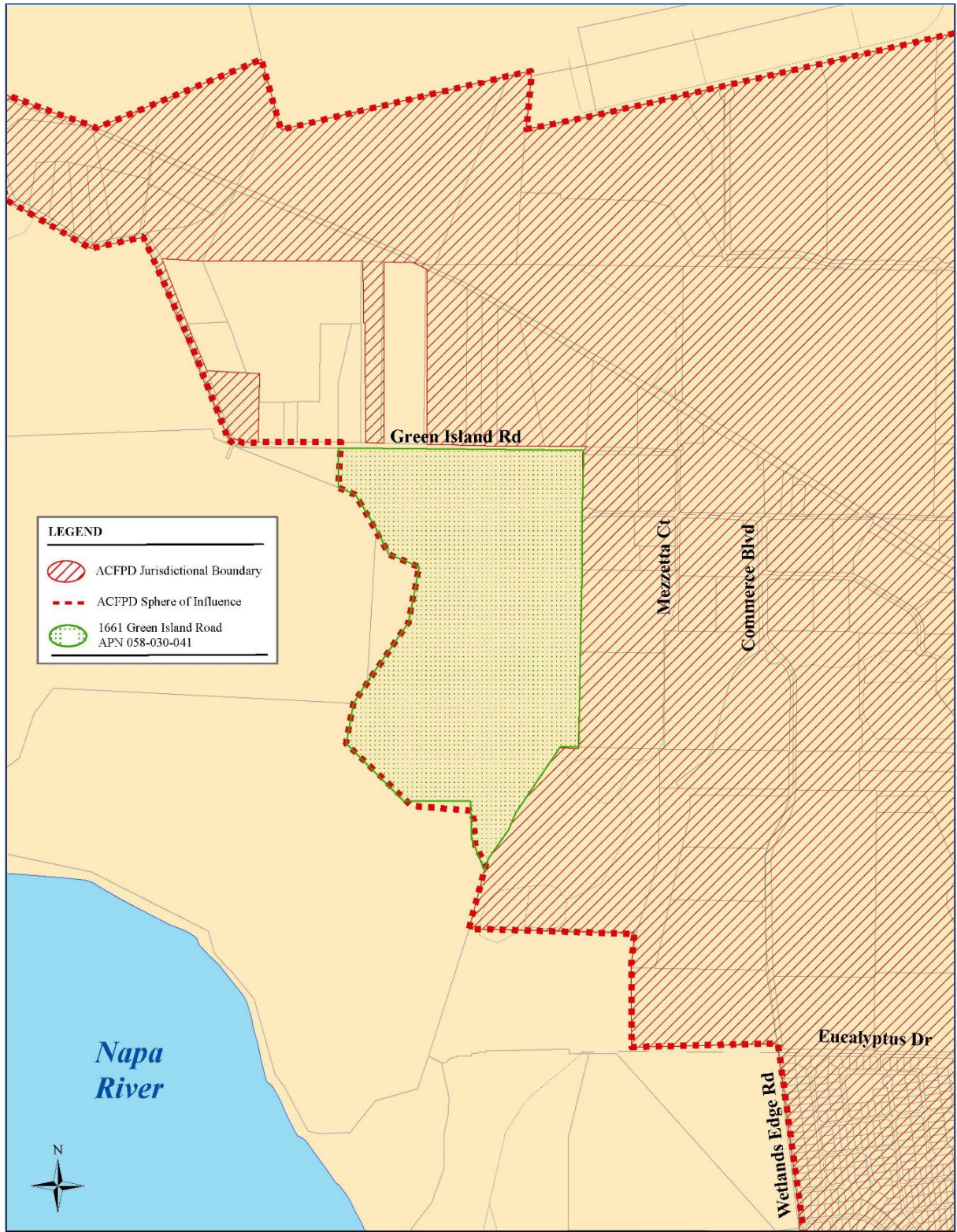
RECOMMENDATION

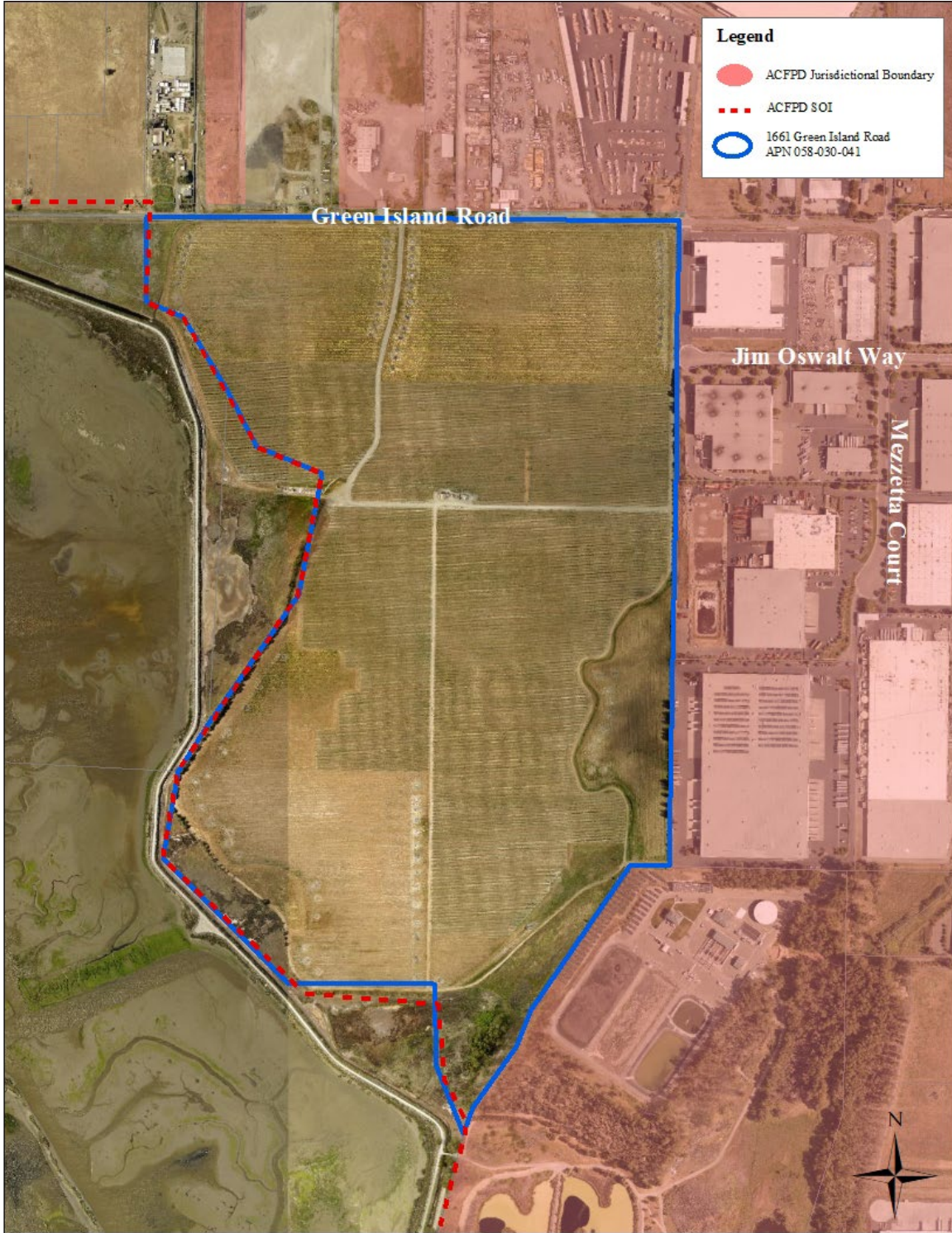
Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations – Green Island Road No. 3 Annexation to the American Canyon Fire Protection District (ACFPD) making California Environmental Quality Act (CEQA) findings and approving the proposed annexation (Attachment One). Standard conditions are also recommended.

