



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MEETING MINUTES OF MONDAY, AUGUST 7, 2023**

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Chair Mohler called the regular meeting of August 7, 2023 to order at 2:01 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>Voting</i> )	Dawn Mittleman Longoria, Assistant Executive Officer ( <i>Absent</i> )
Beth Painter	Mariam Aboudamous	Stephanie Pratt Clerk/Jr. Analyst
Kenneth Leary ( <i>Absent</i> )		Gary Bell, Commission Counsel
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 rearrange the agenda. There were no requests.

Upon motion by Vice-Chair Cottrell and second by Commissioner Painter, the Commission unanimously adopted the agenda as submitted:

**VOTE:**

**AYES: MOHLER, COTTRELL, PAINTER, RAMOS, AND KAHN**

**NOES: NONE**

**ABSENT: LEARY**

**ABSTAIN: NONE**

**4. PUBLIC COMMENTS**

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

**5. CONSENT ITEMS**

**Action Items:**

a) **Approval of Meeting Minutes:** June 5, 2023 Regular Meeting and July 10, 2023 Special Meeting

**Receive Report for Information Only:**

b) **Current and Future Proposals**

c) **Draft Fiscal Year 2022-23 Budget to Actual Report**

d) **CALAFCO 2023 Annual Conference Updates (Monterey)**

Upon motion by Vice-Chair Cottrell and second by Commissioner Kahn, the consent items were unanimously approved.

**VOTE:**

**AYES: MOHLER, COTTRELL, PAINTER, RAMOS, AND KAHN**

**NOES: NONE**

**ABSENT: LEARY**

**ABSTAIN: NONE**

## 6. ACTION ITEMS

### a) Adoption of Strategic Plan 2023-2025

On July 10, 2023, Pamela Miller led the Commission in a workshop in The Town of Yountville to determine Napa LAFCO's mission, purpose, goals, objectives, challenges, and opportunities and presented the outcome in the draft of Strategic Plan 2023-2025.

The overall consensus is that as it stands, the plan is too much to accomplish in two years. A suggestion was made to compare each goal of the draft one by one.

- o GOAL 1: Revisit 2020 Water and Wastewater Municipal Service Review (MSR) recommendations. Decision was made to relook at the recommendations and see how they benefit the region followed by engaging public agencies. All agreed that holding a workshop is the best way to engage these partners. Staff agreed to conduct a poll to find a date that works to revisit, assess and prioritize how and when to prioritize this goal.
- o GOAL 2: Prioritize completion of the countywide Fire & EMS MSR. The Commission discussed changing the wording for this goal.
- o GOAL 3: Become a more independent LAFCO. A decision was made that the only action item for this goal should be moving toward greater independence. Work towards empowering Staff with some direction and possibly to assign an ad hoc committee.
- o GOAL 4: Increase education and outreach to all Napa LAFCO stakeholders and the public. A decision was made to remove this from the Strategic Plan as this is an ongoing administrative activity for Staff.
- o GOAL 5: Develop comprehensive new commissioner orientation. Decision made to remove as a two-year goal, continue to empower Staff and work to move administrative goals to them.
- o GOAL 6: Look at the coordination and provision of broadband services. Decision made to remove from Strategic Plan.
- o GOAL 7: Enhance our understanding of how Napa LAFCO can effectively consider climate resiliency factors in our work. Decision made to remove from Strategic Plan and rely on Staff to lead a roundtable discussion on this topic at the CALAFCO annual conference.

These decisions leave three goals out of the original seven in the Strategic Plan. Further revision remains needed. Action on this item is continued to the Commission's October 2, 2023 regular meeting. Chair Mohler and Vice-Chair Cottrell will be advising Staff in this process prior to the October meeting.

### b) Partrick Road No. 6 Annexation to the Napa Sanitation District

Staff corrected the Public Record to reflect a GIS mapping error that had no affect on the recommended action.

Upon motion by Commissioner Painter and second by Commissioner Ramos, this Action Item was unanimously approved.

#### VOTE:

<b>AYES:</b>	<b><u>MOHLER, COTTRELL, PAINTER, RAMOS, AND KAHN</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>LEARY</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

### c) Legislative Report

Assembly Bill (AB) 399 could upend the LAFCO process with changes to the protest process thereby circumventing LAFCO.

Upon motion by Vice-Chair Cottrell and second by Commissioner Ramos, Assembly Bill (AB) 399 was unanimously opposed.

**VOTE:**

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

**d) Request for Proposals for Countywide Fire and Emergency Medical Services Municipal Service Review**

Upon motion by Commissioner Kahn and second by Vice-Chair Cottrell, the Commission unanimously authorized Staff to release the Draft RFP.

**VOTE:**

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

**7. DISCUSSION ITEMS**

**a) Draft Municipal Service Review and Sphere of Influence Review for the Napa County Resource Conservation District**

The draft report was discussed and the Commission directed Staff to return with a final report for formal adoption at the October 2, 2023 regular meeting.

**8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Chair Mohler and the Commission agreed this was a great discussion related to the Strategic Plan.

**9. CLOSED SESSIONS:**

**a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))**  
Employee: Executive Officer

**b) Conference with Labor Negotiators – (Government Code Section 54957.6)**  
Agency Designated Representative: Commission Chair  
Unrepresented Employee: Executive Officer

There was no reportable action following the closed sessions.

**10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 4:35 PM. The next regular LAFCO meeting is scheduled for Monday, October 2, 2023, at 2:00 PM.

Margie Mohler  
Margie Mohler (Oct 4, 2023 01:15 PDT)

Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

*Brendon Freeman*

Prepared by:

*Stephanie Pratt*

Stephanie Pratt, Clerk/Jr. Analyst










# 10-2-23 Approved Minutes 8-7-23

Final Audit Report

2023-10-04

Created:	2023-10-03
By:	Stephanie Pratt (stephanie.pratt@countyofnapa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGqYKcAc5NIXaPMZzHrTDXcehzVgg0YU

## "10-2-23 Approved Minutes 8-7-23" History

-  Document created by Stephanie Pratt (stephanie.pratt@countyofnapa.org)  
2023-10-03 - 10:13:14 PM GMT
-  Document emailed to mmohler@yville.com for signature  
2023-10-03 - 10:13:48 PM GMT
-  Email viewed by mmohler@yville.com  
2023-10-04 - 2:15:16 PM GMT
-  Signer mmohler@yville.com entered name at signing as Margie Mohler  
2023-10-04 - 2:15:39 PM GMT
-  Document e-signed by Margie Mohler (mmohler@yville.com)  
Signature Date: 2023-10-04 - 2:15:41 PM GMT - Time Source: server
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2023-10-04 - 2:15:42 PM GMT
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2023-10-04 - 3:06:22 PM GMT
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