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

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

Agenda Item 6a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Charlie Livingston, Commission Clerk

MEETING DATE: August 3, 2026

SUBJECT: Approval of Meeting Minutes: June 1, 2026 Regular Meeting

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 June 1, 2026 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

ATTACHMENT

1) Draft Minutes for June 1, 2026 Regular Meeting

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
REGULAR MEETING MINUTES OF MONDAY, JUNE 1, 2026

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair called the regular meeting of June 1, 2026 to order at 2:00 PM.
At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioner	Staff
Beth Painter, Chair	Joelle Gallagher	Brendon Freeman, Executive Officer
Belia Ramos, Vice Chair	Eve Kahn	Gary Bell, Commission Counsel
Anne Cottrell	David Oro	Stephanie Pratt, Staff Analyst
Paul Dohring		Charlie Livingston, Commission Clerk
Jeffrey Crosswhite		

2. PLEDGE OF ALLEGIANCE

Chair Painter led the Pledge of Allegiance.

3. DISCLOSURES UNDER POLITICAL REFORM ACT/LEVINE ACT

4. OATH OF OFFICE FOR NEW COMMISSIONER JEFFREY CROSSWHITE

Commission Counsel Bell administered an Oath of Office for new Commissioner Jeffrey Crosswhite.

5. APPROVAL OF AGENDA

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

It was concluded that Consent Item 7c would be pulled from the Agenda for discussion per request by Commissioner Cottrell, as well as 7d per request by Vice Chair Ramos.

6. PUBLIC COMMENTS

Chair Painter invited members of the audience to provide public comment at 2:08 PM.

Yvonne Baginski: Napa resident and Napa Wildlife Habitat Conservation Coalition founder, provided a supplemental map to prioritize wildlife preservation during local annexation and SOI reviews, as this area holds some of California's highest biodiversity.

7. CONSENT ITEMS

Action Items:

a) **Approval of Meeting Minutes: June 1, 2026 Regular Meeting**
b) **Approval of Contract with Auditors Clifton Larson Allen for Audit Services**
c) **Approval of Legal Services Agreement with Renne Public Law Group *(pulled)***
d) **Approval of Contract Amendment with AP Triton for the Countywide Fire and Emergency Medical Services Municipal Review *(pulled)***

Upon motion by Commissioner Cottrell and second by Commissioner Dohring, the Commission unanimously approved the minutes of June 1, 2026, and the Contract with Clifton Larson Allen for Audit Services by the following singular vote:

	VOTE:
AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

Receive Report for Information Only:

e) Third Quarter Budget Report for Fiscal Year 2025-26
f) Work Program Update
g) 2026 CALAFCO Staff Workshop Summary
h) Current and Future Proposals

c) Approval of Legal Services Agreement with Renne Public Law Group *(pulled)*

This item was pulled by Commissioner Cottrell to recommend that this be discussed during a closed session at the next meeting in order to hear more about the services being considered. Commissioner Dohring recommended a "Not to Exceed" clause for the contract as well.

Upon motion by Commissioner Dohring and second by Commissioner Ramos, the Commission unanimously agreed to approve the contract containing a "Not to Exceed" amount of $20,000 by the following vote:

	VOTE:
AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

d) Approval of Contract Amendment with AP Triton for the Countywide Fire and Emergency Medical Services Municipal Review *(pulled)*

This item was pulled by Vice Chair Ramos for discussion. AP Triton has exhausted its contract budget but failed to meet performance deadlines for the original MSR. The Commission directed counsel and staff to amend and transmit to AP Triton the unsubmitted demand for performance letter setting strict new deadlines to complete the MSR with the addition of the missing information that was requested by the County in its letter dated February 26, 2026, without incurring any extra costs for this work.