BACKGROUND AND SUMMARY

Applicant: ACFPD (resolution)
Proposed Action: Annexation to ACFPD
Assessor Parcel Numbers: 058-030-041
Location: 1661 Green Island Road
Area Size: 157 acres
Jurisdiction: County of Napa ("County")
Sphere of Influence Consistency: Yes
Policy Consistency: Yes
Tax Sharing Agreement: Yes
Landowner Consent: 100%
Protest Proceedings: Waived
CEQA: Exempt
Current Land Uses: commercial vineyard operations

Purpose: Annexation would confirm the historic practice of ACFPD providing service to the affected territory since at least 1992.
Development Plans: None
Development Potential: County General Plan would not allow subdivision (minimum lot size 160 acres).
Application: Attachment Two
Maps of Affected Territory: Following pages





DISCUSSION

Factors for Commission Determinations

Mandated Factors: Attachment Three¹

Property Tax Agreement

Property Tax Agreement: Property Tax exchange agreement is in place between County and ACFPD

Protest Proceedings

Waived: Legally uninhabited (fewer than 12 registered voters) and 100% consent of property owners²

ENVIRONMENTAL REVIEW³

Lead Agency: ACFPD (CEQA Guidelines section 15051(c))

Exemption: *Changes in organization of local agencies* (CEQA Guidelines section 15320)

This CEQA exemptions applies to special district annexations involving the continuation of existing conditions, and no new land use or municipal service authority is granted.

ATTACHMENTS

- 1) Draft Resolution Approving the Proposal and Making CEQA Findings
- 2) Application Materials
- 3) Factors for Commission Determinations

¹ California Government Code sections 56668 & 56668.3

² California Government Code section 56662(a): fewer than 12 registered voters

³ Reviewed by Napa LAFCO Legal Counsel

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**GREEN ISLAND ROAD NO. 3 ANNEXATION TO THE
AMERICAN CANYON FIRE PROTECTION DISTRICT**

WHEREAS, an application for a proposed reorganization has been filed with the Local Agency Formation Commission of Napa County, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the proposal seeks Commission approval to annex approximately 157 acres of unincorporated land to the American Canyon Fire Protection District and represents one entire parcel located at 1661 Green Island Road and identified by the County of Napa Assessor’s Office as 058-030-041; and

WHEREAS, the Commission’s Executive Officer has reviewed the proposal and prepared a report with recommendations; and

WHEREAS, the Executive Officer’s report and recommendations have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public meeting held on the proposal on February 5, 2024; and

WHEREAS, the Commission considered all the factors required by law under Government Code sections 56668 and 56668.3 as well as adopted local policies and procedures; and

WHEREAS, the Commission finds the proposal consistent with the sphere of influence established for the American Canyon Fire Protection District; and

WHEREAS, the Commission finds that all owners of land included in said proposal consent to the subject annexation; and

WHEREAS, in accordance with applicable provisions of the California Environmental Quality Act (hereinafter “CEQA”), the Commission considered available exemptions under CEQA, in accordance with Title 14 of the California Code of Regulations (hereinafter “CEQA Guidelines”); and

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Factors for Commission Determinations provided in the Executive Officer’s written report are hereby incorporated herein by this reference and are adequate.

2. The Commission serves as Responsible Agency for the proposal pursuant to CEQA Guidelines Section 15051(c). ACFPD, as lead agency, has determined that the underlying activity, annexation of the affected territory, is statutorily exempt from further review pursuant to CEQA Guidelines section 15320: Special district annexations where changes in organization of local governmental agencies do not change the geographical area in which the previously existing powers are exercised. The records upon which these findings are made are located at the Commission's administrative office located at 1754 Second Street, Suite C, Napa, California 94559.

3. The proposal is APPROVED subject to completion of item number 10 below.

4. This proposal is assigned the following distinctive short-term designation:

**GREEN ISLAND ROAD NO. 3 ANNEXATION TO THE
AMERICAN CANYON FIRE PROTECTION DISTRICT**

5. The affected territory is shown on the map in the attached Exhibit "A".

6. The affected territory so described is uninhabited as defined in California Government Code section 56046.

7. The American Canyon Fire Protection District utilizes the regular assessment roll of the County of Napa.

8. The affected territory will be taxed for existing general bonded indebtedness of the American Canyon Fire Protection District.

9. The Commission waives conducting authority proceedings in accordance with California Government Code section 56662(a).

10. Recordation is contingent upon receipt by the Executive Officer a final map and geographic description of the affected territory determined by the County Surveyor to conform to the requirements of the State Board of Equalization.

11. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be recorded within one calendar year unless an extension is requested and approved by the Commission.

12. The Commission hereby directs staff to file a Notice of Exemption in compliance with CEQA.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on February 5, 2024, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Anne Cottrell
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Stephanie Pratt
Clerk/Jr. Analyst

