



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
MEETING MINUTES OF MONDAY, JUNE 5, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of June 5, 2023 to order at 2:04 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 (<i>Absent</i>)	Dawn Mittleman Longoria, Asst. Executive Officer
Beth Painter	Mariam Aboudamous	Stephanie Pratt Clerk/Jr. Analyst
Kenneth Leary		Gary Bell, Commission Counsel
Belia Ramos		

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. OATH OF OFFICE FOR REAPPOINTED COMMISSIONERS

Clerk/Jr. Analyst Pratt administered Oaths of Office for reappointed Commissioners Painter and Aboudamous.

4. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda.

Executive Officer (EO) Freeman acknowledged roll call was skipped and Chair Mohler agreed to do that prior to proceeding.

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

VOTE:

AYES: MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS
NOES: NONE
ABSENT: KAHN
ABSTAIN: NONE

5. PUBLIC COMMENTS

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

6. CONSENT ITEMS

Action Items:

a) **Approval of Meeting Minutes: April 3, 2023, Regular Meeting**

Receive Report for Information Only:

- a) **Current and Future Proposals**
- b) **Third Quarter Budget Report for Fiscal Year 2022-23**
- c) **CALAFCO Staff Workshop, April 2023**

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

Upon motion by Vice Chair Cottrell and second by Commissioner Painter, the Consent items were approved.

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, AND LEARY**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **RAMOS**

7. PUBLIC HEARING ITEMS

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

a) Final Budget for Fiscal Year 2023-24, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2023-24

The Commission considered a final budget for fiscal year 2023-24. Proposed operating expenses total \$812,946 and operating revenues total \$709,436. The Commission also considered a proposed amendment to its *Schedule of Fees and Deposits* as well as adoption of a work program for fiscal year 2023-24.

After hiring new Clerk/Jr. Analyst it was realized the estimate for salary was low so an increase of \$3,510 was proposed to be offset by drawing down reserves. No impact on funding agencies.

EO Freeman cited that the word “Proposal Fees” will be replaced with “Application Fees” citing protection against potential future challenges.

Draft work program presented, and countywide fire service and emergency medical services (EMS)municipal service review (MSR) has been approved to go forward to a request for proposals (RFP) process. Staff asks for RFP process and an Ad hoc subcommittee to select the consultant to assist. Vice Chair Cottrell wants to participate in Ad hoc Committee. Staff recommends public testimony as part of this item.

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

Upon motion by Commissioner Ramos and second by Commissioner Leary, the Budget for Fiscal Year 2023-24 was approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

Upon motion by Commissioner Ramos and second by Commissioner Painter, the Amendment to the Schedule of Fees and Deposits was approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

Upon motion by Commissioner Ramos and second by Vice Chair Cottrell, the Work Program for Fiscal Year 2023-24 was approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS
NOES: NONE
ABSENT: KAHN
ABSTAIN: NONE

Ad Hoc Subcommittee discussion commenced. Staff would prepare draft then share with subcommittee and develop RFP with scope of work. It would then come back to Commission hopefully at August meeting for further discussion and decisions to go forward. After all steps involving interviews and gathering quotes, a contract with a preferred consultant would be presented to the Commission for a vote at a future meeting. Commissioners Painter and Cottrell would like to be on this committee.

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

Upon motion by Commissioner Ramos and second by Commissioner Leary, to approve the establishment of an Ad hoc Subcommittee comprised of Vice Chair Cottrell and Commissioner Painter, was approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS
NOES: NONE
ABSENT: KAHN
ABSTAIN: NONE

8. 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) Browns Valley Road Reorganization and Associated CEQA Findings

Assistant EO Longoria spoke to the Commission regarding the proposal to annex one parcel of 3.77 acres to the City of Napa and Napa Sanitation District along with concurrent detachment from County Service Area No. 4. The purpose of the proposal is to facilitate the development of 11 homes. The Commission also considered the Mitigated Negative Declaration adopted by the City of Napa for the reorganization pursuant to the California Environmental Quality Act (CEQA).

Vice Chair Cottrell asked for clarification from Commissioner Painter about inclusionary housing impact fee, confirming that as condition of approval the builder will pay a fee that goes to affordable housing. Setbacks were imposed to protect the creek and possible erosion issues.

The affected territory is located within an unincorporated island that is completely surrounded by the City. All landowners in this island were contacted about annexation and none were interested.

Chair Mohler opened up this item up for public comment. No comments were received.

Eric Zweig, Director of Planning for Edenbridge homes who own the land, reported that the project will begin in the Fall. Mr. Zweig confirmed that a full suite of geological and environment studies were completed, with storm drain outfall to the creek included. The homes will be 50 feet from the

top of the bank. The permit process with the State Department of fish and Wildlife to mitigate environment concerns is in process.

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

Upon motion by Commissioner Painter and second by Commissioner Ramos, the Browns Valley Road Reorganization and Associated CEQA Findings were approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

b) CALAFCO Nominations and Annual Conference Items

The Commission appointed voting delegates to represent the agency at the California Association of LAFCOs' (CALAFCO) Annual Conference scheduled for October 18 – 20 in Monterey, and also considered making who to nominate for the CALAFCO Board of Directors and achievement awards.

Chief Mohler nominated EO Freeman to be a voting delegate and Commissioner Leary for alternate delegate.

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

Upon motion by Chair Mohler and second by Commissioner Painter, the nominations for voting delegates were approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

Upon motion by Commissioner Ramos and second by Commissioner Leary, the nomination of Chair Mohler to serve on CALAFCO Board of Directors was approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

Upon motion by Vice Chair Cottrell and second by Commission Painter, the nomination of Commissioner Leary to serve on CALAFCO Board of Directors was approved by the following vote:

VOTE:

AYES: **MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS**
NOES: **NONE**
ABSENT: **KAHN**
ABSTAIN: **NONE**

Upon motion by Vice Chair Cottrell and second by Commission Painter, the following achievement award nominations were approved by the following vote: (1) Assistant EO Longoria for the Lifetime Achievement Award; (2) the Green Island Vineyard SOI Request for the Mike Gotch Excellence in Public Service Award (sub-category: protection of agricultural and open space lands and prevention of sprawl); and (3) Colantuono, Highsmith and Whatley for Outstanding CALAFCO Associate Member:

VOTE:

AYES: MOHLER, COTTRELL, PAINTER, LEARY, AND RAMOS
NOES: NONE
ABSENT: KAHN
ABSTAIN: NONE

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

No discussion or action occurred.

10. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:34 PM. The next meeting is Monday, July 10, 2023, at 9:00 AM (**Strategic Planning Workshop**) at the Town of Yountville Council Chambers, located at 6550 Yount Street, Yountville, CA 94599.

Margie Mohler

Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt

Stephanie Pratt, Clerk/Jr. Analyst

Signature: Margie mohler
Margie mohler (Aug 10, 2023 09:07 PDT)

Email: mmohler@yville.com

Signature: Brendon Freeman

Email: bfreeman@napa.lafco.ca.gov

Signature: Stephanie Pratt
Stephanie Pratt (Aug 10, 2023 09:46 PDT)

Email: stephanie.pratt@napa.lafco.ca.gov












8-7-23 Approved 6-5-23 Meeting Minutes


Final Audit Report

2023-08-10


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