Upon motion by Commissioner Cottrell and second by Vice Chair Ramos, the Commission unanimously directed staff to transmit a demand for performance letter to AP Triton by the following vote:

	VOTE:
AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

8. SPECIAL PRESENTATION: CSDA Public Affairs Field Coordinator Colleen Haley

The Commission received a presentation from California Special Districts Association Public Affairs Field Coordinator Colleen Haley with information regarding Napa LAFCO's membership. Benefits from the membership include, but are not limited to, legislative bill tracking, advocacy news, direct communication with Staff, in-house legal counsel, and training webinars.

9. PUBLIC HEARING ITEMS

a) Final Budget for Fiscal Year 2026-27 and Amendment to the Schedule of Fees and Deposits

The Commission considered the following actions: (1) adopting the final budget for fiscal year 2026-27 by resolution; and (2) amending the *Schedule of Fees and Deposits* by resolution.

The Budget Committee presented a proposed budget that strategically draws down reserves. The proposed amendment to the *Schedule of Fees and Deposits* is limited to updating the fully burdened staff hourly rate.

During discussion regarding this item, the Commission concluded that the budget would be best served by removing the placeholder number of $100,000 in the consulting services expenditure account. It was agreed that consulting services budget would be reduced to zero with the understanding that there will likely be a future budget adjustment following adoption of a Work Plan.

Upon motion by Vice Chair Ramos and second by Commissioner Cottrell, the Commission elected to adopt the final budget for fiscal year 2026-27 by resolution and amended the *Schedule of Fees and Deposits* by resolution by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

b) Sphere of Influence Amendment Involving the Napa Sanitation District and 1089 El Centro Avenue, Proposed El Centro Avenue No. 8 Annexation to the Napa Sanitation District, and Associated CEQA Findings

The Commission considered a Sphere of Influence amendment request submitted by a landowner along with a concurrent annexation proposal involving the Napa Sanitation District and one unincorporated parcel located at 1089 El Centro Avenue and identified by the County of Napa Assessor's Office as 038-110-050. The sphere amendment and annexation are exempt from the California Environmental Quality Act pursuant to CEQA Guidelines sections 15319(b) and 15320.

Prior to the discussion of this item Vice Chair Ramos disclosed that she had previously met with the property owner as well as the Napa Sanitation District. Vice Chair Ramos indicated that Executive Officer Freeman had also been present at one of these meetings.

Chair Painter opened the public hearing and reviewed the rules for orderly comments. No comments were received. Chair Painter closed the public hearing.

Chair Painter invited Napa Sanitation District Associate Engineer Matt Lemmon to the podium to assist with clarification regarding the item. Mr. Lemon explained that Napa Sanitation is uncomfortable providing additional service under the current arrangement, but if the affected territory is annexed, they would allow service consistent with county zoning in this area. This covers possible additional units in this area, provided they are approved by the county.

Upon motion by Vice Chair Ramos and second by Commissioner Cottrell, the Commission unanimously approved the sphere amendment by resolution by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

Upon motion by Vice Chair Ramos and second by Commissioner Dohring, the Commission unanimously approved the annexation by resolution by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

c) Paoli Loop/Watson Lane Reorganization Involving Annexation to the City of American Canyon and Detachment from County Service Area No. 4

The Commission considered a proposal from the City of American Canyon to annex approximately 86.9 acres of unincorporated territory to the City and concurrently detach the affected territory from County Service Area No. 4. The Commission, serving as responsible agency, also considered the Paoli Loop/Watson Lane Annexation Project Final Environmental Impact Report and Mitigation Monitoring and Reporting Program prepared and certified by the City of American Canyon, serving as the lead agency for the project under the California Environmental Quality Act pursuant to CEQA Guidelines sections 15319(b) and 15320.

Prior to the discussion of this item there were a few disclosures. Commissioner Crosswhite had a conversation with the American Canyon City Manager, while Vice Chair Ramos met with the American Canyon City Manager and Mayor, the applicant and their Counsel, and with the City's Fire Chief. Vice Chair Ramos also received a letter regarding this item and stated that she intended to forward it to LAFCO Counsel. Commissioner Cottrell disclosed that she had met with City Staff and Elected Officials, as well as having had a phone conversation with Land Developer Terry McGrath. Rubin Cruse, Special Counsel for this item, joined the June meeting virtually.