DRAFT

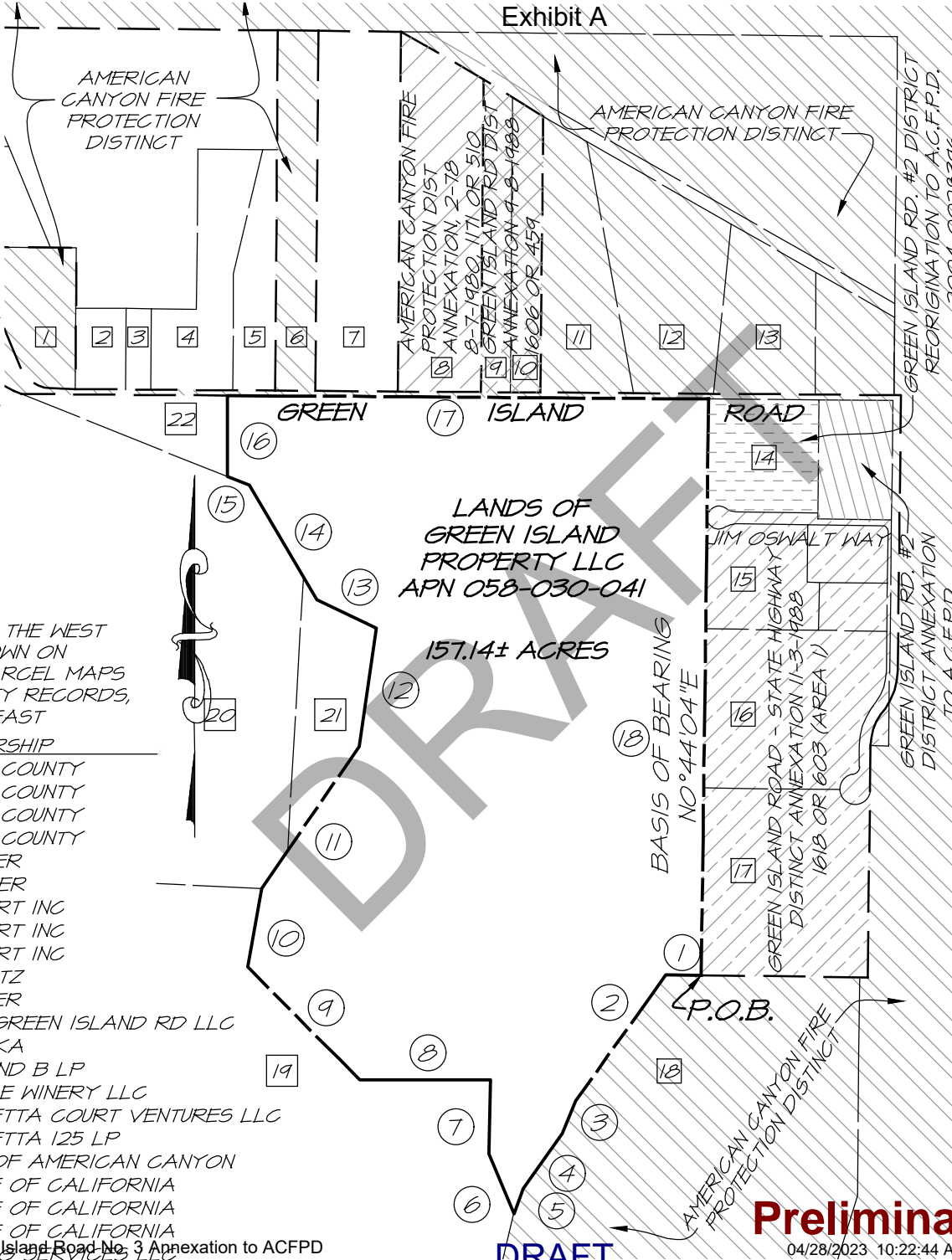
No. BEARING & DISTANCE

- 1 N88°58'55"W 175.97'
- 2 S35°31'00"W 110.53'
- 3 S22°26'00"W 175.72'
- 4 S35°27'40"W 339.11'
- 5 S20°08'40"W 132.35'
- 6 N22°31'00"W 323.00'
- 7 N1°22'00"E 367.65'
- 8 N90°00'00"W 651.23'
- 9 N44°45'00"W 792.00'
- 10 N10°00'00"E 396.00'
- 11 N34°30'00"E 858.00'
- 12 N8°15'00"E 594.00'
- 13 N64°15'00"W 330.00'
- 14 N30°30'00"W 660.00'
- 15 N68°08'30"W 117.50'
- 16 N0°02'09"E 403.39'
- 17 S89°35'00"E 2393.99'
- 18 S0°44'05"W 2869.22'

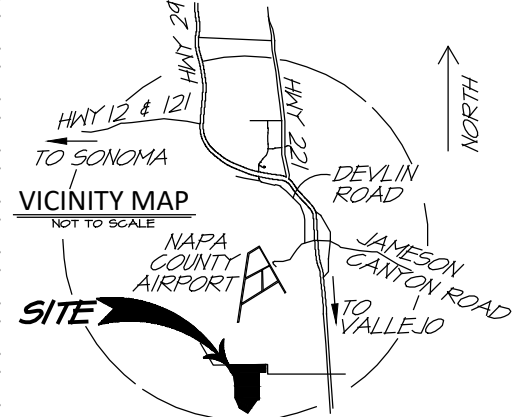
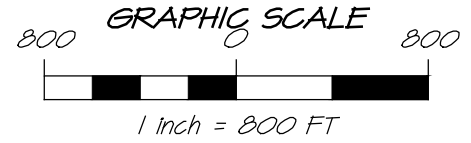
BASIS OF BEARING BEING THE WEST LINE OF PARCEL 1 AS SHOWN ON SHOWN ON BOOK 15 OF PARCEL MAPS AT PAGE 20, NAPA COUNTY RECORDS, BEING NORTH 0° 44' 05" EAST

No.	APN	OWNERSHIP
1	058-070-013	NAPA COUNTY
2	058-070-014	NAPA COUNTY
3	058-070-015	NAPA COUNTY
4	058-070-026	NAPA COUNTY
5	058-070-027	HACKER
6	058-070-005	FRAZIER
7	058-070-006	COPART INC
8	058-070-019	COPART INC
9	058-070-020	COPART INC
10	058-070-021	SCHMITZ
11	058-070-022	PFISTER
12	058-070-023	1386 GREEN ISLAND RD LLC
13	058-070-024	KOLKKA
14	058-330-018	PW FUND B LP
15	058-030-053	PURPLE WINERY LLC
16	058-030-049	MEZZETTA COURT VENTURES LLC
17	058-030-050	MEZZETTA 125 LP
18	058-030-055	CITY OF AMERICAN CANYON
19	058-020-003	STATE OF CALIFORNIA
20	058-020-001	STATE OF CALIFORNIA
21	058-020-002	STATE OF CALIFORNIA
22	058-030-030	GIS AB SERVICES LLC

Exhibit A



MAP DELINEATING THE BOUNDARY OF GREEN ISLAND ROAD NO. 3 REORGANIZATION ANNEXATION TO AMERICAN CANYON FIRE PROTECTION DISTRICT



LICENSED LAND SURVEYOR
 Christopher M. Tibbitts
 LS8585
 STATE OF CALIFORNIA
Christopher M. Tibbitts
 4/28/23

BEING A PORTION OF SECTIONS 14, 15, 22, 23, TOWNSHIP 4 NORTH, RANGE 4 WEST, M.D.B. & M.,

RSA+ 1515 FOURTH STREET
 NAPA, CALIF. 94559
 OFFICE | 707 | 252.3301
 + www.RSACivil.com +

Preliminary

04/28/2023 10:22:44 AM

DRAFT

Resolution for Green Island Road No. 3 Annexation to ACFPD

GREEN ISLAND ROAD NO. 3
ANNEXATION TO AMERICAN CANYON FIRE PROTECTION DISTRICT
GEOGRAPHICAL DESCRIPTION

All that certain property, situated in a portion of Sections 14, 15, 22, 23, Township 4 North, Range 4 West, M.D.B.&M., in the County of Napa, State of California, described as follows:

Beginning at the southwest corner of Green Island Road - State Highway Distinct Annexation as described in a Certificate of Completion recorded November 3, 1988 Book 1618 at Page 603, Official Records of Napa County, State of California

- (1) thence along the boundary of American Canyon Fire District North 88° 58' 55" West 175.95 feet;
- (2) thence South 35° 31' 00" West 770.53 feet;
- (3) thence South 22° 26' 00" West 175.72 feet;
- (4) thence South 35° 27' 40" West 338.11 feet;
- (5) thence South 20° 08' 40" West 132.35 feet;
- (6) thence leaving said Fire District Boundary North 22° 31' 00" West 323.00 feet;
- (7) thence North 1° 22' 00" East 367.65 feet;
- (8) thence North 90° 00' 00" West 651.23 feet;
- (9) thence North 44° 45' 00" West 792.00 feet;
- (10) thence North 10° 00' 00" East 396.00 feet;
- (11) thence North 34° 30' 00" East 858.00 feet;
- (12) thence North 8° 15' 00" East 594.00 feet;
- (13) thence North 64° 15' 00" West 330.00 feet;
- (14) thence North 30° 30' 00" West 660.00 feet;
- (15) thence North 68° 08' 30" West 117.50 feet;
- (16) thence North 0° 02' 09" East 403.39 feet to the southern boundary of Green Island Road being the boundary of American Canyon Fire District;
- (17) thence along the Fire District Boundary South 89° 35' 00" East 2393.99 feet to the northwest corner of Green Island Road #2 District reorigination recorded July 6, 2004 as Series Number 2004-0028396, Napa County Records, State of California;
- (18) thence along the western line of said Green Island Road #2 District reorigination and Green Island Road - State Highway Distinct Annexation South 0° 44' 05" West 2869.22 feet to the **Point of Beginning**.

Containing 157.14 Acres, more or less.

Basis of Bearing being the West line of Parcel 1 as shown on shown on Book 15 of Parcel Maps at Page 20, Napa County Records, being North 0° 44' 05" East.

For assessment purposes only. This legal description of land is Not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described.



Preliminary

5522
Annex clos
04-25-2023

North: 4996.9316' East: 17647.2494'

Segment #1 : Line
Course: N88°58'55"W Length: 175.97'
North: 5000.0581' East: 17471.3072'

Segment #2 : Line
Course: S35°31'00"W Length: 770.53'
North: 4372.8879' East: 17023.6757'

Segment #3 : Line
Course: S22°26'00"W Length: 175.72'
North: 4210.4656' East: 16956.6195'

Segment #4 : Line
Course: S35°27'40"W Length: 338.11'
North: 3935.0718' East: 16760.4649'

Segment #5 : Line
Course: S20°08'40"W Length: 132.35'
North: 3810.8180' East: 16714.8851'

Segment #6 : Line
Course: N22°31'00"W Length: 323.00'
North: 4109.1951' East: 16591.1916'

Segment #7 : Line
Course: N1°22'00"E Length: 367.65'
North: 4476.7405' East: 16599.9602'

Segment #8 : Line
Course: N90°00'00"W Length: 651.23'
North: 4476.7405' East: 15948.7302'

Segment #9 : Line
Course: N44°45'00"W Length: 792.00'
North: 5039.2074' East: 15391.1506'

Segment #10 : Line
Course: N10°00'00"E Length: 396.00'
North: 5429.1912' East: 15459.9153'

Segment #11 : Line
Course: N34°30'00"E Length: 858.00'
North: 6136.2915' East: 15945.8918'

Segment #12 : Line
Course: N8°15'00"E Length: 594.00'
North: 6724.1444' East: 16031.1264'

Segment #13 : Line
Course: N64°15'00"W Length: 330.00'
North: 6867.5114' East: 15733.8960'

Segment #14 : Line
Course: N30°30'00"W Length: 660.00'
North: 7436.1866' East: 15398.9207'

Segment #15 : Line
Course: N68°08'30"W Length: 117.50'
North: 7479.9334' East: 15289.8681'

Segment #16 : Line
Course: N0°02'09"E Length: 403.39'
North: 7883.3233' East: 15290.1204'

Segment #17 : Line
Course: S89°35'00"E Length: 2393.99'
North: 7865.9139' East: 17684.0471'

Segment #18 : Line
Course: S0°44'05"W Length: 2869.22'
North: 4996.9298' East: 17647.2551'

Perimeter: 12348.66' Area: 6844893.22 Sq. Ft.
Error Closure: 0.0060 Course: S72°39'28"E
Error North: -0.00179 East: 0.00574
Precision 1: 2058110.00

FORM D

PROPOSAL APPLICATION Change of Organization/Reorganization

I. APPLICANT INFORMATION

A. Name: Geoff Belyea American Canyon Fire Protection District
Contact Person Agency/Business (If Applicable)

Address: 911 Donaldson Way East American Canyon, CA 94503
Street Number Street Name City Zip Code

Contact: (707) 551-5650 707.638.3511 gbelyea@amcanfire.com
Phone Number Facsimile Number E-Mail Address

B. Applicant Type: (Check One) Local Agency Registered Voter Landowner

II. PROPOSAL DESCRIPTION

A. Affected Agencies: City of American Canyon 4381 Broadway St. Suite 201, American Canyon CA 94503

Name	Address
<u>County of Napa</u>	<u>1195 Third St., 2nd Floor, Napa CA 94559</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Use Additional Sheets as Needed

B. Proposal Type: (Check as Needed)

<input checked="" type="checkbox"/> Annexation	<input type="checkbox"/> Detachment	<input type="checkbox"/> City Incorporation	<input type="checkbox"/> District Formation
<input type="checkbox"/> City/District Dissolution	<input type="checkbox"/> City/District Merger	<input type="checkbox"/> Service Activation (District Only)	<input type="checkbox"/> Service Divestiture (District Only)

C. Purpose Statement: (Specific)

Annexation would confirm the historic practice of the District of providing service to the
affected area since on or before 1992, the date on which the District became a
Subsidiary Special District of the newly incorporated City of American Canyon.
See enclosed form for further statement.

III. GENERAL INFORMATION

A. Location:	1661 Green Island Road American Canyon	058-030-041	157
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres
	Street Address	Assessor Parcel Number	Acres

Total Location Size (Including Right-of-Ways) 157

B. Landowners:

- (1) Assessor Parcel Number : 058-030-041 Name: Green Island Property, LLC
Mailing Address: 1661 Green Island Road American Canyon, CA
Phone Number: 707-337-6412 E-mail: davidgnapa@icloud.com
- (2) Assessor Parcel Number : _____ Name: _____
Mailing Address: _____
Phone Number: _____ E-mail: _____
- (3) Assessor Parcel Number : _____ Name: _____
Mailing Address: _____
Phone Number: _____ E-mail: _____
- (4) Assessor Parcel Number : _____ Name: _____
Mailing Address: _____
Phone Number: _____ E-mail: _____

Use Additional Sheets As Needed

C. Population:

- (1) Total Number of Residents: N/A
- (2) Total Number of Registered Voters: N/A

D. Land Use Factors:

- (1a) County General Plan Designation: Agriculture, Watershed, and Open Space
- (1b) County Zoning Standard: Agriculture, Watershed, and Open Space
- (2a) Applicable City General Plan Designation: _____
- (2b) Applicable City Pre-zoning Standard: _____
(Required for City Annexations)

E. Existing Land Uses:
(Specific)

Actual land uses within the affected territory are
currently limited to a commercial vineyard.
Discontinuation of existing vineyard operations
is planned.

F. Development Plans:

- (1a) Territory Subject to a Development Project? Yes No
- (1b) If Yes, Describe Project: _____

- (1c) If No, When Is Development Anticipated? There are currently no other planned
land uses for the affected territory.

G. Physical Characteristics:

- (1) Describe Topography: fallow land and partially failing vineyard land owner
has removed several acres of vineyard
- (2) Describe Any Natural Boundaries: Napa River on west side of property
- (3) Describe Soil Composition and Any Drainage Basins: A soil analysis was completed showing the subject
property soil is experiencing increased salinity that is toxic to agricultural use.
- (4) Describe Vegetation: 65 acres of vineyard has been removed, other acres
of vineyard remain

H. Williamson Act Contracts
(Check One)

- Yes
- No

IV. GOVERNMENTAL SERVICES AND CONTROLS

A. Plan For Providing Services:

- (1) Enumerate and Describe Services to Be Provided to the Affected Territory:

All Fire District services as set forth in the Fire Protection District Law of 1987 Health and Safety Code section 13800 et seq., See, Section 13862, as have provided services since before 1992; see also LAFCO SOI

- (2) Level and Range of Services to Be Provided to the Affected Territory:

The affected territory receives fire protection and emergency medical services through an automatic aid agreement between ACFPD and the County. Based on the Commission's South County Region Municipal Service Review and SOI Updates adopted in 2018, ACFPD have established adequate capacity to provide a full range of fire services to the affected territory

- (3) Indication of When Services Can Feasibly Be Extended to the Affected Territory:

Services have been historically provided to the Property since on and before 1992

- (4) Indication of Any Infrastructure Improvements Necessary to Extend Services to the Affected Territory:

N/A

- (5) Information On How Services to the Affected Territory Will Be Financed:

References made to the Commission's action of June 22, 2022 wherein the the affected territory was included within the District SOI of the new sources to provide service to the area are those that are used for the balance of the District, with the exception that a property tax allocation agreement with the County of Napa, must be negotiated.