Executive Officer Freeman began by making two corrections to the Staff Report on this item. First, it was clarified that a property tax exchange agreement had been reached between the City and County, where taxes will be split equally between the two. This corrects an error in the breakdown in the published Staff Report.

Second, Executive Officer Freeman explained that a Protest Hearing would be necessary provided the Commission approves the application as submitted. The information about Protest Hearings provided in the original footnote in the staff report provided protest thresholds for *uninhabited* areas of 12 registered voters or less, whereas this territory is legally considered *inhabited* and the applicable protest thresholds are slightly different. California Government Code § 57091 gives the Executive Officer authority to conduct and oversee the hearing on behalf of the Commission. It also denotes that a majority protest may mean proceedings are: (a) terminated if written protests are filed by at least 50% of registered voters; (b) an election to be decided by registered voters will be required if written protests are filed by at least 25% or less than 50% of registered voters, or if written protests are filed by at least 25% of the number of landowners who also own at least 25% of the assessed value of land within the affected territory; or (c) LAFCO would order the reorganization without an election.

Chair Painter opened the public hearing and reviewed the rules for orderly comments. No comments were received. Chair Painter closed the public hearing.

Upon motion by Commissioner Cottrell and second by Vice Chair Ramos, the Commission unanimously approved the reorganization by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

A second vote to delegate authority to the Executive Officer to schedule and conduct a Protest Hearing for this Item was put in motion by Vice Chair Ramos and second by Commissioner Dohring, the Commission unanimously approved the item by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

10. ACTION ITEMS

a) Appointment to the Ad Hoc Subcommittee on Municipal Service Reviews and Spheres of Influence

The Committee considered making an appointment to fill a vacant seat on the ad hoc subcommittee that was established by the Commission to advise staff on various matters related to municipal service reviews and sphere of influence studies. Vice Chair Ramos nominated Commissioner Crosswhite for the position, who accepted the nomination.

Upon motion by Vice Chair Ramos and second by Commissioner Dohring, the Commission unanimously appointed Commissioner Crosswhite to the subcommittee by the following vote:

VOTE:

AYES:	**PAINTER, RAMOS, COTTRELL, CROSSWHITE, DOHRING**
NOES:	**NONE**
ABSENT:	**NONE**
ABSTAIN:	**NONE**

11. EXECUTIVE OFFICER REPORT

Executive Officer Freeman relayed plans for the August meeting, including follow up about a Strategic Planning Retreat, an update from the MSR/SOI ad hoc subcommittee and Public Draft for the City of St. Helena MSR. There is also potential for an update to the Countywide Fire MSR. The Executive Officer indicated that Staff is excited to be a part of Bay Area Resiliency Collaborative Planning Project (Bay ARC) and more information about this will come at future meetings.

12. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Commissioner Cottrell inquired about a timeline for developing a Work Plan. Executive Officer Freeman reported that there were two options: one where the MSR/SOI Ad Hoc Committee helps to create the plan and bring it to the meeting, or a Strategic Planning Event can come before. It was agreed upon that Staff would develop the framework for a Work Plan and present it at the August meeting, with a timeline, alternate items, and a narrative regarding why items are being included.

13. CLOSED SESSION: 3:49 PM

a) Public Employee Performance Evaluation (Gov. Code, § 54957.)
Title: Executive Officer

Meeting reconvened at 4:30 PM. No reportable action.

14. ADJOURNMENT at 4:33 PM TO NEXT SCHEDULED MEETING

Monday, August 3, 2026, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

____
Beth Painter, LAFCO Chair

ATTEST:

____
Brendon Freeman, Executive Officer

Prepared by:

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Charlie Livingston, Commission Clerk