V. ENVIRONMENTAL INFORMATION

A. Environmental Analysis (City annexations require pre-zoning.)

(1) **Lead Agency for Proposal:** American Canyon Fire Protection District
Name

(2) **Type of Environmental Document Previously Prepared for Proposal:**

Environmental Impact Report

Negative Declaration/Mitigated Negative Declaration

Categorical/Statutory Exemption: CEQA Guideline Section 15320
Type

None

Provide Copies of Associated Environmental Documents

VI. ADDITIONAL INFORMATION

A. Approval Terms and Conditions Requested For Commission Consideration:

Property tax allocation agreement with the County of Napa

Use Additional Sheets As Needed

B. Identify Up to Three Agencies or Persons to Receive Proposal Correspondence:

(Does not include affected landowners or residents)


(1) Recipient Name: Geoff Belyea
Mailing Address: 911 Donaldson Way East American Canyon, CA 94503
E-Mail: gbelyea@amcanfire.com

(2) Recipient Name: William Ross
Mailing Address: 400 Lambert Ave. Palo Alto, CA 94306
E-Mail: wross@lawross.com

(3) Recipient Name: David Gilbreth
Mailing Address: 1661 Green Island Road American Canyon, CA 94503
E-Mail: davidgnapa@icloud.com or dbgilbreth@gmail.com

VII. CERTIFICATION

I certify the information contained in this application is correct. I acknowledge and agree the Local Agency Formation Commission of Napa County is relying on the accuracy of the information provided in my representations in order to process this application proposal.

Signature: 
DocuSigned by:
9D0340870770553

Printed Name: **Geoff Belyea**

Title: **Fire District Chief**

Date: **8/28/2023**

FACTORS FOR COMMISSION CONSIDERATION

Government Code §56668 & §56668.3 require the review of a proposal to include the following factors:

FACTOR TO CONSIDER	COMMENT
1. Population and density [§56668(a)]	Consistent: Population zero (legally uninhabited)
2. Land area and land use [§56668(a)]	Consistent: 157 acres, Vineyard County of Napa, Airport Planning Area
3. Assessed valuation [§56668(a)]	Consistent: Total: \$3,226,509
4. Topography, natural boundaries and drainage basins [§56668(a)]	Consistent: Relatively flat: 0 to 9 percent slopes Drainage basin: <i>Napa River Marshes</i>
5. Proximity to other populated areas [§56668(a)]	Consistent: Surrounded by industrial area on two sides, San Francisco Bay Trail, and Napa River on two sides.
6. Likelihood of significant growth in the area, adjacent areas during next 10 years [§56668(a)]	Consistent: County General Plan designation would not allow further development of parcel. Surrounding area within <i>Airport Industrial Planning Area</i> .
7. Need for government services [§56668(b)]	Consistent: No additional government services required
8. Government services present cost, adequacy and controls in area [§56668(b)]	Consistent: Analysis: <u>South County Region Municipal Service Review and Sphere of Influence Updates adopted in 2018</u>
9. Government services probable future needs and controls in area [§56668(b)]	Consistent: Analysis: <u>South County Region Municipal Service Review and Sphere of Influence Updates adopted in 2018</u>

<p>10. Government services effect of proposal on cost, adequacy and controls in area and adjacent areas</p> <p>[§56668(b)]</p>	<p>Consistent: Analysis: <u>South County Region Municipal Service Review and Sphere of Influence Updates adopted in 2018</u></p>
<p>11. Effects on adjacent areas, on mutual social and economic interests, and on local governmental structure in the County</p> <p>[§56668(c)]</p>	<p>Consistent: Area has received fire protection services from ACFPD since at least 1992</p>
<p>12. Effects on planned efficient patterns of urban development</p> <p>[§56668(d)]</p>	<p>Consistent: County General Plan designation: <i>Agriculture, Watershed and Open Space</i> County Zoning: <i>AW-AC (Agricultural Watershed – Airport Compatibility) 160-acre minimum parcel size</i></p>
<p>13. Effects on maintaining physical and economic integrity of agricultural lands</p> <p>[§56668(e)]</p>	<p>Consistent: County General Plan designation: <i>Agriculture, Watershed and Open Space</i> County Zoning: <i>AW-AC (Agricultural Watershed – Airport Compatibility) 160-acre minimum parcel size</i></p>
<p>14. Boundaries: logical, contiguous, not difficult to serve, definite and certain</p> <p>[§56668(f)]</p>	<p>Consistent: One existing parcel, service has been provided by County and ACFPD</p>
<p>15. Conformance to lines of assessment, ownership</p> <p>[§56668(f)]</p>	<p>Consistent: One parcel: APN 058-030-041</p>
<p>16. Creation of islands, corridors, irregular boundaries</p> <p>[§56668(f)]</p>	<p>Consistent: Annexation to ACFPD would recognize District's existing service area</p>
<p>17. Consistency with regional transportation plan</p> <p>[§56668(g)]</p>	<p>Consistent: No specific projects in regional transportation plan (RTP), <i>Plan Bay Area 2050</i></p>
<p>18. Consistency with city or county general and specific plans</p> <p>[§56668(h)]</p>	<p>Consistent: County General Plan designation: <i>Agriculture, Watershed and Open Space</i> County Zoning: <i>AW-AC (Agricultural Watershed – Airport Compatibility) 160-acre minimum parcel size</i></p>
<p>19. Consistency with spheres of influence</p> <p>[§56668(i)]</p>	<p>Consistent: Within ACFPD SOI</p>

<p>20. Comments from affected agencies and other public agencies [§56668(j)]</p>	<p>Consistent: No comments received</p>
<p>21. Ability of agency to provide service including sufficiency of revenues [§56668(k)]</p>	<p>Consistent: Analysis: South County Region Municipal Service Review and Sphere of Influence Updates adopted in 2018</p>
<p>22. Timely availability of adequate water supply [§56668(l)]</p>	<p>Consistent: Analysis: South County Region Municipal Service Review and Sphere of Influence Updates adopted in 2018 and Napa Countywide Water Wastewater MSR Updated 10-4-21</p>
<p>23. Fair share of regional housing needs [§56668(m)]</p>	<p>Consistent: No impact on regional housing needs</p>
<p>24. Information or comments from landowners, voters, or residents in proposal area [§56668(n)]</p>	<p>Consistent: 100% consent of landowners</p>
<p>25. Existing land use designations [§56668(o)]</p>	<p>Consistent: County General Plan designation: <i>Agriculture, Watershed and Open Space</i> County Zoning: <i>AW-AC (Agricultural Watershed – Airport Compatibility) 160-acre minimum parcel size</i></p>
<p>26. Effect on environmental justice [§56668(p)]</p>	<p>Consistent: No documentation or evidence suggesting the proposal will have any implication</p>
<p>27. Safety Element of GP concerns; identified as very high fire hazard zone [§56668(q)]</p>	<p>Consistent: Not located in a high fire hazard zone</p>
<p>28. Special district annexations: for the interest of landowners or inhabitants within the district and affected territory [§56668.3(a)(1)]</p>	<p>Consistent: Proposal approval would benefit by recognizing fire protection service provision by ACFPD since at least 1992 and relevant property tax exchange</p>



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6b (Action)

TO: Local Agency Formation Commission
PREPARED BY: Dawn Mittleman Longoria, Assistant Executive Officer
Stephanie Pratt, Clerk/Jr. Analyst
MEETING DATE: February 5, 2024
SUBJECT: Proposed Trower Avenue No. 6 Annexation to the Napa Sanitation District and Associated CEQA Findings

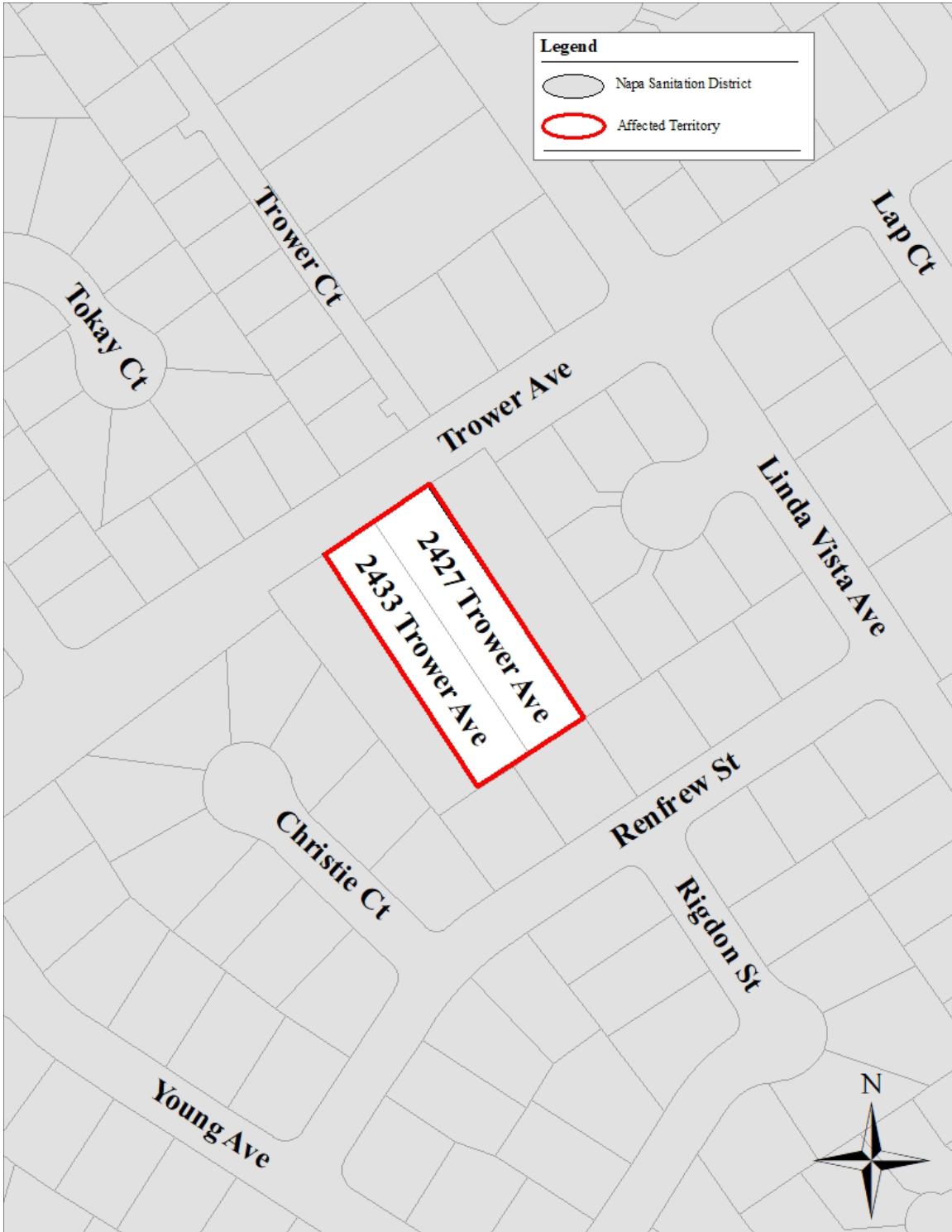
RECOMMENDATION

Adopt the Resolution of the Local Agency Formation Commission of Napa County Making Determinations for Trower Avenue No. 6 Annexation to the Napa Sanitation District, making California Environmental Quality Act (CEQA) findings and approving the proposed annexation with recommended standard conditions (Attachment One).

BACKGROUND AND SUMMARY

Applicant: Landowner (petition)
Proposed Action: Annexation to NSD
Assessor Parcel Number: 007-172-019 and 007-172-020
Location: 2427 and 2433 Trower Avenue
Area Size: 1.01 acres
Jurisdiction: City of Napa ("City")
Sphere of Influence Consistency: Yes
Policy Consistency: Yes
Tax Sharing Agreement: Yes - master tax exchange agreement
Landowner Consent: 100%
Protest Proceedings: Waived
CEQA: Exempt
Current Land Uses: Three single-family residences
Purpose: Permanent connection to sewer service for three single-family residences and one proposed single-family residence
Development Plans: Yes - one additional single-family residence
Application: Attachment Two
Maps of Affected Territory: Following pages

Vicinity Map showing affected territory.



Arial Map showing affected territory.



DISCUSSION

Factors for Commission Determinations

Mandated Factors: Attachment Three

Property Tax Agreement

Master Property Tax Agreement: No change in allocation for annexations to NSD

Protest Proceedings

Waived: Legally uninhabited with 100% consent of property owners¹

ENVIRONMENTAL REVIEW

Exemptions:

1. Installation of new pipeline less than one mile²
 - a. Current and future residential units would connect via sewer main and/or laterals from existing sewer main

ATTACHMENTS

- 1) Draft Resolution Approving the Proposal and Making CEQA Findings
- 2) Application Materials
- 3) Factors for Commission Determinations

¹ California Government Code section 56662(a): fewer than 12 registered voters

² CEQA Guidelines section 15282(k)

RESOLUTION NO. ____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MAKING DETERMINATIONS**

**TROWER AVENUE NO. 6
ANNEXATION TO THE NAPA SANITATION DISTRICT**

WHEREAS, an application for a proposed change of organization has been filed with the Local Agency Formation Commission of Napa County, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS, the proposal seeks Commission approval to annex approximately 1.01 acres of unincorporated land to the Napa Sanitation District and represents two entire parcels located at 2427 and 2433 Trower Avenue and identified by the County of Napa Assessor’s Office respectively as Parcel Numbers (APN) 007-172-019 and 007-172-020; and

WHEREAS, the Commission’s Executive Officer has reviewed the proposal and prepared a report with recommendations; and

WHEREAS, the Executive Officer’s report and recommendations have been presented to the Commission in the manner provided by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a noticed public meeting held on the proposal on February 5, 2024; and

WHEREAS, the Commission considered all the factors required by law under Government Code sections 56668 and 56668.3 as well as adopted local policies and procedures; and

WHEREAS, the Commission finds the proposal consistent with the sphere of influence established for the Napa Sanitation District; and

WHEREAS, the Commission finds that all owners of land affected by the proposal consent to the subject annexation; and

WHEREAS, in accordance with applicable provisions of the California Environmental Quality Act (hereinafter “CEQA”), the Commission considered available exemptions under CEQA, in accordance with Title 14 of the California Code of Regulations (hereinafter “CEQA Guidelines”); and

NOW, THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

1. The Factors for Commission Determinations provided in the Executive Officer's written report are hereby incorporated herein by this reference and are adequate.
2. The underlying activity, annexation of the affected territory, is exempt from further review pursuant to CEQA Guidelines section 15282(k), which exempts the installation of new pipeline as long as the project does not exceed one mile in length. The records upon which these findings are made are located at the Commission's administrative office located at 1754 Second Street, Suite C, Napa, California 94559.
3. The proposal is APPROVED subject to completion of item number 11 below.
4. This proposal is assigned the following distinctive short-term designation:

**TROWER AVENUE NO. 6
ANNEXATION TO THE NAPA SANITATION DISTRICT**

5. The affected territory is shown on the map in the attached Exhibit "A".
6. The affected territory so described is uninhabited as defined in California Government Code section 56046.
7. The Napa Sanitation District utilizes the regular assessment roll of the County of Napa.
8. The affected territory will be taxed for existing general bonded indebtedness of the Napa Sanitation District.
9. The proposal shall be subject to the terms and conditions of the Napa Sanitation District.
10. The Commission waives conducting authority proceedings in accordance with California Government Code section 56662(a).
11. Recordation is contingent upon receipt by the Executive Officer of the following:
 - (a) A final map and geographic description of the affected territory determined by the County Surveyor to conform to the requirements of the State Board of Equalization.
 - (b) All outstanding Commission fees.
 - (c) Written confirmation from the Napa Sanitation District that it is acceptable to record a Certificate of Completion.
12. The effective date shall be the date of recordation of the Certificate of Completion. The Certificate of Completion must be recorded within one calendar year unless an extension is requested and approved by the Commission.
13. The Commission hereby directs staff to file a Notice of Exemption in compliance with CEQA.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on February 5, 2024, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____
NOES: Commissioners _____
ABSENT: Commissioners _____
ABSTAIN: Commissioners _____

Anne Cottrell
Commission Chair



ATTEST: _____
Brendon Freeman
Executive Officer

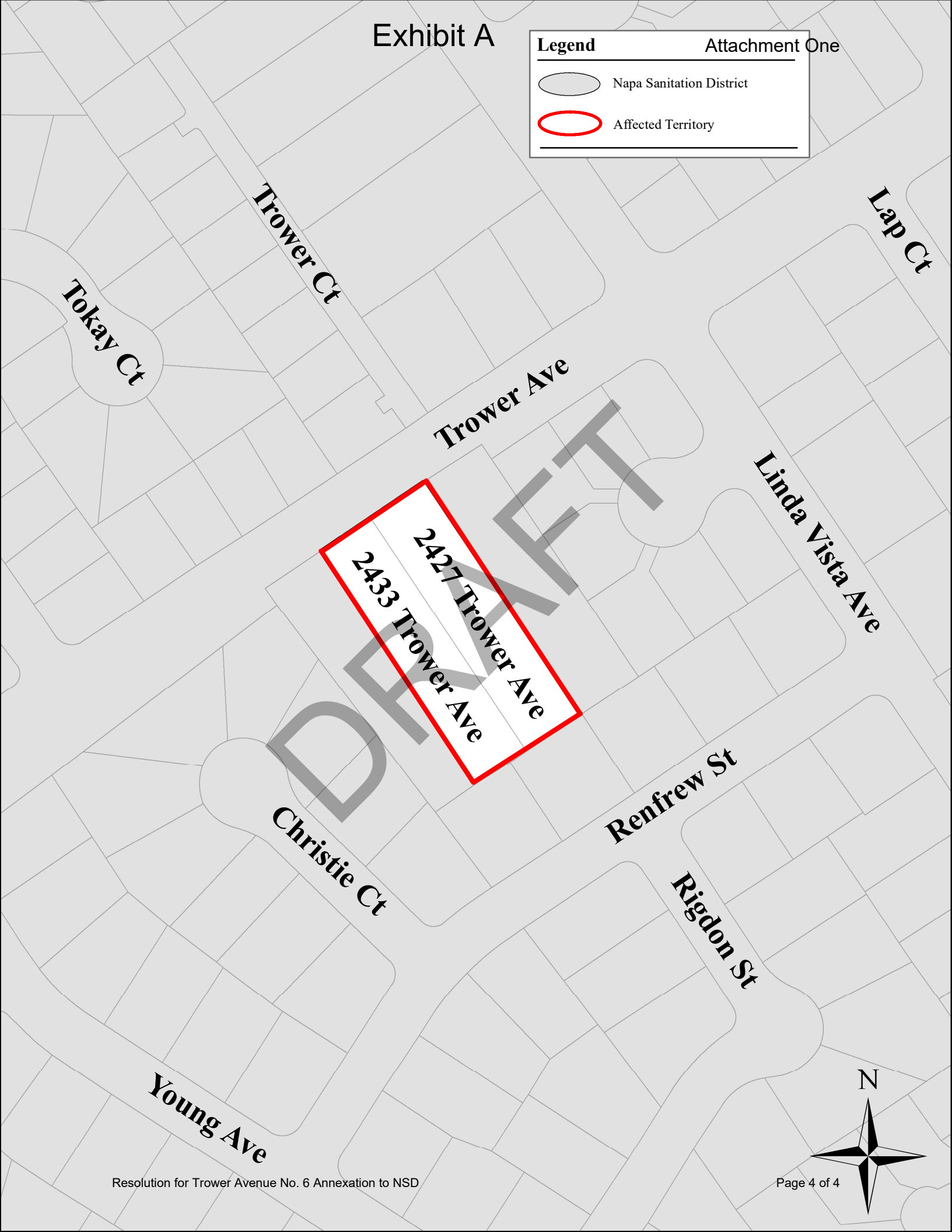
Recorded by: Stephanie Pratt
Clerk/Jr. Analyst

DRAFT

Exhibit A

Legend

-  Napa Sanitation District
-  Affected Territory



FORM D

For Staff Use

Attachment Two

Date Filed: _____

Proposal Name: _____

**PROPOSAL APPLICATION
Change of Organization/Reorganization**

I. APPLICANT INFORMATION

A. Name: _____
Contact Person Agency/Business (If Applicable)

Address: _____
Street Number Street Name City Zip Code

Contact: _____
Phone Number Facsimile Number E-Mail Address

B. Applicant Type: (Check One) Local Agency Registered Voter Landowner

II. PROPOSAL DESCRIPTION

A. Affected Agencies: _____
Name Address

Name Address

Name Address

Use Additional Sheets as Needed

B. Proposal Type: (Check as Needed) Annexation Detachment City Incorporation District Formation
 City/District Dissolution City/District Merger Service Activation (District Only) Service Divestiture (District Only)

C. Purpose Statement: (Specific) _____

III. GENERAL INFORMATION

A. Location:

Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Total Location Size (Including Right-of-Ways)		_____

B. Landowners:

(1) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____

(2) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____

(3) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____

(4) Assessor Parcel Number : _____ Name: _____
 Mailing Address: _____
 Phone Number: _____ E-mail: _____

Use Additional Sheets As Needed

C. Population:

(1) Total Number of Residents: _____

(2) Total Number of Registered Voters: _____

D. Land Use Factors:

(1a) County General Plan Designation: _____

(1b) County Zoning Standard: _____

(2a) Applicable City General Plan Designation: _____

(2b) Applicable City Pre-zoning Standard:
(Required for City Annexations) _____

E. Existing Land Uses:

(Specific) _____

F. Development Plans:

(1a) Territory Subject to a Development Project? Yes No

(1b) If Yes, Describe Project: _____

(1c) If No, When Is Development Anticipated? _____

G. Physical Characteristics:

(1) Describe Topography: _____

(2) Describe Any Natural Boundaries: _____

(3) Describe Soil Composition and Any Drainage Basins: _____

(4) Describe Vegetation: _____

H. Williamson Act Contracts
(Check One)

Yes

No

IV. GOVERNMENTAL SERVICES AND CONTROLS

A. Plan For Providing Services:

(1) Enumerate and Describe Services to Be Provided to the Affected Territory:

(2) Level and Range of Services to Be Provided to the Affected Territory:

(3) Indication of When Services Can Feasibly Be Extended to the Affected Territory:

(4) Indication of Any Infrastructure Improvements Necessary to Extend Services to the Affected Territory:

(5) Information On How Services to the Affected Territory Will Be Financed:

V. ENVIRONMENTAL INFORMATION

A. Environmental Analysis (City annexations require pre-zoning.)

(1) **Lead Agency for Proposal:** _____
Name

(2) **Type of Environmental Document Previously Prepared for Proposal:**

- Environmental Impact Report
- Negative Declaration/Mitigated Negative Declaration
- Categorical/Statutory Exemption: _____
Type
- None

Provide Copies of Associated Environmental Documents

VI. ADDITIONAL INFORMATION

A. Approval Terms and Conditions Requested For Commission Consideration:

Use Additional Sheets As Needed

B. Identify Up to Three Agencies or Persons to Receive Proposal Correspondence:

(Does not include affected landowners or residents)

(1) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

(2) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

(3) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

VII. CERTIFICATION

I certify the information contained in this application is correct. I acknowledge and agree the Local Agency Formation Commission of Napa County is relying on the accuracy of the information provided in my representations in order to process this application proposal.

Signature: 

Printed Name: Gabriel Gundling

Title: Owner

Date: 11/29/2023

FACTORS FOR COMMISSION CONSIDERATION

Government Code §56668 & §56668.3 require the review of a proposal to include the following factors:

FACTOR TO CONSIDER	COMMENT
1. Population and density [§56668(a)]	Consistent: Population 5
2. Land area and land use [§56668(a)]	Consistent: 1.01 acres Residential, three existing homes
3. Assessed valuation [§56668(a)]	Consistent: \$1,018,429
4. Topography, natural boundaries and drainage basins [§56668(a)]	Consistent: Lots are relatively flat with slopes of less than 5% Drainage Basin: <i>Napa River-Salvador Channel</i>
5. Proximity to other populated areas [§56668(a)]	Consistent: Incorporated residential area within the City of Napa
6. Likelihood of significant growth in the area, adjacent areas during next 10 years [§56668(a)]	Consistent: Napa General Plan generates the area for residential use
7. Need for government services [§56668(b)]	Consistent: Existing core City services provided at adequate levels: <i>Fire and emergency protection, law enforcement, water</i> Additional service: <i>Annexation to NSD for sewer service</i>
8. Government services present cost, adequacy and controls in area [§56668(b)]	Consistent: Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21
9. Government services probable future needs and controls in area [§56668(b)]	Consistent: Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21

<p>10. Government services effect of proposal on cost, adequacy and controls in area and adjacent areas [§56668(b)]</p>	<p>Consistent: Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21</p>
<p>11. Effects on adjacent areas, on mutual social and economic interests, and on local governmental structure in the County [§56668(c)]</p>	<p>Consistent: There is no documentation or evidence suggesting any implication for environmental justice.</p>
<p>12. Effects on planned efficient patterns of urban development [§56668(d)]</p>	<p>Consistent: City General Plan land use designation: <i>Single Family Infill (minimum 8,000 square foot lot size, SI-8)</i> City Zoning: <i>Single-Family Infill (minimum 7,000 square foot lot size, RI-7)</i></p>
<p>13. Effects on maintaining physical and economic integrity of agricultural lands [§56668(e)]</p>	<p>Consistent: City General Plan land use designation: <i>Single Family Infill (minimum 8,000 square foot lot size, SI-8)</i> City Zoning: <i>Single-Family Infill (minimum 7,000 square foot lot size, RI-7)</i></p>
<p>14. Boundaries: logical, contiguous, not difficult to serve, definite and certain [§56668(f)]</p>	<p>Consistent: Two parcels surrounded on all four sides by NSD's existing boundary and service area</p>
<p>15. Conformance to lines of assessment, ownership [§56668(f)]</p>	<p>Consistent: Two parcels: APNs 007-172-019 and 007-172-020</p>
<p>16. Creation of islands, corridors, irregular boundaries [§56668(f)]</p>	<p>Consistent: No effect</p>
<p>17. Consistency with regional transportation plan [§56668(g)]</p>	<p>Consistent: No specific projects in regional transportation plan (RTP), <i>Plan Bay Area 2050</i></p>
<p>18. Consistency with city or county general and specific plans [§56668(h)]</p>	<p>Consistent: City General Plan land use designation: <i>Single Family Infill (minimum 8,000 square foot lot size, SI-8)</i> City Zoning: <i>Single-Family Infill (minimum 7,000 square foot lot size, RI-7)</i></p>

<p>19. Consistency with spheres of influence [§56668(i)]</p>	<p>Consistent: NSD Sphere of Influence established 1975 and updated 2015</p>
<p>20. Comments from affected agencies and other public agencies [§56668(j)]</p>	<p>Consistent: No comments received</p>
<p>21. Ability of agency to provide service including sufficiency of revenues [§56668(k)]</p>	<p>Consistent: Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21</p>
<p>22. Timely availability of adequate water supply [§56668(l)]</p>	<p>Consistent: Analysis: Central County Region Municipal Service Review adopted in 2014 and Napa Countywide Water Wastewater MSR Updated 10-4-21</p>
<p>23. Fair share of regional housing needs [§56668(m)]</p>	<p>Consistent: One additional residential unit planned</p>
<p>24. Information or comments from landowners, voters, or residents in proposal area [§56668(n)]</p>	<p>Consistent: 100% consent of landowners</p>
<p>25. Existing land use designations [§56668(o)]</p>	<p>Consistent: City General Plan land use designation: <i>Single Family Infill (minimum 8,000 square foot lot size, SI-8)</i> City Zoning: <i>Single-Family Infill (minimum 7,000 square foot lot size, RI-7)</i></p>
<p>26. Effect on environmental justice [§56668(p)]</p>	<p>Consistent: No documentation or evidence suggesting the proposal will have any implication</p>
<p>27. Safety Element of GP concerns; identified as very high fire hazard zone [§56668(q)]</p>	<p>Consistent: Not located in a high fire hazard zone or a state responsibility area</p>
<p>28. Special district annexations: for the interest of landowners or inhabitants within the district and affected territory [§56668.3(a)(1)]</p>	<p>Consistent Proposal approval would benefit by providing permanent access to public sewer service, eliminating potential public health hazards associated with private septic systems</p>